

Code number last change Edition - Number of

Examination regulations of Heidelberg University for the Master's degree program Communication, Literature and Media in South Asian New Practices

from November 28, 2014

Based on Section 32 of the Baden-Württemberg Higher Education Act (Landeshochschulgesetz - LHG), last amended by the Third Act Amending Higher Education Regulations (Drittes Hochschulrechtsänderungsgesetz - 3. HRÄG) of April 1, 2014 (Federal Law Gazette of April 8, 2014, p. 99), the Senate of Heidelberg University adopted the following statutes on November 25, 2014.

The Rector gave his approval on November 28, 2014.

Preamble

All official, status, function and job titles that appear in the masculine form in these regulations apply equally to women and men and may also be used in the corresponding feminine form. This also applies to the use of university degrees, academic designations and titles.

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Section I: General

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§ 1Subject matter of the study program and the examination

- (1) The Master's degree course in Communication, Literature and Media in New South Asian Languages focuses on the academic study of the newer literary and vernacular languages of South Asia and their written and oral textual traditions in a cultural studies context. The Master's degree program is intended to introduce students to the research-oriented study of the subject and to lay the foundation for their own research work at a later stage.
- (2) The "Master of Arts" examination is intended to determine whether students have an overview of the context of their subject, the ability to apply in-depth scientific methods and knowledge and to work independently according to scientific principles.
- (3) The requirements for admission to the course are set out in separate admission regulations.

§ 2 Master's degree

After passing the Master's examination, Heidelberg University awards the academic degree "Master of Arts" (abbreviated to M.A.).

§ 3Standard period of study , course structure, scope of courses offered

- (1) The standard period of study for the Master's degree course is four semesters, including the time required to take the Master's examination and write the Master's thesis.
- (2) The course extends over three semesters. In addition to the Master's thesis, a final oral examination must be taken in the fourth semester. The total number of credit points (CP) required to successfully complete the Master's degree program is 120.
- (3) The degree program has a modular structure.
- (4) Students who are already proficient in two of the new South Asian languages taught at the Department of Modern Languages in South Asian Studies at the South Asia Institute at Bachelor's level will earn 36 CP/CP in the module Language Specialization: Text Reading and Media, 30 CP/CP in the module Discourse, Communication and Literature and 24 CP/CP in the module Multidisciplinary South Asia in the first three semesters.
- (5) Students who study one of the new South Asian languages taught at the Department of Modern South Asian Studies at the South Asia Institute at Bachelor's level earn 18 CP/CP in the first three semesters in the module Language Specialization: Text Reading and Media, 24 CP/CP in the module Second Language, 24 CP/CP in the module Discourse, Communication and Literature and 24 CP/CP in the module Multidisciplinary South Asia.
- (6) In the fourth semester, all students complete their studies with a Master's thesis and a final oral examination (30 CP/CP).
- (7) The language of instruction and examination is generally German, but can also be the chosen South Asian language. Courses and examinations may also be held in English in whole or in part.

§ 4 Modules, credit points, list of grades

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- (1) A module is a thematically and chronologically self-contained teaching and learning unit that can be made up of various courses. It consists not only of the courses to be attended, but also includes the coursework to be completed that is necessary for the successful completion of a module.
- (2) The Master's thesis and the final oral examination constitute a separate module.
- (3) A distinction is made between
 - Compulsory modules: must be completed by all students
 - Compulsory elective modules: students can choose from a limited range.
- (4) In order to pass a module, all partial performances within the module must have been graded with at least "sufficient" (4.0) (= module partial grades).
- (5) Credit points are awarded for successfully completed modules with their partial achievements. One credit point corresponds to 30 hours of work for the student.
- 6) A list of grades (transcript of records) is issued at the end of each semester. This lists all module (partial) examinations passed together with the respective credit points and grades.

§ 5 Examination Board

- (1) The Examination Board of the Faculty of Arts and Humanities is responsible for the organization of examinations and the tasks assigned by these examination regulations. It consists of two university lecturers, one representative of the academic staff and one student with an advisory vote. The chairperson and deputy chairperson as well as the other members of the Examination Board are appointed by the Faculty Council for a term of two years. The student's term of office is one year. The chairperson and deputy chairperson must be university teachers.
- (2) The Examination Board ensures that the provisions of the examination regulations are adhered to and makes suggestions for the further development of the curriculum and the examination regulations. It appoints the examiners and the assessors. The Examination Board can delegate the appointment to the chairperson or a person appointed at an institute. It can be consulted on all matters relating to examinations.
- (3) The Chairman conducts the business of the Audit Committee, prepares the meetings, chairs them and decides in the event of a tie.
- (4) The Examination Committee may delegate other tasks of the Examination Committee to the chairperson or a person appointed at an institute at any time, provided that this does not conflict with statutory provisions. The Audit Committee shall be regularly informed about the completion of these tasks.
- (5) The members of the Audit Committee have the right to attend the examinations.
- (6) The members of the examination committee, the examiners and assessors are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the chairperson.
- (7) Rejecting decisions by the Examination Committee or the Chairman must be reported to the Examination Committee.

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The decision must be communicated in writing without delay, stating the reasons and providing information on legal remedies.

§ 6Examiners and assessors

- (1) As a rule, only university lecturers, university lecturers and private lecturers as well as academic staff who have been given the authority to conduct examinations are authorized to conduct examinations that are not conducted in conjunction with individual courses.
- (2) In the case of course-related examinations, the teacher responsible for the corresponding course is usually the examiner.
- Only those who have passed the corresponding Master's examination or a comparable examination may be appointed as assessors.
- (4) The candidate may propose an examiner for the Master's thesis and for the final oral examination; this does not constitute a legal entitlement to the assignment of a specific examiner.
- (5) The chairperson of the examination board shall ensure that the candidate is informed of the names of the examiners in good time.
- (6) Authorized examiners can be appointed as examiners for up to two years after leaving Heidelberg University.

§ 7Recognition of study and examination achievements and degrees

- (1) Study and examination achievements as well as degrees that have been completed in courses of study at other state or state-recognized universities and vocational academies in the Federal Republic of Germany or in courses of study at foreign state or state-recognized universities are recognized, provided that there is no significant difference in the skills acquired compared to the achievements or degrees that are being replaced. The recognition serves the continuation of studies, the taking of examinations, the commencement of further studies or admission to doctoral studies. § Section 15 (3) and (4) LBG remains unaffected.
- (2) Participation in recognized distance learning units is credited to the study period in the same way as the corresponding on-campus studies.
- (3) It is the applicant's responsibility to provide the necessary information about the service to be recognized. The burden of proof that an application does not meet the requirements for recognition lies with the body carrying out the recognition procedure.
- (4) Insofar as agreements and conventions between the Federal Republic of Germany and other countries on equivalencies in the higher education sector (equivalence agreements) favor students from foreign countries in deviation from paragraph 1 and Section 59 (1) sentence 1 LHG, the provisions of the equivalence agreements shall take precedence.
- (5) Study and examination achievements should be assessed on the basis of a credit point system that enables the crediting of achieved achievements to the same or related degree programs at the same or other universities; the same applies to professional academies, insofar as equivalence is given.
- (6) Knowledge and skills acquired outside the higher education system shall be credited towards a degree course if

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1. the requirements for university admission are met at the time of recognition,

- 2. the knowledge and skills to be credited to the university degree program are equivalent in content and level to the coursework and examinations they are intended to replace, and
- 3. the criteria for recognition have been checked as part of an accreditation.

A maximum limit of 30 LP/CP applies for recognition. Final theses are excluded from recognition. If individual achievements required for the recognition of certain knowledge and skills are missing, the responsible examination board can order a placement test.

(7) In the case of contact studies, credit points may be awarded for coursework and examinations. Paragraphs 2 and 5 as well as paragraph 6 sentence 1 number 1 apply accordingly to the transfer of credit points from contact studies to a university degree course. Paragraph 6 applies accordingly to the crediting of knowledge and skills acquired outside the higher education system to contact studies.

§ 8Withdrawal, default, failure to meet deadlines and deception

- (1) An examination is graded as "insufficient" (5.0) if the candidate does not appear for an examination without a valid reason or if he/she withdraws after the start of the examination without a valid reason. The same applies if a written examination is not completed within the specified time, unless the candidate is not responsible for exceeding the deadline.
- (2) The reasons given for withdrawal or failure to attend in accordance with paragraph 1 must be notified to the Examination Board in writing without delay and substantiated. In the event of illness of the candidate or of a child or relative for whom the candidate is primarily responsible, a medical certificate must be submitted; in cases of doubt, a certificate from a doctor appointed by the University may be requested. If the reasons are recognized, a new date will be set. In this case, the examination results already available are to be taken into account.
- (3) When deciding whether the candidate is responsible for exceeding a deadline for registering for or taking examinations, the Examination Board must take into account the protective provisions in accordance with the Maternity Protection Act and the statutory provisions on parental leave as well as the special needs of students with children or relatives in need of care within the meaning of Section 7 (3) of the Caregiver Leave Act and enable them to take advantage of this.
- (4) If the candidate attempts to influence the result of the examination by cheating or using unauthorized aids, the examination in question will be assessed as "insufficient" (5.0). A candidate who disrupts the proper conduct of the examination may be excluded from continuing the examination by the authorized examiner or invigilator; in this case, the examination in question will be assessed as "insufficient" (5.0). In serious cases, the examination board may exclude the candidate from taking further examinations.
- (5) The candidate may request within a period of one week that the decisions according to paragraph 4 sentences 1 and 2 be reviewed by the examination board. Incriminating decisions must be communicated to the candidate in writing without delay, stating the reasons and providing information on legal remedies.

§ 9Types of course-related examinations

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- (1) Course-related examinations are
 - 1. the oral examinations and
 - 2. the written examination results (in electronic form, if applicable).
- (2) If the candidate provides a medical certificate to substantiate that he/she is unable to take examinations in the intended form in whole or in part due to long-term or permanent disabilities, the examination board may allow equivalent examinations to be taken in a different form. The same applies to coursework.

§ 10 Oral examinations during the course of study

- (1) In the oral examinations, the candidate should demonstrate that the interrelationships of the examination area are recognized and that special questions can be classified in these contexts. Furthermore, it should be determined whether the candidate has a basic knowledge corresponding to the course of study.
- (2) The duration of the oral examinations is between 30 and 60 minutes.

Written examinations during the course of study § 11

- (1) In the written examination, the candidate should demonstrate that he/she can recognize a problem in a limited time and with limited aids using the usual methods of the subject and find ways to find a solution.
- (2) The duration of the exams is between 60 and 180 minutes. Multiple choice questions are not permitted.
- If a written examination is in the form of a term paper, a report or a translation, the candidate (3) must confirm in writing on a supplementary sheet that he/she has written the paper independently and has not used any aids other than those specified.
- The assessment procedure for written examinations should not exceed six weeks. (4)

Ş 12 Assessment of examination results

The grades for the individual examination performances are determined by the respective (1) examiners. The following grades are to be used for the assessment of performance:

1 = very good	an outstanding performance;
2 = good	a performance that is considerably above the average requirements;
3 = satisfactory	a performance that meets average requirements;
4 = sufficient	a service that still meets the requirements despite its shortcomings;

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5 = not sufficient

a service that no longer meets the requirements due to significant defects.

In order to differentiate the assessment of the examination performance, intermediate values can be formed by decreasing or increasing the individual grades by 0.3; the grade 0.7 and intermediate values above 4.0 are excluded.

- (2) A final module grade is calculated from the unrounded partial module grades according to the number of credit points. If a final module examination is to be taken in a module, the grade of the final module examination forms the grade for this module.
- (3) A final module grade and the overall grade of the Master's examination are as follows:

with an average of up to 1.5 very good with an average of 1.6 to 2.5 good with an average of 2.6 to 3.5 satisfactory with an average of 3.6 to 4.0 sufficient

- (4) When calculating the final module grades and the overall grade of the Master's examination, only the first digit after the decimal point is taken into account; all other digits are deleted without rounding. The overall grade of the Master's examination is calculated in accordance with Section 19 (2).
- (5) In addition to the final grade according to the German system, students who have successfully completed the corresponding examination will receive a relative grade according to the following grading scale:

A the best 10 %
B the next 25 %
C the next 30 %
D the next 25 %
E the next 10 %

The calculation of the relative grade is based on the overall grades according to

§ 19 paragraph 2 with a decimal place of 1.0 to 4.0 of the graduates of the Master's degree program in Communication, Literature and Media in South Asian Modern Languages who have successfully completed their studies in the last 36 months - calculated from the month in which the certificate was issued. The minimum group size is 30 graduates. If this group size is not reached within 36 months, the period must be extended until the required group size is reached. The certificates are issued for the first time when the requirements according to sentences 2 - 4 are met. The ECTS grade is obligatory as a supplement for degrees; for individual modules it can be shown as an option, insofar as this is possible and a corresponding entitlement exists.

Section II: Master's examination

§ 13 Admission requirements for the Master's examination

(1) Admission to a Master's examination can only be granted to those who

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1. is enrolled on the Master's degree course in Communication, Literature and Media in South Asian Modern Languages at the University of Heidelberg,

- 2. has not lost his right to take examinations in the Master's degree program Communication, Literature and Media in South Asian Modern Languages.
- (2) In order to be admitted to the final oral examination, students must also successfully complete the modules and courses listed in Annex 1 amounting to at least 84 CP/CP.
- (3) The Master's thesis can only be started once the final oral examination has been passed.

§ 14 Admission procedure

- (1) The application for admission must be submitted in writing to the Chair of the Examination Board. The application must be accompanied by:
 - 1. proof that the admission requirements set out in Section 13 (1) and (2) have been met.
 - 2. a declaration as to whether the candidate has already failed a Master's examination in a Master's degree program in Communication, Literature and Media in South Asian Modern Languages or is currently undergoing an examination procedure for such a degree program.
- (2) If the candidate is unable to provide the required evidence in the prescribed manner, the examination board may allow the evidence to be provided in another way.
- (3) The examination board decides on admission based on the application. A rejection must be communicated in writing, must be justified and must include information on legal remedies.
- (4) The application for authorization may only be rejected if
 - 1. the requirements under § 13 paragraph 1 are not met or
 - 2. the documents referred to in paragraph 1 are incomplete and have not been completed despite a request to do so, or
 - 3. the candidate has definitively failed the Master's examination in the Communication, Literature and Media in South Asian Modern Languages degree program or has lost the right to take the examination or
 - 4. the candidate is in an ongoing examination procedure for such a degree program.

§ 15Scope and type of examination

- (1) The Master's examination consists of
 - successful participation in the modules and courses listed in Appendix
 1.
 - 2. the final oral examination,
 - 3. of the Master's thesis.

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- (2) The examinations under paragraph 1 no. 1 are taken as part of the respective course and are written and/or oral. The type and duration of the examination shall be determined by the head of the course and announced at the latest at the beginning of the course.
- (3) The Master's examination must be taken in the order
 - 1. course-related examinations (paragraph 1 no. 1),
 - 2. oral final examination (paragraph 1 no. 2),
 - 3. Master's thesis (paragraph 1 no. 3).
- (4) § Section 9 (2) applies accordingly.

§ 16 Final oral examination

- (1) The final oral examination is intended to show that the candidate recognizes the interrelationships of the examination area and can classify specific questions in these contexts. Furthermore, it should be determined whether the candidate has a broad basic knowledge as well as in-depth knowledge in limited topics of the examination area.
- (2) The final oral examination is conducted by an examiner in the presence of an expert assessor. The examinee has a right of nomination, but this does not constitute a legal claim. The chairperson of the examination board shall ensure that the candidate is informed of the examiner's name in good time.
- (3) The final oral examination must be taken no later than four weeks after taking the last examination in accordance with Section 15 (1) No. 1. If this deadline is missed, the final oral examination is deemed to have been assessed as "insufficient" (5.0), unless the candidate is not responsible for missing the deadline.
- (4) For the final oral examination, the candidate may, with the consent of the examiner, propose three topics to be examined; however, the examination is not limited exclusively to these examination areas.
- (5) The duration of the final oral examination is approximately 60 minutes.
- (6) The examination is conducted in German or English at the candidate's discretion. § Section 3 (7) remains unaffected by this.
- (7) The main subjects and results of the oral examination are to be recorded in a protocol. The candidate must be informed of the result following the examination.
- (8) Students who wish to take the same subject examination at a later date may be admitted as listeners, subject to available places. Admission does not extend to the consultation and the announcement of the examination results. At the request of the examinee or for important reasons, the public may be excluded.

§ 17 Master's thesis

(1) The Master's thesis should show that the candidate is able to solve a problem in the field of communication, literature and media in South Asian countries within a specified period of time.

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work independently on new languages using scientific methods.

(2) The Master's thesis can be issued and supervised by any authorized examiner according to § 6 paragraph 1 of the Department of Modern Languages and South Asian Studies of the South Asia Institute. Representatives of another subject area at Heidelberg University may be associated as authorized examiners upon reasoned request by the Examination Board.

- (3) The candidate must begin the Master's thesis no later than two weeks after taking the final oral examination or submit an application for the assignment of the topic of the Master's thesis to the Chair of the Examination Board. If the aforementioned deadline is missed, the Master's thesis is deemed to have been assessed as "insufficient" (5.0), unless the candidate is not responsible for missing the deadline.
- (4) The topic of the Master's thesis is determined by the supervisor. Upon request, the Chair of the Examination Board shall ensure that the candidate receives a topic for the Master's thesis in good time. The candidate must be given the opportunity to make suggestions for the topic; this does not constitute a legal claim. The topic is issued by the Chair of the Examination Board. The time of issue must be recorded.
- (5) The period from issuing the topic to submission is four months. In exceptional cases, the deadline can be extended by up to two months by the examination board in consultation with the supervisor. If the deadline is not met, the thesis is deemed to have been submitted with "insufficient" (5.0), unless the candidate is not responsible for exceeding the deadline.
- (6) The topic and task of the Master's thesis must be limited in such a way that the deadline for completion can be met. The topic can only be returned once and only within the first month of the completion period. The scope of the Master's thesis of approx. 20,000 words (approx. 55 pages; 1 1/2 line; 30 lines; excluding bibliography) should only be exceeded after prior consultation with the supervisor.
- (7) The Master's thesis can be written in German or English. Other languages are possible with the approval of the Examination Board.
- (8) If the Master's thesis is assessed as "insufficient" (5.0), it can be repeated with a new topic; a repetition with the previous topic is excluded.

§ 18 Submission and assessment of the Master's thesis

- (1) The Master's thesis must be submitted to the Examination Board in three printed copies and an unrestricted printable, storable and searchable PDF file by the deadline; the submission date must be recorded. The thesis should include an abstract.
- (2) When submitting the Master's thesis, the candidate must confirm in writing that he/she has written the thesis him/herself and has not used any sources or aids other than those specified.
- (3) The Master's thesis is assessed by two examiners, one of whom must be a university lecturer. The first examiner should be the supervisor of the thesis. The second examiner is appointed by the examination board; the candidate has the right to make suggestions, but this does not constitute a legal claim. The assessment procedure should not exceed six weeks.
- (4) The grade is calculated from the arithmetic mean of both assessments; § 12 applies accordingly. In the event of deviations of more than one grade, the Examination Board shall determine the grade of the Master's thesis after hearing both examiners. In such cases, it may consult a third examiner.

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§ 19 Passing the examination, overall grade

- (1) The Master's examination has been passed if all examinations in accordance with Section 15 (1) have been assessed as at least "sufficient" (4.0).
- (2) To calculate the overall grade of the Master's examination in accordance with Section 12 (3), the module grades are used with their numerical value before rounding in accordance with Section 12 (3) and weighted according to their number of credit points.
- (3) With an overall grade of 1.0, the rating "with distinction" is awarded.

§ 20 Repeating examinations, deadlines

- (1) Examinations that have not been passed or are deemed to have not been passed can be repeated once. A second retake is only permitted in exceptional cases and only for a maximum of two course-related examinations. The decision on this is made by the Examination Board. A second repetition of the Master's thesis or the final oral examination is not permitted.
- (2) It is not possible to repeat an examination that has been passed.
- (3) Failed examinations must be retaken at the earliest possible date. If this deadline is missed, the examination entitlement expires, unless the candidate is not responsible for the failure.
- (4) Failure to pass a compulsory module will result in exclusion from the degree program; in the case of compulsory elective modules, failure can be compensated for by successfully completing another module.

§ 21Master's certificate and diploma

- (1) A certificate in German and English will be issued within four weeks after the Master's examination has been passed. It will contain the name of the individual modules with the grades achieved in them (grade in accordance with Section 12 (3) and numerical value) as well as the assigned credit points, the topic and grade of the Master's thesis and the overall grade of the Master's examination. The certificate shall bear the date on which the last examination was completed and shall be signed by the Chair of the Examination Board and the Dean of Studies.
- (2) The certificate is accompanied by a "Diploma Supplement" in German and English, which contains additional information about the course content and course of study and is based on the framework set out in the "European Diploma Supplement Model".
- (3) At the same time as the certificate, a bilingual master's certificate in German and English is issued with the date of the certificate. It certifies the award of the academic degree "Master of Arts". The certificate is signed by the Chair of the Examination Board and the Dean of Studies and bears the seal of the Faculty.
- (4) If the Master's examination has been definitively failed or is deemed to have been definitively failed, the chairperson shall issue a written notification of this, which shall include instructions on how to appeal. Upon application and submission of the relevant evidence and the certificate of de-registration, a certificate will be issued which contains the examinations taken and the grades achieved, as well as the examinations still missing for the Master's examination and indicates that the Master's examination has not been passed.

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Section II: Final provisions

§ 22Invalidity of examinations

- (1) If the candidate has cheated in an examination and this fact only becomes known after the certificate has been issued, the Examination Board may subsequently correct the grades for those examinations in which the candidate has cheated and declare the examination failed in whole or in part.
- (2) If the requirements for admission to an examination were not met without the candidate intending to deceive about this and this fact only becomes known after the certificate has been issued, this deficiency is remedied by passing the examination. If the admission was obtained intentionally and wrongly, the examination board shall decide.
- (3) The examinee must be given the opportunity to comment before a decision is made.
- (4) The incorrect examination certificate must be withdrawn and a new one issued if necessary. If the examination was declared "failed" due to cheating, the corresponding Master's certificate must also be confiscated together with the incorrect examination certificate. A decision in accordance with paragraph 1 and paragraph 2 sentence 2 is excluded after a period of five years from the date of the examination certificate.

§ 23Inspection of the examination files

After completion of the examination procedure, the candidate will be granted access to the examination documents within a reasonable period of time upon written request. The request must be made within one year of the conclusion of the examination procedure. The chairperson of the examination board shall determine the time and place of the inspection.

§ 24 Entry into force

- (1) These examination regulations come into force on the first day of the month following their publication in the Rector's Gazette. At the same time, the examination regulations for the Master's degree program in Modern Languages and Literatures of South Asia from April 4, 2007 (Rector's Gazette of April 20, 2007, p. 797), amended on April 22, 2013 (Rector's Gazette of April 22, 2013), shall enter into force.

 Rector of May 31, 2013, p. 299), is no longer in force.
- (2) For students who are already enrolled in the Master's degree program in Modern Languages and Literatures of South Asia at Heidelberg University at the time these examination regulations come into force, the previous regulations will continue to apply for up to two years after they come into force.

Heidelberg, November 28, 2014

Professor Dr. rer. nat. Bernhard Eitel Rector

Appendix 1

Variant A: Module overview with two existing South Asian new languages

Sem.	Modules			
1.		Discourse, communication and literature	Multidisciplinary South Asia 1	
2.	Language specialization: text reading and media	(24 LP/CP)	(12 LP/CP)	
3.	(36 LP/CP)	Master's thesis preparation course	Multidisciplinary South Asia 2	
J		(6 LP/CP)	(12 LP/CP)	
4.	Final oral examination and Master's thesis (30 LP/CP)			

Variant B: Module overview for an existing South Asian new language

Sem.	Modules			
1.			Discourse, communication and literature	Multidisciplinary South Asia 1
2.	Language specialization: text reading and media	Second	(18 LP/CP)	(12 LP/CP)
2	(18 LP/CP)	language	Master's thesis preparation course	Multidisciplinary South Asia 2
3.		(24 LP/CP)	(6 LP/CP)	(12 LP/CP)
4.	Final oral examination and Master's thesis (30 LP/CP)			

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