



**Universität Stuttgart**

**Examination Regulations of the University of Stuttgart for the  
Master's program English and American Studies / English  
Linguistics**

July 22, 2020 (German original)

**(This translation is not an official document, only the original German version can be official/legal.)**

**[Translation: Lisa Rosenberger, February 17, 2022]**

# **Examination Regulations of the University of Stuttgart for the Master's program English and American Studies / English Linguistics**

**From July 22, 2020**

On the basis of §§ 19 para. 1 no. 9 and 32 para. 3 sentence 1 of the State University Act of January 1, 2005 (GBl. 2005, p. 1), last amended by the law of March 13, 2018 (GBl. p. 85) the Senate of the University of Stuttgart on February 12, 2020, adopted the following Study and Examination regulations for the Master's program English and American Studies / English Linguistics.

The Rector of the University of Stuttgart has approved this statute pursuant to § 32 para. 3 sentence 1 of the State Higher Education Act on July 22, 2020, ref. 7831.175-A-01.

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## **Preamble**

The study and examination regulations for the Master's program in English and American Studies / English Linguistics describe the structure of the program and the organization of the examinations. They represent the set of rules and the legal basis for a standardized course and evaluation of the study and the examination achievements. It addresses both the students and the examiners, as well as the corresponding bodies of the University of Stuttgart.

## **I. General**

### **§ 1 Purpose of the Examination**

The Master's examination constitutes a further professionally qualifying degree of the program. The Master's examination is intended to determine whether the students can work independently on scientific questions based upon their Master's subject. Students are expected to use relevant research methods and to develop and apply them in complex situations beyond their Bachelor's degree.

### **§ 2 Master's Degree**

On the basis of the successful completion of the Master's examination, the University of Stuttgart awards the academic degree "Master of Arts" (abbreviated: "M.A.").

### **§ 3 ECTS Credits and Modules**

- (1) ECTS credits are earned during the course of study. They are a quantitative measure for the amount of time students spend on their studies. Students must earn an average of 30 ECTS credits per semester. This corresponds to a workload of approximately 900 hours. The acquisition of ECTS credits requires the following successful participation in the courses or the successful completion of certain study courses and is thus linked to the passing of the respective module examination or partial module examinations.
- (2) The study program is divided into modules for which, upon completion of the module examination or the partial module examinations, the ECTS credits are awarded. ECTS credits are only awarded when all study and study-related requirements specified in the module handbook have been successfully completed. The modules comprise related courses and usually extend over one, but not more than two semesters.

### **§ 4 Structure of Studies, Standard Period of Study, ECTS Credits**

- (1) The standard period of study is four semesters. It comprises the module examinations including the Master's thesis.
- (2) The total number of ECTS credits required for the Master's degree is 120, of which 30 ECTS credits are for the Master's thesis and 90 for studies and examinations during the course of study.
- (3) ECTS credits can only be earned by completing coursework and examinations that have been evaluated with at least "sufficient" or "successfully participated" respectively. The distribution of the ECTS credits among the individual modules and courses in the compulsory and elective areas is regulated in the appendices of these examination regulations and in the module handbook.

### **§ 5 Structure of Studies and Examinations**

- (1) The Master's examination consists of module examinations and the Master's thesis. The courses offered cover all 4 semesters.
- (2) The program is divided into two profiles, "English Linguistics" and "English and American Studies". With the first registration for examinations, the students must choose one of the two profiles.

- (3) Each profile comprises compulsory modules worth 78 ECTS credits, elective modules worth 12 ECTS credits, and the Master's thesis of 30 ECTS credits. The compulsory and elective modules to be taken in the two profiles are regulated in Appendices 1 and 2 to these examination regulations.
- (4) In up to one instance, an elective module that has not yet been passed may be changed by declaration to the Examination Office. This also removes the obligation to participate in further resit examinations in the previous elective module. The declaration can only be made as long as the examination fulfillment for the Master's degree program English and American Studies / English Linguistics has not yet been rejected and not all examinations required for the completion of the degree have been completed. The previous module that has been changed cannot be continued at a later point in time.

## **§ 6 Examination Deadlines**

- (1) The examination fulfillment for the Master's program English and American Studies/ English Linguistics expires if the Master's examination is not successfully completed within 8 semesters. This does not account if the person to be examined is not responsible for the failure to meet the deadline. This decision is made by the chair of the Board of Examinations upon the application of the person examined.
- (2) Expectant mothers are not allowed to take examinations during the last six weeks before delivery, unless they explicitly declare their willingness to take the examination. The declaration must be made in writing to the chairperson of the Board of Examinations and may be revoked at any time. Sentences 1 and 2 shall apply to women who have recently given birth up to eight weeks after childbirth. For mothers after premature and multiple births, this period extends to twelve weeks, in the case of premature births additionally by the period that could not be claimed according to sentence 1. In the event of the death of the child, the mother may, at her explicit request, take examinations again before the expiry of these periods, in case there is nothing to prevent this on the basis of a medical certificate. The mother may revoke this declaration at any time by contacting the chairperson of the Board of Examinations. For a disadvantage compensation in the sense of § 1 para. 1 and § 9 para. 1 of the Maternity Protection Act, §10 para. 5 shall apply accordingly.
- (3) Students who live in the same household with a child under the age of eight for whom they care primarily on their own, are entitled to take individual courses and examinations after expiry of the deadlines specified for this purpose. The person chairing the Board of Examinations decides on the extension of the deadline upon application of the person examined. Deadlines for resit examinations can only be extended by up to two semesters. The time for the Master's thesis can generally only be extended within the time limit according to § 24 para. 5, last sentence; in justified exceptional cases, an extension beyond this is permissible, whereby the total extension may not exceed twice the time limit according to § 24 para. 5, last sentence. The authorization expires at the end of the semester in which the prerequisites mentioned in sentence 1 cease to apply. The period in para. 1 may be extended by a maximum of 6 semesters per child, provided that the requirements of sentence 1 have been met for this period. Otherwise, the entitlement expires at the latest at the end of the semester, in which the child reaches the age of eight. Students are required to keep the corresponding records. They are obliged to notify the university immediately of any changes in the requirements.
- (4) Students who care for a close relative within the meaning of § 7 para. 3 of the nursing time law, who is in need of care in the sense of §§ 14,15 SGB XI, are entitled to take individual courses and examinations after the expiry of the deadlines stipulated for this purpose. The person chairing the Board of Examinations decides on the extension of the time limit upon the application of the person to be examined; the applicant must provide suitable evidence, which in particular provides information about the amount of time required for the care effort. Deadlines for resit examinations can only be extended by up to two semesters, for the duration of the Master's thesis applies para. 3 sentence 4. The authorization expires at the end of the semester in which the prerequisites mentioned in sentence 1 cease to apply. The period in para. 1 may be extended by a maximum of 6 semesters, provided that

the requirements of sentence 1 have been fulfilled for this period. Students must provide the relevant evidence. They are obliged to notify changes in the prerequisites without delay.

- (5) Anyone who is unable to attend classes due to prolonged illness or permanent physical handicap, is not able to attend the courses regularly or achieve the expected academic performance, is allowed to take individual courses and examinations after the deadlines stipulated in the examination regulations. The person chairing the Board of Examinations decides on the extension of the time limit upon the application by the person to be examined. Deadlines for resit examinations can only be extended by up to two semesters; for the duration of the Master's thesis applies paragraph 3, sentence 4, otherwise, the extension period shall not exceed two years. The person to be examined must provide the relevant evidence, in particular medical certificates; in cases of doubt, the submission of a certificate from a doctor appointed by the university. Changes in the requirements are to be reported immediately.
- (6) An activity as an elected member in legally provided bodies or statutory bodies of the university or the student union during at least one year can be disregarded for up to one academic year in the calculation of the calculation of the examination deadlines. The decision shall be made by the Rector upon the application by the person to be examined.

## **§ 7 Board of Examinations**

- (1) For the organization of examinations and all other tasks assigned by these regulations, the Faculty of Humanities and History forms a Board of Examinations. The chairperson of the Board of Examinations, the member representing them in case of being unable to attend, the other members and their deputies are appointed by the Faculty Council of the Philosophical-Historical Faculty. The Board of Examinations is composed as follows:
  1. three university professors or non-scheduled professors (apl.) professors, provided that they are employed full-time at the University of Stuttgart,
  2. one member of the academic staff,
  3. one student (with advisory vote).The chairmanship of the Board of Examinations in English can only be held, by proxy, by a university lecturer or an adjunct professor within the meaning of no. 1. As a rule, the chairperson shall be responsible for the business of the Board of Examinations in English. In addition, the committee may delegate certain tasks to the chairperson on a revocable basis.
- (2) The term of office of the members is three years, that of the student member one year.
- (3) The Board of Examinations in English shall ensure that the provisions of these regulations are observed. It reports regularly to the faculty on the development of examination and study times as well as on the distribution of overall grades. The Board of Examinations in English shall ensure that study and examination achievements are completed or taken within the periods specified in these regulations. For this purpose, students should be informed in good time about the type and number of coursework and examinations to be taken, as well as the dates on which they are to be taken.
- (4) The members of the Board of Examinations in English have the right to be present at the taking of examinations.
- (5) The members of the Board of Examinations in English and the persons representing them are subject to official secrecy. If they are not in public service, the chairperson shall oblige them to maintain secrecy.
- (6) The person to be examined must be informed of incriminating decisions of the Board of Examinations in English or its chairperson immediately in writing, stating the reasons and the legal basis and must be accompanied by instructions on how to appeal. Appeals against these decisions must be made in writing to the examiner within one month of the notification of the decision to the Board of Examinations in English. If the Board of Examinations in English does not resolve the objection, the

objection must be submitted to the Prorektor for Academic Affairs and Continuing Education for a decision.

### **§ 8 Examiners and Assessors**

- (1) The Board of Examinations in English appoints the examiners. It may delegate the appointment to the chairperson. The examiner appoints the assessor.
- (2) When conducting university examinations, only university professors, honorary professors and university lecturers or private lecturers are permitted, as well as those academic staff and lecturers to whom the right to examine has been conferred in accordance with the statutory provisions. Academic staff members and lecturers may be appointed as examiners only in exceptional cases if university lecturers and university or private lecturers and university or private lecturers are not available to a sufficient extent as examiners.
- (3) In the case of course achievements and examinations accompanying courses, as a rule in accordance with para. 2, the member of the teaching staff who conducted the course will be appointed as the examiner.
- (4) The invigilator must have passed at least a Master's examination in English Literature and/or English Linguistics or an equivalent examination.
- (5) §7 para. 5 applies to examiners and assessors.
- (6) The dates of the examinations and the names of the examiners shall be announced to the persons to be examined in good time by posting notices or by other means. There is no legal claim to the assignment of a specific examiner.

### **§ 9 General Admission Requirements**

- (1) Only those students can be admitted to a module examination as well as to the Master's thesis who
  1. at the time of registration for the examination are enrolled at the University of Stuttgart in the Master's degree program English and American Studies/ English Linguistics,
  2. fulfil the admission requirements for the respective examination,
  3. prove that they have fulfilled the requirements for admission to the Master's thesis, if the admission was subject to conditions, and
  4. the examination fulfillment in the Master's degree program English and American Studies/ English Linguistics or in a related course of study at a university or an equivalent university, university of applied sciences or dual university or university of cooperative education, whose degree is equivalent to a Fachhochschule degree, has not been lost in Germany. In a related degree program, this applies only to the loss of the right to take examinations or modules which are also required in the Master's degree program English and American Studies/English Linguistics (compulsory modules) as well as in the case of loss of the right to examination fulfillment due to exceeding the time limit (e.g. maximum duration of study). The previous sentence does not apply in the case of loss of the right to take an examination in a Master's degree program with the same title. The Board of Examinations in English decides on further study programs which are considered to be related.
- (2) The application for admission must be submitted to the Examination Office for each module examination in the form prescribed by the Examination Office. The application must be accompanied by the following, if not already submitted to the university:
  1. the proofs of the existence of the requirements mentioned in paragraph 1 no. 1 to 4 admission requirements and
  2. a statement as to whether the person to be examined has already passed a Master's examination

or failed an examination in a related course of study pursuant to paragraph 1 no. 4 or whether they are currently undergoing examination proceedings in such a degree program.

- (3) If it is not possible for the person to be examined to attach the documents in the prescribed manner, the Board of Examinations in English may, in individual cases, permit the evidence to be provided in another way.
- (4) If not all evidence can be presented when registering for the examination, admission to the examination may be granted subject to the proviso that the missing evidence will be submitted by the date of the examination. At the latest before the examination, the examiner must be satisfied that the missing evidence for the examination in question has been submitted.
- (5) The Board of Examinations in English decides on admission. Admission is granted if it has not been denied within one month after receipt by the Examination Office.
- (6) Admission may only be refused if
  1. the requirements specified in paragraph 1 are not met, or
  2. the documents according to paragraph 2 are incomplete, or
  3. the person to be examined does not meet the examination requirements in the Master's program English and American Studies/English Linguistics or in a related course of study in accordance with paragraph 1 no. 4 at a university or equivalent institution of higher education in Germany or is currently undergoing examination proceedings in such a degree program.
- (7) The registration deadlines for the examinations are announced by the Examination Office of the University of Stuttgart.

#### **§ 10 Module Examinations, Course and Examination Achievements**

- (1) The module examination is made up of one or more course achievement and/or examinations. As a rule, modules should only be one examination. Partial examinations are only permissible in exceptional cases.
- (2) Course achievements are
  1. preliminary examinations,
  2. non-graded certificates of achievement,
  3. graded certificates of achievement.
- (3) Examination achievements are
  1. written module examinations,
  2. oral module examinations,
  3. course-related examinations.
- (4) During a leave of absence, examinations that are not part of a course may be taken during a leave of absence, however, course achievement and course-related examinations may not be taken during a leave of absence.
- (5) If a person to be examined can credibly demonstrate by submitting a medical certificate that they are unable to take the examination in whole or in part in the prescribed form due to long-term or permanent health issues, the person chairing the Board of Examinations in English shall allow them to take the examinations in part or in full within an extended period of time or to take equivalent examinations in a different form. The same applies to course achievement.

#### **§ 11 Specialized Language**

Courses are usually held in English. After prior announcement courses can also be held in another language. As a rule, the course achievement and/or examination is conducted in the language of the course.

#### **§ 12 Course Achievements and Course-Related Examinations**

- (1) Course achievements and course-related examinations are performed in conjunction with a course of study. They are achieved by written or oral performance (e.g. term paper, presentation, portfolio, test) or the successful participation in internships.
- (2) The expected time, type and scope of the course achievement or the examination accompanying the course are to be announced by the head of the course at the beginning of the semester to all students participating in the course.

### **§ 13 Oral Module Examinations**

- (1) In the oral examinations, the person to be examined should demonstrate that they recognize the basics and interrelationships of the examination area and that they are able to situate special questions into these contexts.
- (2) Oral examinations, which are not conducted in conjunction with a course, are conducted in front of an examiner in the presence of a competent observer either in group examinations or in individual examinations.
- (3) The duration of an oral examination is a minimum of 20 and a maximum of 60 minutes. Analogous to the duration of the examination according to sentence 1, the duration of group examinations shall be at least minimum 15 and maximum 45 minutes per person to be examined. Insofar as the exact duration of the examination is not specified in the annex to these examination regulations, it is determined by the Board of Examinations in English on the proposal of the examiner and must be stated in the module handbook. It must be made known to the students at the beginning of the of the lecture period of the semester at the latest.
- (4) The main subjects and results of the oral examinations are to be recorded in a protocol and must be signed by the examiner and the assessing person sitting the oral examination. The result of the oral examination shall be recorded by the respective examiner after hearing the person sitting the oral examination and is communicated to the candidate directly after the examination.
- (5) Upon application and subject to the number of seats available, students of the same course of study may attend as listeners to oral examinations. Participation does not extend to the deliberations or the announcement of the results of the examination. The public may be excluded for important reasons or at the request of the person to be examined.

### **§ 14 Written Module Examinations**

- (1) In written examinations, the person to be examined should demonstrate that they can detect a problem and find ways to a solution within a set timeframe.
- (2) Written examinations are to be graded by an examiner. The assessment procedure shall be completed within four weeks. Furthermore, it applies in particular to answer-choice tasks and all other task types which allow an automatic evaluation, that the examination tasks, questions and possible answers, the weighting factor, the score of the individual test items and the total number of points are determined by an examiner.
- (3) Written examinations last a minimum of 60 and a maximum of 120 minutes. Insofar as the exact duration of the examination is not specified in the appendix to these examination regulations, it is determined by the Board of Examinations in English on the proposal of the examiner and must be stated in the module handbook. It must be announced to the students at the beginning of the lecture period of the semester at the latest. Each 60-minute written examination may be replaced by an oral examination of 20 minutes, if this is announced by a post at the relevant institute or in another suitable manner no later than two weeks after the examination registration deadline and at least 4 weeks before the examination. It must be announced to the students at the beginning of the lecture period of the semester at the latest. Each 60-minute written examination may be replaced by an oral examination of 20 minutes, if this is announced by a notice at the relevant institute or in another

suitable manner no later than two weeks after the examination registration deadline and at least 4 weeks before the examination.

- (4) Written examinations can be carried out in whole or in part using the answer-choice-method (multiple-choice method). The respective examiners are responsible for setting the tasks and the evaluations. The examination tasks must enable reliable examination results. In the case of examinations in the multiple-choice method several answer options are given for each question, only one of which is correct. Points for answering a question will only be awarded if the correct answer option is selected; malus points are not awarded. several answer options are given for each question, only one of which is correct. one of them is correct. Points for answering a question will only be awarded only if the correct answer option is selected; error points are not awarded.
- (5) Written module examinations in which at least 75% of the points are obtained by answer-choice tasks are passed if the person to be examined has achieved at least 54 percent of the achievable points (minimum score). If the average score achieved by all students in the module examination is below 60 percent of the attainable score, the module examination is passed if the percentage of points achieved is not more than 10 percent below the average number of points achieved by the students at the examination date.
- (6) Before determining the result of the examination, the individual tasks are to be checked by the examiner on the basis of the results to check whether the task was incorrect. Faulty examination tasks may not be taken into account when determining the number of points that can be achieved.

#### **§ 15 Computer-Based Module Examinations**

- (1) Computer-based module examinations are examinations similar to written examinations at a computer under university supervision, in which e.g. free text tasks, cloze text tasks, assignments or multiple-choice questions have to be answered. The answers are submitted electronically by the student and, if possible, evaluated automatically. The contents of the examination are prepared by an examiner.
- (2) Prior to computer-based examination, the examiner shall ensure that the electronic data can be uniquely identified and can unmistakably and permanently be assigned to the student. The trouble-free course of a computer-based examination is ensured by appropriate technical support.is guaranteed. The examination is conducted in the presence of a technically competent person.
- (3) All further conditions of a computer-based examination are subject to the regulations that apply to written module examinations (§ 14 of these examination regulations).
- (4) In deviation from § 14 para. 2, computer-based module examinations are to be assessed by two examiners if the first examiner proposes the grade "not sufficient" in the case of a resit exam. In this case, one of the examiners must be a university lecturer or an adjunct professor. In this case, the grade is calculated from the arithmetic mean of the individual evaluations (§ 16, para. 2, sentence 3).

#### **§ 16 Assessment of Course and Examination Achievements, Module Grades**

- (1) Course achievements in accordance with § 10 para. 2 no. 1 and 2 (preliminary achievements and ungraded certificates) are graded "successfully completed" or "unsuccessfully completed". The former corresponds to at least the grade "sufficient" (4,0).
- (2) Examination achievements and graded certificates of achievement are assessed by the respective examiners with the following grades:

1 = very good	= an excellent performance;
2 = good	= a performance that is significantly above the average requirements;
3 = satisfactory	= a performance which meets average requirements;
4 = sufficient	= a performance that, despite its shortcomings, still meets the requirements;
5 = not sufficient	= a performance which no longer meets the requirements due to considerable shortcomings.

For the differentiated evaluation of the course and examination achievements, the grades can be raised or lowered by the value of 0.3. The grades 0.7; 4.3; 4.7 and 5.3 will not be awarded. If examination achievements are assessed by several examiners independently of each other, the grade is calculated from the arithmetic mean of the individual grades; para. 3, sentence 3 applies accordingly.

- (3) If a module consists of several course and/or examination achievements the module grade is calculated from the weighted average of the grades of the individual course work or examinations. The weighting of the individual course work and examinations is regulated in the module handbook. In the calculation, only the first decimal place after the comma is taken into account; all other places are deleted without rounding.
- (4) The grades in the modules are:
- |  |                   |
|--|-------------------|
| (With an average) up to 1.5                        | = very good,      |
| (with an average) from 1.6 up to and including 2.5 | = good,           |
| (with an average) from 2.6 to 3.5 inclusive        | = satisfactory,   |
| (with an average) from 3.6 up to and including 4.0 | = sufficient,     |
| (with an average) above 4.0                        | = not sufficient. |
- The module grade (calculated according to para. 3) is added in brackets.

### **§ 17 Missing Examinations, Withdrawal from Examinations, Cheating, Breach of Regulations**

- (1) An examination achievement shall be deemed to have been assessed as "not sufficient" if the person to be examined fails to appear at an examination date without good reason or withdraws from the examination after the start of the examination for no good reason. The same applies if a written examination is not completed within the specified processing time. Withdrawal from a registered examination (PL) is possible in the form specified by the Examination Office up to 7 days before the scheduled examination date without giving reasons, in the case of examinations accompanying the course (LBP) a withdrawal without giving reasons is only possible until the end of the examination registration period. Sentence 3 does not apply to resit examinations.
- (2) The reasons asserted for a later withdrawal or failure to attend the examination must be reported in writing to the chairperson of the Board of Examinations in English without delay, as a rule prior to the examination date, and must be made credible. In the event of illness, the chairperson of the Board of Examinations in English must be notified immediately (as a rule within two weeks) including a medical certificate stating that the person to be examined is not fit for the examination. The duration of the expected inability to take the exam should be stated. Insofar as the observance of deadlines for the initial registration for the examination, the repetition of examinations, the reasons for missing examinations and compliance with examination deadlines, the illness of the person to be examined shall take precedence over the illness of a child to be cared for by them alone or the care of a close relative. The chairperson of the Board of Examinations in English decides on the approval of the application.
- (3) If a person to be examined has undergone examinations in the knowledge or negligent ignorance of a valid reason for withdrawal, a subsequent withdrawal from this examination is not permitted. Negligent ignorance shall be deemed to have occurred in particular if the person to be examined does not immediately seek clarification in the event of indications of a health impairment.
- (4) If a person to be examined attempts to influence the result of their course or examination achievement by deception or the use of unauthorized aids, the relevant course or examination achievement or the Master's thesis shall be deemed to have been assessed as "not sufficient". The sanction provided for in sentence 1 may also be imposed if a person to be examined carries non-approved aids with them after the task has been issued. A person to be examined who disturbs the orderly course of the examination, may be prevented from continuing the examination by the respective examiner or the supervisor; in this case, the course or examination achievement in question shall be deemed to have

been assessed as "not sufficient". In serious cases, the Board of Examinations in English may exclude the person to be examined from further examinations.

### **§ 18 Passing and Failing**

- (1) A module examination is passed when all examination achievements and graded performance records according to § 10 para. 2 no. 3 have been assessed with at least the grade "sufficient" (4,0) and all preliminary work and ungraded performance records in accordance with § 10 para. 2 no. 1 and 2 have been passed.
- (2) The Master's examination is passed if the Master's thesis has been graded at least "sufficient" (4.0) and the associated module examinations have been passed.
- (3) If the person to be examined has not passed a module examination or the Master's thesis, a written notification with instructions on how to appeal will be issued. For module examinations, the announcement of the examination result can also be made in a different manner.
- (4) If a person to be examined has definitively failed the Master's examination, a certificate will be issued to the candidate upon presentation of the relevant evidence, which indicates their course and examination achievements and that the Master's examination has not been passed.

### **§ 19 Repetition of Examinations**

- (1) Passed course and examination achievements cannot be repeated. Exceptions to this are regulated by § 25 (exemption).
- (2) Examination achievements that have not been passed or are deemed to have not been passed can be repeated once.
- (3) A second repetition of examination achievements is only permitted in 2 cases. A second repetition of the Master's thesis is not permitted.
- (4) If the second repetition of a written examination is graded as "not sufficient" (5.0) an oral continuation of the repeat examination of about 20-30 minutes takes place in the immediate chronological connection. This does not apply in cases of § 17 para. 1 sentence 1 and para. 4 as well as § 19 para. 5 sentence 2. The result of resitting the examination, including the oral re-examination, can only be "sufficient" (4) or "not sufficient" (5.0). For the conduct of the oral re-examination applies § 13.
- (5) Repeat examinations must be taken within two semesters. Otherwise, they are to be assessed with the grade "not sufficient" (5.0). If there are valid reasons, the chairperson of the Board of Examinations in English may approve a withdrawal in accordance with § 17 para. 2. Semesters of leave are not counted towards the number of semesters according to sentence 1. The repetition of an examination should normally be made possible within a period of six months.

### **§ 20 Crediting of Study Periods, Study and Examination Achievements**

- (1) The person chairing the Board of Examinations in English is responsible for crediting course and examination achievements. They may submit doubtful cases to the Board of Examinations in English for a decision.
- (2) Course and examination achievements obtained in degree programs at the University of Stuttgart or at other state or state-recognized universities and universities of cooperative education in the Federal Republic of Germany or in courses of study at foreign state or state-recognized universities, will be recognized, provided that there is no significant difference between the acquired competencies and the achievements that are being replaced. There is no substantial difference in any case if contents, learning objectives and scope correspond to the requirements of the module at the University of Stuttgart. If individual achievements required for the recognition of certain course and examination achievements, the Board of Examinations in English can determine supplementary achievements. In

such examinations, the assistance of the respective subject professor may be called upon. Insofar as agreements and arrangements of the Federal Republic of Germany with other countries on equivalences in higher education (Äquivalenzabkommen), favor students of foreign countries in deviation from sentence 1, the provisions of the equivalency agreements shall take precedence. Credit may be denied if more than half of the ECTS credits to be acquired in the Master's examination or the Master's thesis are to be credited.

- (3) For study periods, course and examination achievements in state-recognized distance learning courses, paragraph 2 shall apply accordingly; paragraph 2 shall also apply to study periods, course and examination achievements at other educational institutions, in particular at technical and engineering colleges and officer training schools of the former German Democratic Republic.
- (4) If course and examination achievements are recognized, the grades are to be taken over insofar as the grading systems are comparable, and to be included in the calculation of the overall grade according to the evaluation key in § 16. In the case of incomparable grading systems, the remark "passed" shall be included. In this case, they are not included in the calculation of the module grades and the overall grade. The credit will be marked on the certificate.
- (5) If the prerequisites of paragraphs 2 and 3 are met, there is a legal entitlement to credit. The crediting of course and examination achievements takes place upon application. The application must be submitted within two semesters after enrollment in the degree program or after returning from a study abroad, after which an application is excluded. It is the responsibility of the applicant to provide the necessary information and documents on the achievements to be recognized. The burden of proving that an application does not meet the requirements for recognition shall lie with the agency pursuant to paragraph 1 that conducts the recognition procedure.
- (6) If, in the course of their Bachelor's degree program at the University of Stuttgart, students have passed additional course and examination achievements from the Master's degree program (early Master's modules), accordingly to their examination regulations, these modules will be credited ex officio to the Master's examination. Insofar as corresponding course and examination achievements were not passed, the failed attempts will be credited to the Master's examination.
- (7) Study periods from a previous degree program are credited in accordance with the recognized achievements. This means that the placement in a certain semester is based on the extent of the recognized achievements.
- (8) Knowledge and skills acquired outside the university sector shall be recognized, provided that they are equivalent in content and level to the course and examination achievements which they are intended to replace. Paragraph 5, sentences 2 to 4, shall apply for recognition accordingly. The burden of proving that the prerequisites for recognition are fulfilled lies with the student. The maximum number of modules that can be of 60 ECTS credits; recognition of the Master's thesis is excluded. If, on the basis of the evidence submitted, there are doubts with regard to the acquisition of certain knowledge and skills, a placement examination can be carried out. The placement examination may be oral or written. The content and procedure of the placement examination shall be designed in such a way that the examiner, taking into account the evidence presented, obtains sufficient certainty about the knowledge and skills acquired in the modules for which credit is to be awarded. For the performance of the placement examination, the Board of Examinations in English shall appoint at least one examiner, § 8 applies accordingly to the appointment. In the case of crediting, paragraphs 4 and 7 shall apply accordingly.

## **II. Master's Examination**

## **§ 21 Purpose of the Master's Examination**

With the Master's examination, students demonstrate that they have acquired scientific skills beyond the goal of their Bachelor's degree program, and they have acquired the ability to work independently on scientific issues in their Master's subject using the relevant methods.

## **§ 22 Type and Scope of the Master's Examination**

- (1) The Master's examination consists of
  1. the modules listed in appendices 1 and 2 to these examination regulations for the modules of the relevant profile,
  2. the Master's thesis.
- (2) In the Master's examination, an examination can be taken in up to 4 modules other than the prescribed ones (additional modules). At the request of the person to be examined, the result of these examinations can be included in the certificate. However, it will not be taken into the determination of the overall grade.

## **§ 23 Internship**

- (1) By the end of the Master's program, the student should have completed an internship of at least six weeks as part of the "Project Studies" module. The internship should be completed in a cultural institution or a communications department. An internship in an English-speaking country is recommended.
- (2) A report on the internship is to be prepared, which is to be graded by the responsible examiner with the grade "successfully completed" or "unsuccessfully completed". With the successful participation in the internship 6 ECTS credits are acquired.
- (3) With the approval of the chairperson of the Board of Examinations in English, the internship may also be replaced by a conference participation or comparable performance, provided that the extent of either corresponds to a workload of 6 ECTS credits. § 23 para. 2 sentence 1 shall apply accordingly in this case.

## **§ 24 Master Thesis**

- (1) The Master's thesis is intended to show that the person to be examined is able, within a predetermined period of time, to work on a task from the field of "English Linguistics" or "English and American Studies" independently and to present the results in an appropriate manner. With the Master's thesis 30 ECTS credits are earned.
- (2) The Master's thesis may be examined by any university lecturer, honorary professor, honorary lecturer, or private lecturer, as well as any academic staff member who has been granted the right to examine according to the legal regulations.
- (3) The topic of the Master's thesis can be issued at the earliest when at least 78 ECTS credits have been earned and, if admission is subject to conditions, such conditions have been met. After the topic has been assigned by the examiner or the chairperson of the Board of Examinations in English, the candidate must immediately register the Master's thesis with the Examination Office. The topic and the date of issue are to be recorded on file. The topic can only be returned once and only within the first 4 weeks of the processing period.
- (4) The processing period for the Master's thesis is 6 months. The type and scope of the task are to be limited by the examiner in such a way that the time limit allowed for completion of the thesis can be met. The processing period can be extended on application of the person to be examined, for reasons for which they are not responsible, by the Board of Examinations in English for a maximum of 4 weeks.

- (5) As a rule, the Master's thesis is to be written in English. The examiner may, at the request of the person to be examined, allow the Master's thesis to be written in another language. In this case, the thesis must contain a summary in English as an appendix. The Master's thesis may, in addition to a printed text, also contain multimedia parts on electronic data carriers, if the topic requires this and the examiners have given their consent.
- (6) Within the processing period according to paragraph 5, the completed Master's thesis must be submitted in 3 bound copies to the examiner. In addition, one copy must be submitted in electronic form. The date of submission must be recorded on file. Upon submission, the person to be examined must confirm in writing that they affirm,
  1. that they have written their work independently,
  2. that they have not used any sources other than those indicated and that all statements taken verbatim in spirit from other works are marked as such,
  3. that the submitted work has not been the subject of another examination procedure, neither in its entirety nor in essential parts,
  4. that they have not already published the work either in full or in part, and
  5. that the electronic copy is consistent with the other copies.
- (7) Part of the Master's thesis is a presentation of 20-30 minutes on its content.
- (8) The Master's thesis is evaluated by two examiners, one of whom is the examiner who assigned the topic according to para. 2. One of the examiners must be a university lecturer, associate professor, private lecturer, or honorary professor. They shall assess the Master's thesis with one of the grades specified in § 16. The grade of the Master's thesis is the average of the two individual grades. The assessment procedure should be finally completed after two months at the latest.
- (9) The Master's thesis can be repeated once if the grade is "not sufficient" (5.0). In case of a repetition, the subject of the Master's thesis may be returned within the period specified in paragraph 3 only if the person to be examined did not make use of this option when writing their first Master's thesis. The repetition of the Master's thesis must be submitted to the Examination Office within 4 weeks after the announcement of the examination result. Otherwise, the repeat examination will be graded "not sufficient" (5.0), unless the person to be examined is not responsible for missing the deadline. In this case, the Board of Examinations in English decides on the application of the person to be examined.

## **§ 25 Exemption**

- (1) If, after uninterrupted study of the subject, 60 ECTS credits have been acquired by the beginning of the lecture period of the third semester of study, then course and examination achievements within the standard period of study shall be deemed not to have been taken in up to 2 cases upon application to the examinations office.
- (2) Under the conditions of para. 1 within the standard period of study, course and examination achievements that have been taken and passed for the first time within the standard study period can be repeated, upon application to the Examination Office, in a maximum of 2 cases to improve the grade at the latest on the next examination date after the next. For course and examination achievements that were taken before the beginning of the lecture period of the third semester, the examination date in the semester after the start of the lecture period of the third semester is decisive. The better result is to be used as the basis for calculating the grade.
- (3) Paragraphs 1 and 2 do not apply to the Master's thesis. Furthermore, an application according to para. 2 is excluded as soon as the Master's examination has been passed. The announcement of the grade of the last examination achievement is decisive.
- (4) Periods of study at a foreign comparable university up to 3 semesters, periods of activity comparable university of up to 3 semesters, periods of activity in accordance with § 6 para. 6 up to 2 semesters, as well as periods in which the student is prevented from studying for compelling reasons for which

they are not responsible and therefore were on leave of absence, up to 2 semesters do not count as interruptions of study. These periods are not counted towards the deadline according to para. 1 and 2.

- (5) If the requirements of § 6 paragraphs 3 to 5 are met, the time limit in paragraphs 1 and 2 may be extended by up to 3 semesters by the chairperson of the Board of Examinations in English.

#### **§ 26 Formation of the Overall Grade and Certificate**

- (1) The overall grade of the Master's examination is the average of the grades for the modules that make up the Master's examination and the grade of the Master's thesis, each weighted by the number of ECTS credits of the modules or of the Master's thesis. If students choose modules in the elective areas that, combined with the Master's thesis amount to more than 120 ECTS credits, a total of 123 ECTS credits may not be exceeded. The calculation shall be based on the increased number of ECTS credits. § 16 paragraphs 3 and 4 apply accordingly to the calculation.
- (2) In the case of outstanding performance (overall grade up to 1.2), the grade "Very good with distinction" is awarded.
- (3) If the person to be examined has passed the Master's examination, they will receive a certificate. The certificate lists the overall grade, the individual module grades, the chosen profile "English and American Studies" or "English Linguistics", the grade for the Master's thesis, and the title of the Master's thesis. The overall grade is entered as a decimal grade with one decimal place. The certificate is signed by the chairperson of the Board of Examinations in English. It bears the date of the day on which the last examination achievement was made. A translation of the certificate in English is issued.
- (4) The university issues a Diploma Supplement (DS) in accordance with the "Diploma Supplement Model" of the European Union/Council of Europe/UNESCO, which represents the profile of the study program.

#### **§ 27 University Degree and Master's Certificate**

- (1) On the basis of the successful completion of the Master's examination, the degree of "Master of Arts" (abbreviated as "M.A.") is awarded.
- (2) At the same time as the certificate of the Master's examination is issued, the graduate receives a Master's certificate with the date of the certificate. This certifies the award of the university degree according to paragraph 1. An English translation of the translation of the certificate is issued as well.
- (3) The Master's degree certificate is awarded by the Dean of the Faculty of Humanities [Faculty 09] and the Rector of the University of Stuttgart and is provided with the seal of the University.

### **III. Final Provisions**

### **§ 28 Inspection of Examination Files**

- (1) Within one year of the conclusion of an examination procedure, the person to be examined shall be granted access to their written examination papers, the related opinions of the examiners and the examination protocols.
- (2) The procedure for exam inspection will be announced to the students in due time.

### **§ 29 Invalidity of an Examination**

- (1) If the person to be examined has been deceptive in a course or examination achievement and this fact becomes known only after the certificate has been issued, the grade of the course or examination achievement, in which the person to be examined has been deceptive, may be adjusted. If necessary, the module examination can be graded as "not sufficient", the Master's examination can be declared "failed".
- (2) If the requirements for admission to an examination were not fulfilled and the person to be examined did not make this known, and this fact only becomes known after the certificate has been issued, this deficiency shall be remedied by the passing of the examination. If the person to be examined has intentionally obtained admission unlawfully, the module examination can be declared "not sufficient", and the Master's examination can be declared "failed".
- (3) The person to be examined must be given the opportunity to comment before a decision is made.
- (4) The incorrect certificate must be withdrawn and, if necessary, a new one issued. The Master's certificate must also be withdrawn together with the incorrect certificate if the examination has been declared "failed" due to an act of deception according to paragraph 1. A decision in accordance with paragraph 1 and paragraph 2 sentence 2 shall be revoked after a period of five years from the date of the examination certificate.

### **§ 30 Entry into Force and Transitional Provisions**

- (1) These examination regulations come into force on October 1, 2020. At the same time the examination regulations for the Master's program in English Studies of August 19, 2009 (Official Announcement no. 56/2009), last amended by the statutes of March 11, 2013 (Official Announcement no. 8/2013) shall cease to be in force.
- (2) The regulations apply to students who will be enrolled in the Master's program English and American Studies/ English Linguistics in the winter semester 2020/21 for the first time. Students, who were already enrolled in the Master's program in Anglistik before this date, can adopt this new version of the examination regulations by submitting a written and irrevocable application to the Examination Office. The application must be submitted by October 31, 2020.
- (3) Students, who began their studies before these regulations came into force, can complete their studies in accordance with the previously valid examination regulations until September 30, 2023 at the latest.

Stuttgart, July 22, 2020

Univ.-Prof. Dr.-Ing. Wolfram Ressel

(Rector)

### **Appendix 1: Overview of Module Examinations in the Profile English Linguistics (EL)**

No.	Module	Compulsory / Elective	Semester				Course Achievement	Examination / Duration	ETCS Credits	
			1	2	3	4				
1	Advanced Module EL 1: Theoretical Linguistics	P	X					LBP	9	
2	Advanced Module 2: Empirical Approaches to Linguistics	P	X					LBP	9	
3	Current Approaches	P	X				USL	LBP	12	
4	Advanced Module EL 3: Contemporary Linguistic Theory	P		X				LBP	9	
5	Advanced Module EL 4: Empirical Foundations of Linguistic Theory	P		X				LBP	9	
6	Research Colloquium EL 1	P		X			USL		3	
7	Advanced Communication	P		X			BSL		9	
8	Specialization Module EL: Current Issues in Empirical and Theoretical Linguistics	P			X			LBP	9	
9	Research Colloquium EL 2	P			X		USL		3	
10	Project Studies	P			X		USL		6	
11	Module Container "Interdisciplinary Studies" (see Explanation no. 5)	WP			X				in total: 12	
	Seminar EL				X			LBP		6
	Seminar EAS				X			LBP		6
	Import Module				X			see Explanation no. 5		6-12
12	Master Thesis	P				X		PL	30	
									120	

#### Explanations:

- List of abbreviations:  
P = compulsory module; WP= compulsory elective module; W = elective module; V = pre-requisite for examination; USL = unmarked course achievement; BSL = graded course achievement; PL= module examination; S = written module examination; M = oral module examination; LBP = course-related examination
- The semesters in which the module is to be taken are indicated by an "x".
- If only "PL" is indicated in the column "Examination/Duration" or the duration of the examination is not determined, the type and scope of the examination are regulated in the module handbook.
- If "LBP" is indicated in the "Examination/Duration" column, the type and scope of the examination will be announced by the instructor at the beginning of the semester.
- From the module container "Interdisciplinary Studies", modules with a total volume of 12 ECTS credits must be successfully completed. The following seminar modules are available for selection: "English and American Studies" (6 ECTS credits) and "English Linguistics" (6 ECTS credits) as well as import modules in the amount of 6-12 ECTS credits. Import modules can be chosen from the offer of the other Master's programs of Faculty 9 and the Master's program Computational Linguistics of Faculty 5. The type and

scope of the course and examination achievements to be made in this case are governed by the examination regulations and the module handbook of the study program to which the module in question is assigned to.

No.	Module	Compulsory / Elective	Semester				Course Achievement	Examination / Duration	ETCS Credits
			1	2	3	4			
1	Advanced Module EAS 1: Literatures and Cultures before 1900	P	X				USL-V	LBP	9
2	Advanced Module EAS 2: Literatures and Cultures after 1900	P	X				USL-V	LBP	9
3	Current Approaches	P	X				USL	LBP	12
4	Advanced Module EAS 3: Transcultural Encounters	P		X			USL-V	LBP	9
5	Advanced Module EAS 4: Literature, Culture & Media	P		X			USL-V	LBP	9
6	Research Colloquium EAS 1	P		X			USL		3
7	Advanced Communication	P		X			BSL		9
8	Specialization Module EAS: Literary & Cultural Criticism Plus	P			X		USL-V	LBP	9
9	Research Colloquium EAS 2	P			X		USL		3
10	Project Studies	P			X		USL		6
11	Module Container "Interdisciplinary Studies" (see Explanation no. 5)	WP			X		in total: 12		
	Seminar EL				X		USL	LBP	6
	Seminar EAS				X		USL	LBP	6
	Import Module				X		see Explanation no. 5		6-12
12	Master Thesis	P				X		PL	30
									120

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regulations and the module handbook of the study program to which the module in question is assigned to.