

Prüfungsordnung für den Masterstudiengang

“National and Transnational Studies:

Literature, Culture, Language”

– *English Version* –

(translation last updated on 20 Feb. 2013)

General Regulations for the

Master’s Programme

“National and Transnational Studies:

Literature, Culture, Language”

at the

Westfälische Wilhelms-Universität Münster

(version of 11 November 2009;

but this English translation also incorporates the
amendments to the German version which were published
on 17 February 2010 and 10 May 2011)

This is a translation of the original German text. It is for your information only. Under German law, only the official German version of the “Prüfungsordnung für den Masterstudiengang National and Transnational Studies: Literature, Culture, Language an der Westfälischen Wilhelms-Universität vom 11.09.2009” is legally binding. It was published in the *Amtliche Bekanntmachungen* (AB Uni; “Official Announcements”) on 11 September 2009, pp. 2681–2703, and amended on 17 February 2010 and 10 May 2011. These amendments have been incorporated in the translation.

In accordance with § 2 Abs. 4 and § 64 Abs. 1 of the *Gesetz über die Hochschulen des Landes Nordrhein-Westfalen* (Universities and Colleges of North Rhine-Westphalia Act) in its version of the *Hochschulfreiheitsgesetz* (Higher Education Autonomy Act) of 31 October 2006 (GV. NRW 2006, p. 474), the University of Münster has issued the following regulations:

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Appendix: Module Descriptions

§ 1

Scope of these General Regulations

These General Regulations apply to the Master's Programme "National and Transnational Studies: Literature, Culture, Language" at the University of Münster.

§ 2

Goal of the Programme and Aim of the Examination

(1) The Master's Programme builds upon the knowledge acquired in a prior first degree. It aims to provide the students with a deeper academic understanding (while also taking into consideration the demands of the professional world), and with knowledge, skills and methods from the field of "National and Transnational Studies: Literature, Culture, Language." The students will thus be enabled to provide independent and accountable assessments of complex academic problems, find solutions to these problems and put them to practical applications.

(2) The master's examination determines whether the students have acquired the essential skills necessary to implement this knowledge in the professional world, in particular also in the areas of research and teaching.

§ 3

Master's Degree

After successful completion of the programme, the School of Philosophy will confer the academic degree of "Master of Arts".

§ 4

Admission to the Programme

Admission is regulated by the separate Admissions Regulations for the Master's Programme "National and Transnational Studies: Literature, Culture, Language".

§ 5

Administration of the Programme

The Head of the School of Philology (*Dekan/Dekanin des Fachbereichs 09*) is responsible for the organization of examinations in the Master's Programme "National and Transnational Studies: Literature, Culture, Language".

§ 6

Admission to the Master's Examination

(1) Admission to the Master's examination occurs via enrolment in the Master's Programme "National and Transnational Studies: Literature, Culture, Language" at the University of Münster, assuming the student remains enrolled at the University.

(2) If admission to certain courses is dependent on whether the applicant possesses specific knowledge which is required to study that subject, these requirements are outlined in the module

descriptions attached as an appendix at the end of these regulations.

§ 7

Duration, Workload and Structure of the Programme

(1) The standard duration for the programme is two academic years. One academic year consists of two semesters.

(2) In order to obtain the degree, 120 credits (*Leistungspunkte*, LP) have to be earned. *Leistungspunkte* are a quantitative measure of a student's overall workload. This includes attending courses as well as the time spent on pre- and post-preparation of the course content (i.e. course attendance and study-time), taking examinations, preparing for examinations, including research papers and Master's thesis, as well as, if applicable, work placements. 30 hours of work is the basis for earning one LP. The workload for one academic year thus amounts to 1800 hours. Consequently, the entire Master's Programme has a workload of 3600 hours. One LP is equivalent to one ECTS (European Credit Transfer System) credit point.

§ 8

Contents of the Programme

(1) The Master's Programme "National and Transnational Studies: Literature, Culture, Language" consists of the following modules (see the attached module descriptions for more detailed descriptions):

I. Subject-specific modules of the programme

- Foundations of national and transnational studies: History, theory and methods
- Transferable Skills
- Research Module
- Nationalism, transnationalism, transculturalism – literary, cultural and linguistic manifestations
- Culture contact, culture conflict
- Minorities and Migration
- Work Experience

II. External module

- External module

(2) The successful completion of the Master's Programme requires 120 LP acquired in the various modules. The master's thesis counts for 20 LP and the defence for seven LP.

§ 9

Types of Courses

The following types of courses are offered at the English Department (all taught in English): lectures, seminars, *Übungen* (practical skills courses), project groups, examination colloquia, reading classes, workshops, orientation courses, etc.

Lectures give a summary overview of an academic subject and its theoretical and methodological principles or examine selected aspects of a particular field of research.

Seminars aim at a primarily independent examination of academic issues as well as an insight into

complex correlations of national and transnational topics. They challenge the students to take a critical and argumentative stance with respect to different academic positions and to make an independent evaluation and interpretation of scholarly texts.

Übungen in academic and modular subsections serve to exemplify and/or deepen knowledge of fundamental academic methods and topics.

Examination colloquia serve as a preparation for the examination.

Project groups give advanced students the possibility to develop their own research results and then present and discuss these in a forum setting. At the same time this type of course allows students and teachers to examine academic issues together, and to develop innovative approaches.

Workshops are dedicated to the intensive study of an academic topic, especially in co-operation with lecturers and students from partner institutes and lecturers from other departments and degree courses. Research results are presented and discussed in a focused manner and within a particular time frame.

Orientation courses facilitate the students' professional orientation. They present professional practice, especially in institutions of further education, archives, and academia, and illustrate the students' career possibilities.

The organization of additional types of courses is possible.

In order to acquire and develop the skills necessary for independent academic work, students are expected to spend individual study-time in addition to attending classes. This entails above all the pre- and post-preparation of classes as well as the independent study of subject-specific research literature.

§ 10

Structuring of the Programme and the Examination

(1) The programme is divided into modules. Modules are thematic, content-based and temporally defined units of the programme which lead to part-qualifications that are defined in a learning goal and concern the study aim in question. Modules can consist of different types of teaching and learning. The approximate extent of a module is between four and six *Semesterwochenstunden* (SWS, hours of instruction per week). Modules usually consist of classes offered in the same semester, although sometimes by different departments. In accordance with the module descriptions, the students may have a choice of courses within a module.

(2) The Master's examination is taken in cumulative form over the course of the programme. It consists of the *prüfungsrelevante Leistungen* (required examinations) of the modules as well as the Master's thesis and the defence. All *prüfungsrelevante Leistungen* are assigned to specific modules.

(3) The successful completion of a module requires the acquisition of five to 20 LPs (credits). This is achieved by completing all module-related *Studienleistungen* (coursework) and passing all module-related *prüfungsrelevante Leistungen* (required examinations).

(4) Admittance to a module can – in accordance with the module descriptions – depend on certain conditions, in particular the successful completion of one (or several) other module(s).

- (5) Admittance to a course can – in accordance with the module descriptions – depend on the previous attendance of another course of the same module or on having passed a *prüfungsrelevante Leistung* of the same module.
- (6) The module descriptions specify for each module in which temporal rotation it is offered.

§ 11

Required Examinations (*Prüfungsrelevante Leistungen*)

- (1) The prerequisites for participation in individual courses are outlined in the module descriptions.
- (2) Being awarded *Leistungspunkte* (credits) usually requires the successful completion of a *Studienleistung* (coursework). This may include: written examinations, oral presentations, research papers, work placements, practical skills classes, oral examinations, talks or short texts (such as abstracts). All coursework has to be completed in the language determined by the subject in question.
- (3) The module descriptions define the internal structure of the modules and regulate the number of credits (*Leistungspunkte*) to be obtained in each class.
- (4) The module descriptions regulate which *Studienleistungen* (pieces of coursework) of the individual modules are part of the Master's examination (*prüfungsrelevante Leistungen*, required examinations). *Prüfungsrelevante Leistungen* can concern one or more courses of a module or the entire module.
- (5) In order to take part in any required examination (*prüfungsrelevante Leistung*), students have to register in advance. The registration deadlines are announced via notice board. Withdrawal from registration is possible up to three weeks prior to the date of the examination.
- (6) To all written examinations (*schriftliche Prüfungsleistungen*), students must attach a written declaration which confirms that their submitted work is their own unaided work, that they have not used sources and means other than the ones referenced, and that they have indicated direct quotations. The declaration has to be made for tables, sketches, drawings and other visual illustrations as well.

§ 12

The Master's Thesis

- (1) The Master's thesis is proof that a student is capable of working independently on an issue from the field of "National and Transnational Studies: Literature, Culture, Language" in accordance with scholarly methods and of then documenting his/her results appropriately within a specified period of time. The thesis should be approximately 16,000 words in length.
- (2) The topic of the master's thesis will be set in accordance with § 15 by one of the examiners. This examiner will then supervise the thesis process. The student may propose both topic and supervisor.
- (3) The topic of the master's thesis will be assigned on behalf of the Head of School (*Dekan/Dekanin des Fachbereichs 09*) by the Examinations Office (*Prüfungsamt*), upon application

by the examinee. A prerequisite for the assignment is the completion of 40 credits (LP). The issue date has to be on record at the Examinations Office.

(4) The Master's thesis must be completed within a 15-week period. The topic, task and scope of the thesis are to be limited in such a manner that the time allocated will suffice. The topic can only be exchanged once, and only within the first week of the 15-week period.

(5) In response to a substantiated application made by the candidate, the deadline for the master's thesis may in exceptional cases be extended once by up to four weeks. In the case of serious reasons which would make completing the master's thesis substantially more difficult or even impossible, especially in cases of serious illness of the candidate or in cases of immutable difficulties, the deadline may thus be extended upon application by the candidate. The Head of School (*Dekan/Dekanin/Dekanat*) decides about any extensions in accordance with sentences 1 and 2. Upon the request of the Head of School (*Dekan/Dekanin/Dekanat*), the candidate must present proof of a "serious reason" (if necessary in the form of an official medical certificate). Instead of extending the deadline, the Head of School (*Dekan/Dekanin/Dekanat*) can, with respect to sentence 2, also assign a new topic for the Master's thesis if the candidate was unable to work on the thesis for more than one year in total. In this case, the assignment of a new topic is not equivalent to a retaking of the Master's thesis in the sense of § 17 (3).

(6) The master's thesis must be written in English. It must include a title page, a table of contents and a list of works and sources cited. All parts of the thesis that contain wording or content taken from other sources need to be identified as such and cited accordingly. The candidate needs to attach a written declaration to the thesis which states that he/she has written the thesis himself/herself, has not used sources and means other than the ones indicated and has identified all direct quotes. The declaration also has to be made for tables, sketches, drawings, and other visual illustrations.

§ 13

Acceptance and Grading of the Master's Thesis

(1) Two copies of the Master's thesis (typewritten, bound and paginated) have to be submitted to the Examinations Office within the time frame assigned for thesis completion. The submission time has to be on record. If the Master's thesis is submitted after the deadline, it will, in accordance with § 22 (1), be graded as a fail (5.0). The possibility of re-submitting the thesis in accordance with § 12 (5) remains unaffected.

(2) The Master's thesis must be read and graded by two examiners. One of the examiners should be the person who assigned the candidate's topic. The second examiner is proposed by the first examiner and appointed by the Head of School (*Dekan/Dekanin des Fachbereichs 09*). The two grades have to conform to § 18 (1) and must be justified in written form. The overall grade is then determined as the arithmetic average in accordance with § 18 (2) if the difference between the grades is no greater than 2.0. If the difference is greater than 2.0, or if one evaluation is graded as a fail while the other is at least a pass, then a third examiner will be appointed by the Head of School (*Dekan/Dekanin*) to grade the Master's thesis. In this case, the grade will be calculated as the arithmetic average of the three examiners' grades. However, the grade can only be a pass (4.0) or better if at least two of the examiners grade the thesis with a pass (4.0) or better.

(3) The grading period for the Master's thesis is not to exceed eight weeks.

The Master's Defence (*Disputatio*)

(1) In addition to submitting the Master's thesis, the candidate must successfully defend his/her thesis in an oral *Disputatio*. The date will be communicated to the student at least two weeks prior to the defence. The defence serves to test the candidate's knowledge with respect to the contents of his/her selected *Schwerpunktmodule* (specialized modules) and the research module, as well as his/her knowledge of the methodologies of literary and cultural studies and linguistics. The defence lasts for 45 minutes. A 15-minute presentation by the candidate on his/her Master's thesis is followed by a 30-minute question and answer session with discussion. The defence is conducted by the examiner who set the thesis topic and one additional examiner. The separate grades are determined in accordance with § 18 (1). The final grade of the *Disputatio* is calculated using the arithmetic average of the two separate grades in accordance with § 18 (2).

(2) The candidate must be informed of the grade awarded for the defence (*Disputatio*) within a one-week period.

Examiners and Assessors

(1) The Head of the School of Philology (*Dekan/Dekanin des Fachbereichs 09*) appoints examiners for the required examinations (*prüfungsrelevante Leistungen*) and the Master's thesis; for oral examinations, he/she also appoints assessors.

(2) In accordance with § 65 *Hochschulgesetz Nordrhein-Westfalen (HG NRW)* (Universities and Colleges of North Rhine-Westphalia Act), every individual who is entitled to be an examiner and regularly holds pertinent university courses in the subject of the required examination (*prüfungsrelevante Leistung*) or Master's thesis can act as an examiner. Exceptions to the latter may only be made in exceptional circumstances. The Head of School (*Dekan/Dekanin*) will decide on exceptions.

(3) Only individuals who hold a relevant *Diplom* or Master's degree or an equivalent or superior degree can act as assessors.

(4) The examiners/assessors act independently in their work as examiner/assessor.

(5) Oral examinations are held by an examiner in the presence of an assessor. Before determination of the grade, the examiner has to hear the assessor's view.

(6) All written required examinations (*prüfungsrelevante Leistungen*) are graded by an examiner.

(7) Required examinations (*prüfungsrelevante Leistungen*), whether in written or oral form, which lead to the completion of the programme must be graded by at least two examiners. This is also the case when the candidate is attempting the required examination (*prüfungsrelevante Leistung*) for the last possible time.

(8) The candidate must be informed of the grade given for the required examination (*prüfungsrelevante Leistung*) within an eight-week period.

(9) The grading of the master's thesis and the defence are based on § 13 and § 14, respectively.

§ 15a

Adjustments for Disabled and Chronically Ill Students

- (1) If a student can demonstrate that due to disability or chronic illness he/she is completely or partially unable to complete required examinations (*prüfungsrelevante Leistungen*) in their intended form or to meet the deadlines set forth in these General Regulations, the Head of School (*Dekan/Dekanin des Fachbereichs 09*) must extend time periods allocated for the examinations (*Prüfungsleistungen*), extend examination deadlines or allow the student to substitute examinations (*Prüfungsleistungen*) by comparable examinations better suited to his/her special needs. The same applies to coursework (*Studienleistungen*).
- (2) In decisions made according to (1), the School of Philology's representative for disabled students has to be included upon the student's request. If a consultation with a representative is not possible within the School of Philology, the University representative is to be consulted.
- (3) As proof of a chronic illness or disability, suitable documents may be requested. These are in particular medical certificates or, if applicable, a disabled person's pass.

§ 16

Recognition of Coursework and Examinations (*Studien- and Prüfungsleistungen*) from Other Programmes

- (1) *Studienleistungen* (coursework) and *Prüfungsleistungen* (examinations) completed within the same programme at other German universities are recognized without any further determination of equivalence.
- (2) Equivalent coursework and required examinations (*Studien- and Prüfungsleistungen*) from other programmes at the University of Münster or from other German universities will be recognized upon request. Equivalent coursework and examinations (*Studien- and Prüfungsleistungen*) from other programmes at non-German universities are recognized on request. They will be considered equivalent if the coursework and examinations (*Studien- and Prüfungsleistungen*) are comparable to those of the Master's Programme with regard to content, workload and level. The determination of equivalence is not to be undertaken schematically but as an overall assessment. For the equivalence of coursework and examinations (*Studien- and Prüfungsleistungen*) from foreign universities, the equivalence agreements of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) as well as the German Rectors' Conference (*Hochschulrektorenkonferenz*) apply. In the case of doubt concerning equivalence, the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen*) may be consulted.
- (3) For recognition of coursework and examinations (*Studien- and Prüfungsleistungen*) completed in state-recognized distance-learning study programmes, in distance learning units developed by the state of North Rhine-Westphalia together with the other German *Länder* or with the federal state, at state or state-recognized universities of cooperative education or in further education study programmes in accordance with § 62 HG NRW, (1) and (2) apply.
- (4) Students who are allowed to enter the programme in a higher semester – after a special placement examination – will receive credits (*Leistungspunkte*) regarding both coursework and examinations (*Studien- and Prüfungsleistungen*) for the knowledge and skills they demonstrated in the placement examination. The Head of School (*Dekan/Dekanin*) is legally bound by the assessments made in that examination.

(5) If outside examinations are recognized as required examinations (*prüfungsrelevante Leistungen*), the grades may be included – if the grading systems are comparable – and form part of the final grade. In the case of non-comparable grading systems, the grade of *bestanden* (pass) will be entered. If the recognition of examinations from a non-comparable grading system makes it impossible to calculate a module grade, then this module will be excluded from the calculation of the final overall grade. The student must provide the necessary documentation for recognition. Required examinations (*prüfungsrelevante Leistungen*) from other universities or other programmes can only make up a maximum of 60%.

(6) The Head of School (*Dekan/Dekanin*) is responsible for recognition. Before equivalence can be determined, a member of staff representing the subject in question must be consulted.

(7) Decisions about recognition must be made within a two-week period from the time of application.

§ 17

Passing the Master's Examination, Retaking the Examination

(1) The Master's examination has been passed once the candidate has passed all the modules – in accordance with § 8 (2), § 11 and the module descriptions – as well as the Master's thesis and defence with at least a grade of *ausreichend* ("pass"; 4.0) (§ 18 (1)). At the same time, 120 LP must have been obtained.

(2) Students have three attempts at passing each required examination (*prüfungsrelevante Leistung*) of a module. If a student has not passed the module within the three attempts, he/she is considered to have irrevocably failed the module.

(3) In the case of a fail, the Master's thesis can be re-taken once. A new topic must be assigned in this case. A third attempt is not allowed. During the second attempt, the topic can only be handed back if the candidate did not make use of this possibility in his/her first attempt. The time limit stipulated in § 12 (4), sentence 3 applies. In the case of failure, the defence may also be repeated once.

(4) If a *Pflichtmodul* (mandatory module), the Master's thesis or the defence have been failed irrevocably, then the Master's examination has been failed irrevocably.

(5) The student has the right to request a transcript of grades stating the completed coursework/examinations and, if applicable, the grades. The certificate of ex-matriculation and proof of the completed coursework/examinations must be presented by the student. The report will be signed by the Head of School (*Dekan/Dekanin*) and stamped with the University seal.

§ 18

Grading of Single Examinations, Module Grades and Determining of Overall Grade

(1) All required examinations (*prüfungsrelevante Leistungen*) as stated in § 10 (2) shall receive a grade. The following grades should be used:

1 = <i>sehr gut</i> (excellent)	= an excellent performance;
2 = <i>gut</i> (good)	= a performance that significantly exceeds average requirements;

3 = <i>befriedigend</i> (satisfactory)	= a performance that matches average requirements;
4 = <i>ausreichend</i> (pass)	= a performance that is adequate, despite shortcomings;
5 = <i>nicht ausreichend</i> (fail)	= a performance that does not meet requirements due to serious shortcomings.

By raising and lowering these grades by 0.3, intermediate values may be used to differentiate assessments. The grades 0.7, 4.3, 4.7 and 5.3 are excluded, however. Subject-specific regulations can allow for the grading of coursework (*Studienleistungen*) not relevant for examinations.

(2) For each module, a final overall grade is determined on the basis of the individual required examinations (*prüfungsrelevante Leistungen*) assigned to that module. If a module has more than one required examination (*prüfungsrelevante Leistung*), final overall grade is determined from the individual grades assigned to these examinations. The weighting of the individual grades for the final overall grade is determined by the module descriptions. For the calculation of the module grade, all decimal places, except for the first, are deleted without rounding. This results in the following grades:

≤ 1.5	= <i>sehr gut</i> (excellent);
1.6 – 2.5	= <i>gut</i> (good);
2.6 – 3.5	= <i>befriedigend</i> (satisfactory);
3.6 – 4.0	= <i>ausreichend</i> (pass);
> 4.0	= <i>nicht ausreichend</i> (fail).

(3) The grades of the modules, the Master's thesis and the defence form the final overall grade. The module descriptions designate the weighting of each module grade (including the module "M.A. Thesis", which consists of the Master's thesis and the defence) with regard to the calculation of the final overall grade. All decimal places, except for the first, are deleted without rounding. This results in the following grades:

≤ 1.5	= <i>sehr gut</i> (excellent);
1.6 – 2.5	= <i>gut</i> (good);
2.6 – 3.5	= <i>befriedigend</i> (satisfactory);
3.6 – 4.0	= <i>ausreichend</i> (pass);
> 4.0	= <i>nicht ausreichend</i> (fail).

(4) In addition to the final overall grade calculated according to (3), a grade based on the ECTS grading scale will be determined. The grades are as follows:

A is awarded to the best 10% of the successful candidates of that year,
 B is awarded to the next 25% of the successful candidates of that year,
 C is awarded to the next 30% of the successful candidates of that year,
 D is awarded to the next 25% of the successful candidates of that year,
 E is awarded to the next 10% of the successful candidates of that year.

Depending on the number of graduates in the given year, it is possible to base the calculation not only on the number of current graduates, but also on the number of graduate for the two previous years.

Master's Certificate and Master's Diploma

(1) When a student has successfully completed his/her Master's Programme, then he/she will receive a Master's certificate. This certificate contains the following points:

- a) the grade of the Master's thesis;
- b) the topic of the Master's thesis;
- c) the final grade for the Master's examination in accordance with § 18 (3) and (4);
- d) the duration of the Master's studies (until their successful completion).

(2) The certificate will be dated from the day of the last required examination (*prüfungsrelevante Leistung*).

(3) In addition to the certificate, the student will receive a diploma of the same date which confers the Master's degree in accordance with § 3.

(4) Both the certificate and the diploma are issued together with an English version.

(5) The Master's certificate and the Master's diploma are signed by the Head of School (*Dekan/Dekanin*) and stamped with the University seal.

Diploma Supplement

(1) In addition to the certificate and the diploma, the student will also receive a diploma supplement with a transcript of the grades. The diploma supplement contains detailed information about the study programme, the courses and modules attended, the examinations taken, and the individual profile chosen by the student in the Master's Programme "National and Transnational Studies: Literature, Culture, Language".

(2) The diploma supplement is issued in accordance with the recommendations of the German Rectors' Conference.

Access to Examination Files

After completing each required examination (*prüfungsrelevante Leistung*), students can, upon request, have access to their examination papers, the examiners' assessments and any examination minutes. Requests must be filed with the Head of School (*Dekan/Dekanin*) no later than two weeks after the results of the examination were announced. The Head of School stipulates the time and place of access. The same applies to the Master's thesis and the minutes of the defence.

Non-Appearance, Withdrawal, Deception, and the Violation of Regulations

(1) A required examination (*prüfungsrelevante Leistung*) is considered as a fail if the student does not appear at the designated date without compelling reasons or if he/she withdraws without compelling reasons after beginning an assignment/examination. The same applies if a written required examination (*schriftliche prüfungsrelevante Leistung*) or the Master's thesis is not completed within the allocated time limit. The possibility of an extension remains in accordance with § 12 (5).

(2) The reasons for non-appearance or withdrawal according to (1) must be submitted immediately to the Head of School (*Dekan/Dekanin des Fachbereichs 09*) in writing, and must be substantiated. If the student is ill, the Head of School may request a medical certificate issued by the student's physician or, in some cases, by a state-appointed physician. If the Head of School does not accept the reasons given, the student will be notified in writing. If the student does not receive written notification within a 14-day period, then the reasons have been accepted.

(3) If students try to influence the outcome of a required examination (*prüfungsrelevante Leistung*), the Master's thesis or the defence by dishonest means such as the use of unauthorized material or devices, the examination will be regarded as not having been completed and will be considered a fail (5.0). Whoever disrupts an examination may, after a warning by the supervisor, be excluded from continuing that particular examination. In this case, the required examination (*prüfungsrelevante Leistung*) is not completed and will be marked a fail (5.0). In serious cases, the Head of School may exclude the student from the Master's examination entirely. The Master's examination has then been failed irrevocably. The reasons for the exclusion must be kept on record.

(4) Detrimental decisions have to be disclosed to the student concerned immediately by the Head of School in written form: they must be justified and accompanied by an explanation of the legal remedies available. Before a decision can be made, the student concerned has to be given the opportunity to state his/her case.

§ 23

Invalidity of Single Examinations

(1) If a student cheats in a required examination (*Prüfungsleistung*), during the completion of the Master's thesis or during the defence and this fact comes to light only after the Master's certificate has been issued, the Head of School can retrospectively adjust the result and, if applicable, the grades of the required examination (*Prüfungsleistung*), the Master's thesis or the defence accordingly and declare the examination(s) partially or completely failed.

(2) If the requirements for the admission to a required examination (*Prüfungsleistung*) or the Master's thesis were not met and the student had no intention of acting dishonestly and if this fact becomes apparent only after he/she passed the required examination (*Prüfungsleistung*) in question, the successful completion of the required examination (*Prüfungsleistung*) cancels out the wrongful admission. If the student deliberately gained admission wrongfully, the Head of School (*Dekan/Dekanin*) will decide upon legal consequences, subject to the *Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen* (Administrative Procedures Act for North Rhine-Westphalia).

(3) If the requirements for admission to a module were not met and the student had no intention of acting dishonestly and if this fact becomes apparent only after he/she passed the module in question, the successful completion of the module cancels out the wrongful admission. If the student deliberately gained admission wrongfully, the Head of School (*Dekan/Dekanin*) will decide upon legal consequences, subject to the *Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen*.

(4) If the requirements for enrolment into the programme, and thus the requirements for admission to the Master's examination, were not met and the student had no intention of acting dishonestly and if this fact becomes apparent only after the Master's certificate has been issued, the successful completion of the programme cancels out the wrongful admission. If the student deliberately gained admission wrongfully, the Head of School (*Dekan/Dekanin*) will decide upon legal consequences, subject to the *Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen*.

(5) Before a final decision is made, the student concerned must be heard, i.e. he/she has the right to state his/her case.

(6) The erroneous certificate is confiscated; if necessary, a new certificate is issued. A decision in accordance with (1) and sentence 2 of (2), (3), and (4) is excluded after a period of five years after the issue date of the certificate.

§ 24

Deprivation of a Master's Degree

A student may be deprived of his/her Master's degree if it becomes apparent after the fact that it was obtained through deception or if essential requirements for conferral were erroneously considered to have been met. § 23 applies accordingly. The Head of School (*Dekan/Dekanin*) is responsible for such decisions.

§ 25

Coming into Force and Publication

These regulations will become valid the day after their publication in the *Amtliche Bekanntmachungen* of the University of Münster (AB Uni; "Official Announcements"). They apply to all students who began their studies in this programme in or after the winter semester of 2007/2008. (Note: This paragraph refers to the original German version of these General Regulations.)

Glossary

<i>Dekan / Dekanin</i>	Head of School (here: Head of the School of Philology, <i>Fachbereich 09</i>)
<i>Disputation</i>	defence
<i>Fachbereich</i>	School (here: School of Philology, <i>Fachbereich 09</i>)
<i>Leistungspunkt (LP)</i>	credit (LP)
<i>Modulabschlussprüfung</i>	final module examination
<i>Pflichtmodul</i>	mandatory module
<i>Prüfungsamt</i>	Examinations Office
<i>Prüfungsrelevante Leistung</i>	required examination
<i>Schwerpunktmodul</i>	specialized module
<i>Semesterwochenstunden (SWS)</i>	hours of instruction per week
<i>Studienleistungen</i>	coursework
<i>Übung</i>	practical skills class
<i>Wahlpflichtmodul</i>	elective mandatory module

Translated by Dr. Britta Padberg-Schmitt, edited by Supportstelle Englisch and Dr. Silke Stroh, WWU Münster 2012/13.

Appendix

Module Descriptions

Master of Arts degree in

“National and Transnational Studies:

Literature, Culture, Language”

Module description: “Foundations of National and Transnational Studies: History, Theory and Methods”

Contents and objectives: This module gives an overview of the historical, theoretical and methodological foundations of national and transnational studies from an interdisciplinary perspective. Students will gain a sound knowledge of the subject area(s) by approaching problems and controversies focusing on ethnicity, gender, and class.

A major concern of this module is the history of nationhood, nationalism and transnationalism as well as their theorisation in social, literary and cultural terms. The concept of the nation and the ideology of nationalism embraces a variety of traditional and new aspects of primary importance for the formation and (re)shaping of communities.

Topics in the field of literature and cultural studies include fictional and symbolic constructions of nationhood and national aesthetics. Students will also acquire advanced skills for the study of the different forms of English as constituents of national and transnational identities.

On completion of this module, participants will have:

- ✓ gained knowledge of a wide range of Anglophone literatures.
- ✓ developed a critical understanding of the variety of critical and theoretical approaches to the study of culture, language and literature.
- ✓ acquired knowledge and an understanding of the concepts, terminology, and modes of thinking specific to national and transnational studies.
- ✓ acquired advanced skills for the analysis of language in context, with a focus on methods for the study of the different forms of English.

Time/Timing of the module: 1st semester of this Master's programme

Status: Mandatory module

Entry requirements: none

Offered: annually (winter semester)

Alternative course choices within the module:
none

Module coordinator:
Prof. Maria Diedrich

Weighting of module grade in calculation of final grade: 15 %

Course type	Participation	SWS (class hours per teaching)	LP (credit points)	Semester	Assignments (coursework / Studienleistungen)	Of which relevant for grade	Entry requirements
Orientation week	Regular attendance & active participation	1	1	1	/	/	/
Lecture course “Hotspots: Work in progress in literature, culture and language”	Regular attendance	2	3	1	/	/	/
Seminar “Nation, nationalism, transnationalism – historical & theoretical foundations”	Regular attendance & active participation	2	7	1	/	/	/
Seminar “Language in context”	Regular attendance & active participation	2	6	1	/	/	/
Written exam (180 minutes) & preparatory study							100 %
Total				1			

Module “Transferable Skills”

Contents and objectives: This module provides students with advanced practical skills using the target language English which is essential to successful studies within the master programme. In addition, students – especially those without a BA in English Studies – can achieve the necessary proficiency in the lingua franca English required for national and international careers. Moreover, students will refine their research skills at postgraduate level.

Native speakers of English are advised to attend academic writing classes.

On completion of this module, participants will have:

- ✓ widened their proficiency in English, written and spoken, especially with regard to specialist terminologies.
- ✓ developed an advanced level of competence in the planning, formulation and presentation of research papers.
- ✓ developed an ability to understand, interrogate and apply a variety of theoretical positions.
- ✓ gained advanced research skills, including scholarly information retrieval skills.
- ✓ gained the ability to organise substantial quantities of complex information.
- ✓ developed advanced skills of communication, oral and written.

Time/Timing of the module

1st semester of this Master's programme

Status:

Mandatory module

Entry requirements:

none

Offered: annually (winter semester)

Alternative course choices within the module:

none

Module coordinator:

Dr. Florian Kläger

Weighting of module grade in calculation of final grade: 0 %

Course type	Participation	SWS <i>(class hours per teaching week)</i>	LP <i>(credit points)</i>	Semester	Assignments <i>(coursework / Studienleistungen)</i>	Of which relevant for grade	Entry requirements
Advanced language course	Regular attendance & active participation	2	4	1	/	/	none
“Postgraduate research skills”	Regular attendance & active participation	2	4	1	/	/	none
Annotated bibliography (10 pp.)			2			100%	
Total			10				

Module description: "Research Module I"

Contents and objectives: This module runs through the first and second semesters of the MA curriculum. Students will pursue independent studies on one or several subjects of their choice, thus specialising in areas of interest that may/will lead to their Master theses.

A forum (in class and potentially also online) will be open for the presentation and discussion of students' results. Advice and supervision will be provided.

On completion of this module, participants will have:

- ✓ gained advanced research skills, including scholarly information retrieval skills.
- ✓ gained the ability to organise substantial quantities of complex information.
- ✓ gained experience in collaborative intellectual work.
- ✓ gained experience in planning and undertaking empirical work.

Time/Timing of the module

1st–2nd semester of this Master's programme

Status:

Mandatory module

Entry requirements:

none

Offered:

continuously

Alternative course choices within the module:

none

Module coordinator:

Prof. Maria Diedrich

Weighting of module grade in calculation of final grade: 2.5%

Course type	Participation	SWS (class hours per teaching week)	LP (credit points)	Semes- ter	Assign- ments (coursework / Studien- leistungen)	Of which relevant for grade	Entry requirements
Postgraduate class	Regular at- tendance & active partici- pation	4 (2 per semes- ter)	5 (of which: S1: 1 LP, S2: 4 LP)	1–2	1 presenta- tion (2 nd semes- ter)	yes	
Independent study		0	6 (of which: S1: 2 LP, S2: 4 LP)	1–2	1 academic essay	yes	
The module grade is the average value of the grades obtained for the two assignments.							
Total	11						

Module “Nationalism, Transnationalism, Transculturalism – Literary, Cultural and Linguistic Manifestations”

Contents and objectives:

Building on foundational historical and theoretical knowledge acquired in the first semester in the seminar “Nation, Nationalism, Transnationalism“, this second-semester module will extend students’ knowledge of this essential field, e.g. adding relevant theoretical approaches such as transculturalism, as well as exploring manifestations and applications of these historical and theoretical principles in the context of concrete literary, cultural and linguistic phenomena. Topics covered can include case studies of individual national literatures, and certain transnational or transcultural phenomena within one genre. Students who have chosen to focus on linguistics will discuss the role of English as a national as well as a world language, the creation and function of standard languages, language policy, or discourse-analytical examinations of the construction of nationalism.

On completion of this module, participants will have:

- ✓ gained advanced skills in the critical analysis of language, literature, culture and society.
- ✓ gained the ability to analyse transnational linguistic, historical and cultural processes.
- ✓ enhanced their knowledge and understanding of theoretical approaches.
- ✓ gained an advanced knowledge of the links between social and linguistic concerns.
- ✓ developed an understanding of the relationship between languages and identification processes.
- ✓ gained an increased awareness of the consequences of globalisation processes, both linguistic and cultural.
- ✓ developed an awareness of the theoretical issues relating to language policies under particular historical and social conditions.

Time/Timing of the module

2nd semester of this Master’s programme

Status: Mandatory module

Entry requirements: All 1st-semester modules passed

Offered: annually (summer semester)

Alternative course choices within the module: Different seminars to choose from

Module coordinator:

Prof. Mark Stein

Weighting of module grade in calculation of final grade: 15%

Course type	Participation	SWS <i>(class hours per teaching week)</i>	LP <i>(credit points)</i>	Semester	Assignments <i>(coursework / Studienleistungen)</i>	Of which relevant for grade	Entry requirements
Seminar	Regular attendance & active participation	2	6	2	Research paper (hand-in date: 6 weeks after start of semester), presentation, oral participation	Research paper (100%)	
Supplementary class accompanying the lecture course	Regular attendance & active participation	2	2	2	/		
Lecture course	Regular attendance	2	2	2	/		
Total			10				

Module description “Minorities and Migration”

Contents and objectives: This module focuses on the literature, culture and language of ethnic minorities and their relationships with the respective majority cultures. Topics covered include specific concepts of national and cultural identity, diaspora cultures, aspects of home and exile, cultures of memory, minority language(s) and minority group languages.

On completion of this module, participants will have:

- ✓ extended an understanding of the wider intellectual contexts from which national and transnational studies have developed.
- ✓ developed an understanding for the cultural conditions influencing the production of postcolonial literatures.
- ✓ developed a critical awareness of concepts relevant to minorities and migration, such as identity, memory, diaspora, or minority group languages.
- ✓ gained knowledge of theoretical concepts engaging with transnational models of cultural migration and hybridisation, as well as with place and displacement, exile and (re-)location.
- ✓ gained an awareness of the roles of centres and peripheries and of types of language.
- ✓ gained an understanding of the representation of marginalised and displaced people and of processes of othering.

Time/Timing of the module

2nd semester of this Master's programme

Status:

Mandatory module

Entry requirements:

All 1st-semester modules passed

Offered:

annually (summer semester)

Alternative course choices within the module:

None

Module coordinator:

Prof. Maria Diedrich

Weighting of module grade in calculation of final grade: 15%

Course type	Participation	SWS (class hours per teaching week)	LP (credit points)	Semester	Assignments (coursework / Studienleistungen)	Of which relevant for grade	Entry requirements
Seminar	Regular attendance & active participation	2	6	3	Group project with presentation (e.g. Internet)	/	
Reading Class (Übung)	Regular attendance & active participation	2	6	3	/	/	
(Web) presentation (max. 4 people per group, 15 min. per candidate)	100%						
Total	12						

Module “Culture Contact, Culture Conflict”

Contents and objectives:

This module is devoted to various types of cultural contact, interaction and conflict initiated by diverse forms of migration, by colonisation and by globalisation. Major aspects to be dealt with include mutual constructions of selves and others, processes of power, educational systems, cultural change, and different degrees of integration and assimilation. These phenomena are studied on the basis of their cultural manifestations and representations, especially as regards the rise of new languages and literatures.

Students opting for a linguistic focus in this module will study the linguistic processes and products which can be observed in contexts involving culture contact, e.g. newly emerging forms of language, diasporic Englishes, second-language Englishes, pidgins and creoles, mixed forms of language, linguistic constructions and manifestations of culture, or intercultural communication.

On completion of this module, participants will have:

- ✓ developed their knowledge and understanding of theories of nationalism, transnationalism, imperialism and postcolonialism.
- ✓ developed a critical awareness of concepts relevant to culture contact and culture conflict, such as colonisation, globalisation, and the processes of othering.
- ✓ developed an advanced understanding of transnational models of hybridisation, building on foundations acquired in the second semester.
- ✓ further enhanced their awareness of the linguistic effects of cultural contact.

Time/Timing of the module

3rd semester of this Master's programme

Status:

Mandatory module

Entry requirements:

All 2nd-semester modules passed

Offered:

annually (winter semester)

Alternative course choices within the module:

None

Module coordinator:

Prof. Klaus Stierstorfer

Weighting of module grade in calculation of final grade: 15%

Course type	Participation	SWS (class hours per teaching week)	LP (credit points)	Semester	Assign- ments (coursework / Studien- leistungen)	Of which relevant for grade	Entry requirements
Seminar	Regular attendance & active participation	2	6	3	Research paper (hand-in date: 6 weeks after start of semester)	Research paper (100%)	
Lecture course	Regular attendance	2	2	3	/	/	
Total			8				

Module description: "Work Experience"

Contents and Objectives:

Like the "Transferable Skills" module in semester one, this third-semester module puts emphasis on experiences and qualifications relevant to students' future careers.

Students choose one of the following options:

Option A) Students can complete **internships in relevant businesses and organisations** of their choice, such as museums, festival organisations, publishers, the media, advertising agencies, consultants, international organisations (e.g. EU, UNESCO), government organisations and NGOs (e.g. dealing with migration, language policy or international relations), as well as multinational private businesses in various sectors. Internships shall cover a minimum of 150 working hours and can be completed on a part-time basis within the semester or on a full-time basis for a minimum of four weeks in the semester break.

Option B) Alternatively, students can acquire work experience in the academic sector by **teaching tutorials for B.A. students** at the WWU's English Department during this semester. Each tutor teaches one tutorial (2 SWS = 30 h = 1 LP) and spends a further 120 h (4 LP) preparing his/her lessons, attending compulsory mentoring sessions for tutors (offered by the department's academic teaching staff), and correcting/marking assignments completed by B.A. students in their tutorial. Most tutorials will be linked to the introductory survey courses for B.A. students, where the need for tutorials is greatest, i.e. "Grundkurs Literatur- und Kulturwissenschaft I" (Foundations of Literary and Cultural Studies I), "Grundkurs Englische Sprachwissenschaft" (Foundations of English Linguistics), "Grundkurs Englische Sprachgeschichte" (Introduction to the History of the English Language) (all within the Module "Foundations for the Study of English Language, Literature and Culture"). In individual cases (where appropriate), tutorials may also accompany another course, e.g. a seminar in the B.A. 2nd-year modules „Texts and theories“ (literary & cultural studies) or „Linguistic methods and theories“ (e.g. where the seminar topic ties in with the subjects of the M.A. course and the specialisations of the M.A. student offering the tutorial). Performance of tutors will be monitored through academic teaching staff (mentoring sessions) and through course evaluations by students attending the tutorials.

Work experience acquired *before* students embark on the MA programme can be given credit; the decision is incumbent on the dean's evaluation.

All students (including those who have acquired their work experience prior to embarking on the Master programme) must write a report on their work experience

On completion of this module, participants will have:

- ✓ acquired practical and social skills in the public and/or private sector.
- ✓ acquired an awareness of the applicability of the MA programme to various fields, such as public relations, media, publishing, multi-lingual enterprises.
- ✓ gained experience in project-oriented work.
- ✓ enhanced their language proficiency and intercultural competence.
- ✓ for tutors:) a knowledge of methodical/theoretical aspects of teaching literary and cultural studies or linguistics in an academic context, e.g. with regard to quality criteria and strategies for good teaching, different teaching approaches/strategies/techniques etc.
- ✓ (for tutors:) practical experience in academic teaching and in teaching inter-/transcultural competence

Time/Timing of the module: 3rd semester of this Master's programme (recommended)

Status: Mandatory module

Entry requirements: all 1st-semester modules passed

Offered: annually (winter semester recommended)

Alternative choices within the module: Several options possible

Module coordinator: Curator of the English Department

Weighting of module grade in calculation of final grade: 0%

Course type	Participation	SWS (class hours per teaching week)	LP (credit points)	Semester	Assign- ments (coursework / Studien- leistungen)	Of which relevant for grade	Entry require- ments
Work experience outside the university or academic work experience (tutorial for B.A. students)	Active participation in non-academic work or planning & teach- ing of a tutorial	/	6 (of which: 5 LP work; 1 LP assign- ment)	3	Report on the work experi- ence gained	0%	
Portfolio (incl. report & certificate/ written reference/ perform- ance evaluation from employer)	(100%)						
Total			6				

Module “External Module”

Contents and Objectives:

In this module, students will participate in classes from other departments and disciplines. The purpose is to put their knowledge acquired in the previous semesters into relationship with the knowledge, approaches and insights in related fields within the Humanities and Social Sciences. Thus, students may participate in courses taught in any of the non-English based philologies, in History, Philosophy, Theology, Sociology or Psychology, to name only a few. In special cases courses taken in the Natural Sciences will also be acknowledged.

Since departments and disciplines may have differing quantitative and qualitative requirements, students must, before enrolling in outside classes, negotiate with the module supervisor the workload, number of courses, and types of exam necessary to achieve 10 credit points.

On completion of this module, participants will have:

- ✓ been introduced to disciplinary methodologies.
- ✓ gained an insight into interdisciplinary research.
- ✓ gained an increased awareness in the value of working across disciplinary boundaries.
- ✓ acquired the experience of collaborative intellectual work.

Time/Timing of the module

3rd semester of this Master's programme

Status:

Mandatory module

Entry requirements:

All 2nd-semester modules passed

Offered:

annually (winter semester)

Alternative course choices within the module:

Students can choose courses from different subjects. The number and combination of courses depends on the types (e.g. lectures, seminars, practical skills courses etc.) and levels of courses chosen (basic seminar, advanced seminar etc.).

E.g.: 2 *Übungen* (practical skills courses) of 4 LP each (= 8 LP + 2 LP exam) or 1 seminar of 6 LP + 1 lecture course of 2 LP (= 8 LP + 2 LP exam) or 2 lecture courses of 2 LP each (= 4 LP) + 1 *Übung* (practical skills course) of 4 LP (= 8 LP + 2 LP exam) etc.

Module coordinator:

Prof. Klaus Stierstorfer

Weighting of module grade in calculation of final grade: 10%

Course type	Participation	SWS (class hours per teaching week)	LP (credit points)	Semester	Assign- ments (coursework / Studien- leistungen)	Of which relevant for grade	Entry requirements
	Modalities of participation, assignments and exams depend on the modalities of the subject(s) in which the courses of the external module are studied. If these require a student to complete more than one major assignment (<i>prüfungsrelevante Leistung</i>)/exam, the module grade will be the average value of the grades obtained for all major assignments (<i>prüfungsrelevante Leistungen</i>)/exams which he/she completed in this module.						
Total		4–6	10				

Module description: "Research Module II"

Contents and objectives: This module runs through the third and fourth semesters of the MA curriculum. Students will build on knowledge, experience and skills gained in "Research Module I" to further develop their specialised research interests, pursuing independent studies on one or several subjects of their choice which may/will lead to (and later complement) their Master theses.

A forum (in class and potentially also online) will be open for the presentation and discussion of students' results. Advice and supervision will be provided.

On completion of this module, participants will have:

- ✓ gained advanced research skills, including scholarly information retrieval skills.
- ✓ gained the ability to organise substantial quantities of complex information.
- ✓ gained experience in collaborative intellectual work.
- ✓ gained experience in planning and undertaking empirical work.

Time/Timing of the module

3rd–4th semester of this Master's programme

Status:

Mandatory module

Entry requirements:

none

Offered:

continuously

Alternative course choices within the module:

None

Module coordinator:

Prof. Mark Stein

Weighting of module grade in calculation of final grade: 2.5%

Course type	Participation	SWS (class hours per teaching week)	LP (credit points)	Semes- ter	Assign- ments (coursework / Studien- leistungen)	Of which relevant for grade	Entry requirements
Postgraduate class	Regular at- tendance & active partici- pation	4 (2 per semes- ter)	4 (of which: S3: 2 LP S4: 2 LP)	3–4	1 presenta- tion	yes	
Independent study		0	5 (of which: S3: 4 LP S4: 1 LP)	3–4			
	The module grade is the grade obtained for the presentation.						
Total	9						

“M.A. (Master of Arts) Thesis”

Contents and objectives: In completing the M.A. thesis, the candidate demonstrates her/his ability to work on a circumscribed topic, in accordance with academic standards, and to present his/her results in an appropriate form. With the viva voce examination (disputatio) the candidate demonstrates her/his ability to orally present and defend her/his own research findings.

This module runs in the fourth semester.

On completion of this module, participants will have:

- ✓ consolidated advanced research skills
- ✓ consolidated the ability to process and organise substantial quantities of complex information
- ✓ gained experience in undertaking academic research
- ✓ gained experience in presenting research findings orally and in writing

Time/Timing of the module

4th semester of this Master's programme

Status:

Mandatory module

Entry requirements:

40 LP (credit points)

Offered:

annually (winter semester)

Alternative course choices within the module:

None

Module coordinator:

Prof. Mark Stein

Weighting of module grade in calculation of final grade: 25%

Course type	Participation	SWS <i>(class hours per teaching week)</i>	LP <i>(credit points)</i>	Semester	Assignments <i>(coursework / Studienleistungen)</i>	Of which relevant for grade	Entry requirements
M.A. thesis		0	20	4		(20/27)	
Disputatio		0	7	4		(7/27)	
	The module grade is the average value of the grades obtained for the M.A. thesis (20/27) and the disputatio (7/27).						
Total			27				