

# **Examination Regulations (Prüfungsordnung) for the M.A. English Linguistics (WS 2019/20 and later)**

This document contains an unofficial translation of the most important paragraphs of the examination regulations (Prüfungsordnung) for the M.A. English Linguistics (WS 2019/20 and later).

## Disclaimer:

This document is provided **for informational purposes only**. It is **not** legally binding. You can find the official (German) version of the examination regulations (Prüfungsordnung) here: <https://www.uni-regensburg.de/studium/pruefungsordnungen/magister-master/englische-linguistik/index.html>

If you have any questions about the examination regulations, please contact the student counsellors at the Chair of English Linguistics or the student office (studienorg.iaa@ur.de)!

### § 3

Start of studies, standard period of study, structuring of studies

- (1) The programme can only commence in the winter term.
- (2) The standard period of study is four semesters.
- (3) The programme is built modularly. The Master programme includes completing the designated modules as well as writing a master thesis.
- (4) In the frame of the Master programme, it is recommended to undertake a study abroad in the third semester. Students should timely get in contact with the course guidance in order to plan the stay abroad.

### § 4

Qualification

- (1) Requirements for the enrolment in the Master programme are:
  1. University degree or equivalent degree with at least six semesters of regular period of studies in the subject English Linguistics or a similar subject or related subject combinations with an average grade of at least 2.50; foreign degrees will be converted according to the modified Bavarian formula.
  2. Verification of the programme specific qualification;
  3. Level C1 in English according to the Common European Framework for Languages.
- (2) The examination board is responsible for the examination of the requirements according to par. 1. §12 par. 3 applies
- (3) If the degree certificate cannot be submitted at the point of application, a verification of the qualifications according to par. 1 nr. 1 can be substituted with a current attested verification of the present academic achievement and test performances in the course of study with at least 150 ECTS. The verification has to include the preliminary final grade.
- (4) Applications for the enrolment in the Master programme and qualification process have to be submitted electronically by the 01. June via E-mail to the Faculty of Anglistik and Americanistik, course of study organisation (M.A. Application). The E-Mail address will be announced at the website of the faculty. If the degree certificate cannot be submitted at the time of enrolment, the enrolment is made preliminary under the resolutive conditions of submitting the degree certificate with verification of the requirements according to par. 1 nr. 1 at the end of the first semester at the latest.
- (5) Applicants who did not receive their first degree or university entrance qualification from a German-speaking institution must provide evidence of basic knowledge of the German language. This proof must be provided through language courses (basic courses) with a minimum of 120 teaching hours. If this proof is not presented at the time of enrolment, the student will be enrolled provisionally and subject to the condition that the proof is presented by the end of the first academic year at the latest.

## § 5

### Course guidance

Students are offered a central course guidance as well as a specific course guidance. It is recommended to contact the course guidance for the following cases:

#### Central course guidance

- before commencing the master programme
- in the case of changing studies or university

#### Specific course guidance

- questions regarding the planning of the programme (including stay abroad)
- questions regarding approval of academic achievements and test performances
- failed exams

It is recommended to contact the International Office before planning a stay abroad.

## § 6

### Course credits system and credit points account

(1) The assigned credit points in the frame of the Master programme measure according to the successful completion of the workload of a module. Credits are awarded based on the European Credit Transfer System (ECTS). Therefore, one credit (ECTS, LP) corresponds to a workload of attendance time and self-study of 25 to maximal 30 hours. In order to finish with the standard period of study according to § 3 par. 2, it is recommended to averagely acquire 30 ECTS (LP) per semester.

(2) Credits are awarded for the successful completion of a module as well as successful completion of a master thesis. Credits can only be recognised once within the course of study.

(3) The examination office (Prüfungsamt) keeps a credit account on all modules including completed academic achievements and test performances that lead to a successful degree for every student. Students can check their account via the electronic exam administration system. In the case of drop out or ultimate failure of the studies, the student receives a statement of the account on request. This statement includes the achieved credits as well as successfully completed modules, if necessary with grades and identifies if a claim for examination is still valid.

## § 7

### Forms of teaching, academic achievements and test performances

(1) The following forms of teaching are designated to imparting the aims and contents of the programme:

Lectures  
Seminars  
Proseminars  
Hauptseminars  
Research colloquium/Oberseminar  
Internship resp. project work

All courses and lectures are assigned to modules. See Module catalogue for the assignment.

(2) Academic achievements in the context of this regulation are exercises that have to be completed in the frame of forms of teaching. They can also be subject to pre-requisites for a module test. In this case, they do not fall under the regulations according to article 2 of this regulation. They can be repeated as often as wanted. Academic achievements can be: presentations, oral or written success monitoring, exercises or practical tasks, short tasks, portfolios of written texts, exams, reports, protocols and written term papers.

(3) Exams resp. test performances in the context of this regulation are module tests and the master thesis.

## § 8

(1) A module is a testable unit with credits that thematically concludes subject areas on a certain level. It should have an extent of at least 5 ECTS and be completable in maximal two semesters. There are graded and ungraded modules; grades modules are according to § 27 part of the final grade of the master programme.

(2) Each module is assigned with credits for the designated contents, acquiring skills as well as the pre-requisites for the awarding of the credits for a module. The awarding of credits takes place after successful completion of the module. Pre-requisites for the successful completion of a module are:

- a) passed module test according to § 16 and/or
- b) passed academic achievements according to § 7 par. 2.

(3) Only one exam according to § 7 par. 3 should be necessary for the successful completion of a module. In specific exceptional cases, up to three test performances per module can be compulsory. Therefore, the total amount of exams should not exceed the average amount of six exams per semester.

(4) The programme includes compulsory modules. Compulsory modules have to be successfully completed.

(5) The assigned courses for the module, the imparting contents and acquiring competences, the correct pre-requisites for awarding of assigned credits of a module, the module specific grading as well as possible recommended pre-requisites for the participation in a module are corresponded to students via a module catalogue. The module catalogue is passed by the examination board in coherence with the faculty council. It can be at the earliest be altered after two semesters. The announcement of the module catalogue takes place at the latest one week before the start of the semester on the website of the Faculty of Anglistik and Amerikanistik.

## § 12

### Recognition of Competences

(1) Study periods, academic achievements and test performances that were completed in courses of study at other state or state-approved universities in Germany, successful participation in distance learning in the frame of a course of study at a state or state-approved university in Germany or in courses of studies at foreign universities are on the occasion of admission, continuation of studies and sitting exams to be recognised except if there are substantial differences in the acquired competences. The same accounts for study periods, academic achievements and test performances that were completed at a state or state-approved university in Bavaria in the frame of miscellaneous studies according to Art. 56 Abs. 6 Nrn. 1 and 2 BayHSchG, for special study offers according to Art. 47 par. 3 clause 1 BayHSchG or at the Virtuellen Hochschule Bayern.

(2) Competences that were acquired in the context of miscellaneous further education according to Art. 56 par. 6 nr. 3 BayHSchG or outside the university can be recognised if they are equivalent. Acquired competences outside of the university can maximally account for half of the necessary competences.

(3) If the grading system of the academic achievements and test performances at a foreign university are different to § 24, the grade will be converted according to a valid grading system of the university. If there is a partnership arrangement for grade conversion with the foreign university, this will be applied.

(4) The recognition of study periods as well as academic achievements and test performances requires an application form of the applicant. As a rule, 30 credits equal one semester. The application form should be addressed to the chairman of the examination board including the necessary documents. The necessary documents include the module catalogue that shows aims of qualification, contents and extent of performances as well as the corresponding grading system for evaluation. An application for recognition of previous academic achievements and test performances can only be applied once and at the beginning of (re-)admission at the University Regensburg. In the case of later acquisition, the application has to be submitted within the first semester. The accession of the to be replaced test excludes the recognition. The chairman of the examination board decides on the requirements of recognition in agreement with the responsible faculty representation under consideration of art. 63 BayHSchG.

## § 13

### Consideration of exceptional life situations

(1) On request the claim for maternity protection act § § 3, 4, 5 and 6 of 23. May. 2017 for deadlines and appointments in the respective valid form as well as deadlines of the law for paternal allowance and for parental leave of 5. December. 2006 is to be ensured. The relevant documents are to be at hand and changes in the requirements are to be communicated immediately.

(2) On application, periods of study will be not counted if the course of study is not possible or restricted due to reasons unjustifiable. Reasons unjustifiable are diseases or home care for severe sick relatives. The corresponding attestations, particularly medical attestations or in

cases of doubt public health officer attestations have to be presented immediately. Changes in the conditions have to be reported immediately.

(3) On application, pregnant women can be granted a break during exams if it is proven that the exam cannot be finished within the designated time due to the pregnancy. A medical certificate is necessary. § 14 par. 3 applies.

(4) It is recommended to consider the family friendly study and exam regulations – regulations of the University Regensburg – of the respective valid version.

## § 14

### Special issues of students with handicaps or chronic diseases

(1) The special situation of students with handicaps or chronic diseases has to be considered in an appropriate way. If the student proves that he or she is not able to meet designated deadlines or entirely or partly fulfil academic achievements or test performances according to § 7 due to handicaps or chronic diseases, the examination board will grant extended time for academic achievements or test performances. The same accounts for a possible qualification process.

(2) If it is foreseeable that the Master programme cannot be finished within the designated time frame due to handicaps or chronic diseases, it is possible to create a schedule with the responsible faculty area and the examination board that specifically addresses the capability of the student.

(3) The chairman of the examination board decides about cases according to par. 1 and 2 on written application that has to be submitted at the latest eight weeks before the exam. The examination board informs the student in written form.

(4) A medical attest for handicaps or chronic diseases is necessary, in cases of doubt an attest by a public health officer is necessary.

## § 15

### Components of the Master programme

(1) The Master programme includes the certification of 120 ECTS. The necessary ECTS are rendered by successful completion of the following modules that are described in more detail in the module catalogue:

#### 1. Mandatory modules

ELG-M1 Methods and Skills in English Linguistics (I) (12 ECTS, module test: term paper)

ELG-M2 Methods and Skills in English Linguistics (II) (8 ECTS)

ELG-M3 English Linguistics: A Survey of Structure and Use (8 ECTS)

ELG-M4 English Linguistics: Studying Structure and Use (8 ECTS, module test: term paper)

ELG-M5 Evolution and Variation in English (I) (14 ECTS)

ELG-M6 Evolution and Variation in English (II) (10 ECTS, module test: term paper)

ELG-M7 English: Variation, Contact and Multilingualism (I) (10 ECTS)

ELG-M8 English: Variation, Contact and Multilingualism (II) (10 ECTS, module test: term paper)

ELG-M9 Praxis module (13 ECTS, module test: presentation and documentation)

2. Final module ELG-M10 Master thesis (27 ECTS, module test: Master thesis with 22 ECTS, research colloquium with 5 ECTS).

(2) The module test for the the modules ELG-M1, ELG-M4, ELG-M6 and ELG-M8 can only take place subsequently to a Projektseminar, a Proseminar or Hauptseminar according to the module catalogue.

## § 16

Form and procedure of Master exam and module tests

(1) The Master exam takes places during the studies in the form of successfully completed modules according to § 8 par. 2 and the Master thesis according to § 20.

(2) Module tests are exams whose results according to §27 are part of the final grade of the Master exam and the diploma. The module test should check if the student has achieved the specific qualifications and competences of the module. In specific justified reasons, up to three areas of the module can be tested separately. Each of these partial performances is a test performance according to § 8 par. 3 clause 2. The exam result is graded according to § 23. In special justified cases, a module test can be completed with more modules.

(3) The specific make up (components of exams, forms of exam, respective duration and content) of module tests is made available for students in the module catalogue. The announcement of the valid module catalogue takes place at the latest one week before the start of the semester on the website of the Institut Anglistik and Amerikanistik.

(4) Prerequisites for completing a module test is an enrolment at the University Regensburg.

## § 17

Exam date, registration for module tests

(1) Module tests take place at least once in the time frame in which the module is available. The exact exam dates will be announced by the electronic exam administration system of the University Regensburg.

(2) The registration for exams is made via the electronic exam administration system of the University Regensburg. If an electronic registration is not possible, a written registration has to be made by the examiner within the registration period.

## § 18

### Written module tests

(1) Written module tests can be held in the form of exams, term papers, protocols and reports.

(2) The amount of time for written exams is at least 30 minutes and maximal 180 minutes. A protocol has to be written. The proctor has to sign the correctness. The protocol has to include events that could be relevant for the assessment of the exam results. The exam room can only be left with agreement of the proctor.

(3) Term papers have to be a consecutive text (possibly with tables, graphics, images, appendix or similar). For term papers, scientific issues have to be processed autonomously with scientific methods of the field. The process time is according to the module regulation at least 6 weeks. The extent of the term paper is according to the module regulation between 3000 and 6000 words.

(4) A second examiner has to grade the written exam if the written exam was graded “insufficient”. The finale grade is determined according to § 23.

## § 20

### Master thesis

(1) The master thesis should be written in the fourth semester. It should prove that students have the capability to process an issue of English Linguistics with scientific methods and that they are able to present the results in an appropriate and comprehensible way.

(2) The topic of the Master thesis will be assigned by the supervisor § 10 par. 2. The topic of the thesis as well as the date of announcement for the candidate are to be immediately communicated to the Zentralen Prüfungssekretariat to go on the record.

(3) The working time of the Master thesis cannot exceed four months after assignment of the topic. Assignment of the topic and scope of the thesis are to be adjusted to the working time. The deadline begins with the assignment of the topic to the candidate. The thesis has to be submitted in time before point in time of § 22 par. 1 clause 1. If the candidate proves that he or she was impeded by circumstances not justifiable to submit the thesis on time according to § 22 par. 1 clause 1, extension of time will be granted on request. The written request has to be made immediately after occurrence of the reason at the chairman of the examination board and the Zentralen Prüfungssekretariat, § 26 par. 3 applies. The thesis has to be submitted timely in three bound copies and an additional electronic version (pdf file) at the Zentralen Prüfungssekretariat. The handover date and completeness according to clause 7 have to be on the record. If the thesis is not handed in timely, the work will be graded 5.0.

(4) The thesis has to be written in English and should not be below 60 pages resp. 22,500 words and not exceed 80 pages resp. 30,000 words. The end of the thesis has to include a written



statement of the author to state that the submitted copies and the electronic version (pdf file) are identical and that he or she has written the thesis autonomously, used no other sources and means than the stated ones and that the thesis has not been handed in at another university to acquire an academic degree. The statement includes a confirmation that the author is aware of the legal consequences of § 26 par. 6

(5) The supervisor and an additional supervisor of the examination board have to grade the thesis by no later than three months after submission of the thesis. § 23 applies for the grading of the master thesis.

## § 21 Registration of the Master Thesis

(1) The admission to the Master thesis and assignment of topic should take place at the latest four weeks before the planned beginning at the responsible Prüfungssekretariat in written form. It has to be addressed to the chairman of the examination board. The application has to include if the candidate already has finally failed the Master examination in the subject of English Linguistics.

(2) Requirements for the admission to the Master thesis are:

1. Successful completion of the modules ELG-M1, ELG-M2, ELG-M3 and ELG-M4 as well as 24 ECTS of the modules ELG-M5, ELG-M6, ELG-M7 or ELG-M8;

2. Enrolment at the University of Regensburg.

3. Admission can be denied if the candidate has:

1. Not fulfilled the requirements of par. 2

2. Finally failed the Master examination in the subject of English Linguistics.

(4) In justified reasons, the candidate can return the Master thesis topic within four weeks after assignment. The return of the topic has to be on the record. § 20 applies for the assignment of a new topic.

## § 22

### Exam deadlines

(1) If the candidate has not acquired the necessary 120 ECTS according to § 14 par. 1 for the successful completion of the Master programme until the sixth semester, the Master programme is assessed as finished and failed for the first time unless the candidate was granted extension of time due to reasons not justifiable. The candidate has to claim and attest such reasons immediately. The written application has to be addressed to the chairman and be handed in at the Zentralen Prüfungssekretariat according to § 26 par. 3. Unfinished modules as well as the Master thesis are assessed as failed if the deadline of clause 1 is not met.

(2) If the outstanding exams cannot be attested within the following semester, the Master programme is finally assessed as failed, unless the candidate was granted extension of time due to reasons not justifiable. Par. 1 clause 2 and 3 as well as § 24 par. 1 clause 4 apply.

(3) Periods of study according to § 12 have to be recognised.

### § 23 Assessment of exams, announcement of exam results

(1) The grading of exams are graded as follows:

1 = very good	exceptional performance
2 = good	performance considerably above the requirements
3 = satisfactory	performance according to requirements
4 = sufficient	performance with flaws but still according to requirements
5 = insufficient	performance with considerable flaws that does not meet the requirements

Grading with “6 = inadequate” can only take place in the case of § 26 par. 4 and 6

(2) For nuanced grading of performances, the grade can be raised or lowered by 0.3 according to par. 1 clause 1. The grades 0.7, 4.3, 4.7 and 5.3 are excluded.

(3) If an exam consists of partial performances or is graded by multiple examiners, the grades will be averaged. In the case of § 16 par. 2 clause 3 the module catalogue can provide a diverging definition of the module grade, § 27 par. 2 remains intact. The first decimal place after the comma will be considered for the formation of average marks according to par. 1. The other decimal places will be dropped without rounding. The grade of the test performance is according to the following averages:

- until 1.5 = very good
- from 1.6 to 2.5 = good
- from 2.6 to 3.5 = satisfactory
- from 3.6 to 4.0 = sufficient

(4) An exam is successfully completed if the grade is at least “sufficient” (4.00)

(5) The result of an exam is regarded as announced when the result has been made available on the electronic exam administration system of the University Regensburg after one week.

(6) Partial performances in the context of par. 3 clause 1 are only distinct (module-) partial exams; not distinct exam parts, particularly components of exams within the same exam are not recognised by this.

### § 24

#### Repeatability of module tests and master thesis

(1) Each failed module test can be repeated twice. If the module test consists of partial performances according to § 16 par. 2 clause 3, only the failed partial performance has to be repeated. The first repeated exam is usually sat within six months, at the latest at the exams of the following semester unless the candidate is not able to sit the exam due to reasons unjustifiable according to § 22 par. 1 clause 2 and 3 apply. In this case, an extension period is granted. The deadline is not interrupted by exmatriculation or leave of absence unless the leave of absence was due to a semester abroad.

(2) The repetition exam usually has to be sat at the latest six months after announcement of the result of the first exam.

(3) Voluntary repetition of a passed exam is not allowed.

(4) If the master thesis is graded “insufficient” or is according to § 22 par. 1 clause 2 failed, a repetition with a new topic is possible under reserve. An application of renewed assignment of a topic usually has to be handed in within six months after announcement of failure, however, at the latest in order to meet the deadline of § 22. The deadline is not interrupted by exmatriculation and leave of absence, unless the leave of absence was due to a semester abroad. A second repeat is not possible. § 21 par. 4 is not applicable.

## § 27

### Passing the Master thesis, Final Grade

(1) The master programme is passed when 120 ECTS are verified according to § 15 par. 1.

(2) The final grade of the Master programme is composed as follows:

- a) Average of the grades of the completed modules ELG-M1 (10%), ELG-M4 (10%), ELG-M6 (15%) and ELG-M8 (15%)
- b) Grade of the Master thesis.

(3) The Master programme counts as failed if

1. The Master thesis was ultimately failed
2. One of the required modules was ultimately failed
3. Necessary ECTS for the elective compulsory module cannot be acquired anymore
4. The necessary 120 ECTS cannot not be acquired anymore due to missed deadline according to § 22 par. 2

The chairman of the examination board issues a written report including legal instructions.

## § 30

### Post-exam Review

Post-exam review is possible within one month after announcement of the exam result at the respective examiner.

## Appendix 1

### Qualification process

(1) The purpose of the qualification process is to determine whether the applicant can be expected to have the necessary skills according to par. 3 besides the first university degree to complete a successful degree in English linguistics.

(2) The qualification process takes place in the summer for the start of study in the following winter semester. Applications for enrolment in the Master programme English Linguistics have to be submitted by 01. June to the Faculty of Anglistik and Amerikanistik, course of study organisation. The E-mail address will be announced at the website of the faculty. The application has to include the following documents:

- a) Sample work of 10 to 12 pages written in English
- b) degree certificate according to § 4 par. 1 nr. 1. If the degree certificate cannot be submitted at the point of application, a verification of all academic achievements and test performances with at least 150 ECTS (transcript of records) as well as a verification of the by then average grade for the determination of the final grade according to par. 3 clause 1 has to be included. In this case, the missing performances for the degree will be graded 4.0 and then the average according to ECTS will be calculated.

The sample work can be from previous academic achievements or from project works, extracurricular activities etc. and should be in the form of an essay or term paper. The sample work should logically process a scientific issue in a structured way.

The examination board is responsible for the process of the application (§9).

(3) The necessary documents according to par. 2 clause 3 in the qualification process will be graded on a scale of 1 to 10 according to the following criteria:

a) Sample work: It will be verified in how far the applicant has the skills in relation to clarity of the presentation as well as structuring and logical argumentation of the requirements of the Master programme and is expected to acquire a successful degree.

b) Average grade of undergraduate studies: The to be awarded 10 points according to clause 1 have to be distributed evenly depending of the respective grading system to the limit of the required grade for application. The distribution of points is as follows:

Final average grade	Points
1.0 – 1.19	10
1.20 – 1.49	9
1.50 – 1.89	8
1.90 – 2.19	7
2.20 – 2.49	6
2.50	5

(4) The results of par. 3 will be evaluated as follows:

- 1. Degree-or average grade of undergraduate studies                      6.5 times
- 2. Assessment of sample work    3.5 times

The evaluated points will be added and rounded off to one decimal place. The verification of qualification requires at least 60.0 points.

(5) The result of the qualification process will be submitted to the applicant in written form. Rejection letters have to include legal instructions.

(6) Applicants that achieved less than 60.0 points can repeat the qualification process one more time.