



HOCHSCHULE HEILBRONN

The following study and examination regulations for the double degree Master of Arts in Intercultural Arts Management in cooperation with the Universidad Nacional de las Artes, Buenos Aires, were reviewed and adopted at the XXXth meeting of the Senate on XX.YY.202z.

Only these study and examination regulations are therefore binding!

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Vice-Rector and Head of the Central Examination Office

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**Study and Examination Regulations
of Heilbronn University
for Master's degree programs with a
standard duration of four
semesters**

of January 11, 2006

On the basis of § 8 (5) in conjunction with § 32 (1) of the State Higher Education Act (LGH) of January 1, 2005 (GBl. p. 1), last amended by Art. 2 of the Equal Opportunities Act and Amendment Act of February 23, 2016 (GBl. p. 108), the Senate of Heilbronn University – Technology, Business, and Computer Science – adopted the following study and examination regulations for master's degree programs with a standard duration of 4 semesters on July 28, 2023.

**§ 1
Scope**

The study and examination regulations apply to the master's program in Intercultural Arts Management (IAM).

A. General section

1 Section I: General

§ 2

Admission requirements

- (1) Admission to the master's programs pursuant to § 1 (1) requires a university degree or equivalent qualification with at least 180 ECTS credits.
- (2) Further admission requirements for each master's program are regulated in a special statute for the selection procedure.

§ 3

Duration and structure of the program

- (1) The standard period of study for the program pursuant to § 1 (1) is four semesters. It comprises the theoretical semesters and the scientific project phase, including examinations and the master's thesis.
- (2) The total scope of the compulsory and compulsory elective courses required for successful completion of the degree program in semester hours with the assigned credit points is specified in the special section. Credit points reflect the average workload of students and are measured in accordance with the European Credit Transfer and Accumulation System (ECTS) (ECTS points, ECTS credit points, or ECTS credits). One ECTS credit corresponds to a workload of 25 hours, unless otherwise specified in the special section of these study and examination regulations. The program is modularized, i.e., the course content and courses are combined into larger, self-contained, and testable content units (modules). The content framework, the skills to be acquired, and the courses of a module are specified in a module handbook.
- (3) By resolution of the faculty council responsible for the degree program, the order and type of courses specified in the special section may be changed for important reasons in individual cases for one semester. The changes must be announced in writing within the first three weeks of lectures of the respective semester.
- (4) The languages of instruction in the courses are English, Spanish, and German. The language of the examination is the language of instruction. In justified individual cases, the examination board may specify a different language, but must communicate this before the start of the respective semester.

§ 3a

Scientifically supervised and evaluated project phase

- (1) The degree programs listed in § 1 (1) include a scientifically supervised and evaluated project phase ("scientific project phase"). The scientific project phase takes place in the third semester.
- (2) The content and examination requirements of the Scientific Project Phase are specified in the Special Section.
- (3) The practical project lasts for a period of at least 20 weeks and is supervised by the professors responsible in accordance with paragraph 7.
- (4) Students must give a presentation on the successfully completed practical project and also produce a written paper, which is graded by the professors responsible in accordance with paragraph 7. This written paper within the final evaluation must meet the requirements of the master's program with regard to application-oriented research and the objectives of scientific work. Disputes shall be decided by the responsible program director in agreement with the responsible examination board.
- (5) Students can choose from a large number of project partners in Argentina and Germany who, in cooperation with the participating universities, ensure that the requirements of an application-oriented and scientifically sound practical project are met. In addition, students have the right to make suggestions to the professors responsible in accordance with paragraph 7 regarding the practical project they are to work on. The professors responsible in accordance with paragraph 7 may reject the proposal if they consider that the requirements for an application-oriented, scientifically processed, and evaluated practical project have not been met. In cases of doubt, paragraph 4, sentence 3 applies accordingly.
- (6) The project phase should only be started if the coursework and examinations of the previous two semesters have been successfully completed.
- (7) The responsible faculty council appoints a professor who coordinates the respective project phases of the students and maintains external contacts.

§ 4 **Examination structure**

- (1) Academic achievements are assessed in examinations. The type of examination is specified in the special section for each course.
- (2) The master's examination consists of module examinations and a master's thesis. Module examinations consist of one or more examinations in an examination subject or in an interdisciplinary examination area. The special section specifies the module examinations and the individual examination components. Module examinations are usually taken during the course of study in conjunction with and in relation to the content of courses (course-related examination components).
- (3) Admission to the master's examination may be made dependent on the successful completion of coursework to be completed in individual courses during the semester. These study achievements to be completed in advance (preliminary examination requirements) are specified in the special section. It may be stipulated that certain preliminary examination requirements must be completed by the time of registration for the last examination of a module examination or by the time the certificate is issued at the latest.
- (4) At the request of an examiner, and with the approval of the relevant examination board and the member of the rectorate responsible for teaching, deviations from the previously specified form of examination may be permitted in justified exceptional cases. The request must be submitted in writing by the examiner and must include a justification.

§ 5 **Loss of admission to the degree program and examination entitlement, deadlines**

- (1) The module examinations for the master's examination must be taken by the end of the fourth semester. The module examinations may also be taken before the expiry of the specified deadlines, provided that the necessary preliminary examination requirements have been met.
- (2) Students shall be informed in good time of the type and number of preliminary examination requirements and module examinations to be completed, the dates on which they are to be completed, and the date of submission and return of the master's thesis.
- (3) The right to take the examination and admission to the degree program shall expire if the examination requirements for the master's examination are not completed within three semesters of the date specified in paragraph 1, unless the student is not responsible for exceeding the deadline.
- (4) These deadlines may be exceeded on the basis of an agreement with the university, made no later than in the second semester, to study on an individual part-time basis (§ 30 (3) sentence 2 LHG) in accordance with the statutes on individual part-time study.

§ 5a

Maternity leave, parental leave, childcare leave, and nursing care leave

- (1) Students who
 1. become mothers are entitled to maternity leave for the six weeks prior to giving birth and up to eight weeks after giving birth
 2. with their own child or a child within the meaning of the applicable law on the granting of child-raising allowance and parental leave (currently § 15 BEEG) and who care for and raise this child themselves may take parental leave until the child reaches the age of three
 3. care for and raise a child in accordance with No. 2 up to the age of ten can care for close relatives in need of care within the meaning of § 7 of the Care Leave Act for up to six semesters
 4. care for close relatives in need of care within the meaning of § 7 of the Care Leave Act, care periods of up to six semestersin accordance with the following paragraphs.
- (2) The rights derived from paragraph 1 must be asserted vis-à-vis the university by means of a written application. The application must be submitted four weeks before the date on which maternity leave, parental leave, or childcare leave is to begin. It may also be submitted during the current semester. For each new semester, an extension must be applied for the respective semester. For maternity leave, a certificate from a doctor or midwife must be submitted at the request of the university. In the other cases referred to in paragraph 1, evidence must be provided to substantiate the aforementioned requirements.
- (3) If the special situation referred to in paragraph 1 is recognized by the university, all deadlines specified in these study and examination regulations shall be suspended. At the request of the student, the topic of a master's thesis that has been assigned shall be deemed not to have been assigned. Students shall be granted leave of absence from their studies in accordance with § 61 (3) LHG. If the total duration of a leave of absence pursuant to paragraph 1 exceeds six semesters, the studies shall be continued in accordance with the study and examination regulations then in force. The examination board shall adopt transitional arrangements for the students concerned in order to avoid serious disadvantages and a considerable extension of the duration of their studies.

§ 6
General examination requirements

- (1) The master's examination may only be taken by those who:
 1. is enrolled in the master's program at the university on the basis of a university degree or equivalent qualification,
 2. has successfully completed the prerequisite examinations for the respective module examinations (§ 19) and, if applicable, the prerequisite examinations and examinations required for proper study that are prescribed for a previous semester, and
 3. submits a declaration stating whether a master's examination has already been definitively failed in the same master's program or in a master's program determined by the university's statutes in accordance with § 60 (2) No. 2 LHG at a university within the scope of the Basic Law

- (2) Admission to individual examinations is dependent

in the event that the examiner has defined a minimum scope of learning activities (e.g., the preparation of teaching and learning texts or case studies, the performance of laboratory exercises), confirmation by the examiner of the learning activities completed, whereby the confirmation must be submitted to the examination office by the examiner at least three weeks before the examination is taken, and the minimum scope of learning activities has been approved by the responsible examination board.

- (3) Admission to an examination may only be refused if
 1. the requirements specified in paragraphs 1 and 2 are not met in whole or in part, or
 2. the documents are incomplete or
 3. in the same master's program or in a master's program specified by the university's statutes in accordance with Section 60 (2) No. 2 LHG, an examination required by the study and examination regulations or the master's examination has been definitively failed, or the person is currently undergoing an examination procedure, or
 4. the right to take the examination has expired in accordance with § 34 (2) LHG.

- (4) Students must register for examinations in accordance with the procedure specified by the university and within the specified time limit. Withdrawal from registration is only possible within the period specified by the university.

§ 6a

Examination eligibility during a semester of leave

- (1) Students on leave of absence are entitled to take examinations during their semester of leave.
- (2) Notwithstanding § 6a (3), students on leave of absence are not entitled to participate in university events.
- (3) Students on leave of absence pursuant to § 5a are entitled to attend courses at the university and use its facilities.

§ 7

General rules for conducting examinations

- (1) Written examinations and oral examinations must be taken during the examination period defined in the schedule of the universities participating in this double degree program. This rule does not apply to partial examinations pursuant to § 9a. At the request of an examiner and with the approval of the relevant examination board and the member of the rectorate responsible for teaching, written and oral examinations may, in justified exceptional cases, also be taken outside the examination period specified by both universities.
- (2) In addition to preliminary examinations during the examination period, preliminary examinations may also be taken before the start of the lecture period of the semester at the request of the examiner, with the approval of the relevant examination board and the program director, provided that the examination date was announced no later than the last week of lectures in the previous semester.
- (3) If someone can credibly demonstrate that they are unable to take the preliminary examinations or examinations in whole or in part in the prescribed form, the chair of the relevant examination board will grant permission to take the examinations within an extended period of time or to take equivalent examinations in another form. It must be ensured that the skills to be demonstrated in the examination are also demonstrated in this other form. A medical certificate may be required for this purpose.

§ 8
Oral examinations

- (1) Oral examinations are intended to enable students to demonstrate that they understand the interrelationships within the examination area and are able to classify specific questions within these interrelationships.
- (2) Oral examinations are taken in front of several examiners or in front of one examiner in the presence of an assessor as a group examination or as an individual examination.
- (3) The duration of the oral examinations is specified in the special section.
- (4) The main topics and results of the oral examinations must be recorded in a protocol. The results must be communicated to the examinees immediately after the oral examinations.
- (5) Students who wish to take the same module examination at a later date shall be admitted as observers, subject to space availability, unless the examinee objects. However, admission does not extend to the consultation and announcement of the examination results.

§ 9
Written examinations and other written work

- (1) In written examinations and other written work (such as a presentation), students should demonstrate that they are able to solve problems and work on topics using the standard methods of their subject within a limited time and with limited resources. A written examination should also determine whether they have the necessary basic knowledge. In a presentation, students must write a scientifically sound paper on a limited topic and present the results orally.
- (2) Examination work that is not to be completed during the course of study in the form of written examinations or other written work is generally assessed by two examiners. The assessment process should not exceed four weeks.
- (3) The duration of the written examinations is specified in the special section.
- (4) Examinations conducted with electronic aids are treated in the same way as written examinations or other written work.

§ 9a Combined examination

- (1) A combined examination is a composite examination consisting of one or more oral or written partial examinations and a final oral or written examination (final examination).
- (2) Combined examinations are only permitted in conjunction with a course and are conducted by one examiner.
- (3) The type and duration of the final examination are specified in the special section.
- (4) The examiner responsible for the course shall determine within the first three weeks of the lecture period how many partial examinations will be held and on which dates. At the same time, he/she shall determine the weighting of the individual partial examinations in the final result. The students shall be notified of this decision in writing and the examination board responsible for the degree program shall be informed.
- (5) The combined examination is graded in accordance with § 10 on the basis of the partial examinations and the final examination, whereby the final examination must be passed and counts for at least 50 percent of the final grade.
- (6) In the event of absence or withdrawal from partial examinations, § 11 (1) applies. A partial examination that has not been taken for a valid reason must be made up.

§ 9b

Written examinations using the multiple-choice method

- (1) Examinations using the multiple-choice method are permitted for written examinations; in the case of examination performances, the proportion of such tasks may not exceed 25% of the examination scope.
- (2) When setting the exam questions, it must be specified which answers are considered correct. In single-choice questions, each question is assigned a score of 1 if the correct answer is given. A score of 0 is given if a different answer, multiple answers, or no answer at all is given. In multiple-choice questions, each question is assigned a score of 1 if the correct answers are given. A score of 0 is given if the candidate's answers differ from the correct answers. The scoring rules are announced with the exam questions.
- (3) Comments and texts by the examinee in which the tasks are discussed and alternative answers are questioned or described as partly correct and partly incorrect cannot be taken into account in the evaluation of multiple-choice tasks.

- (4) Each task can be assigned a weighting factor by which the score is multiplied before the total points are calculated. The weighting factor of a task, the maximum number of points that can be achieved in all parts of the multiple-choice test, and the minimum number of points required to pass all parts of the multiple-choice test must be indicated.
- (5) If, after the examination has been conducted, it transpires that individual multiple-choice questions are incorrect, these shall not be taken into account when calculating the total number of points. The allocation scheme for points to grades shall be corrected accordingly.

§ 9c

Examination through practical work

In a practical assignment, the solution to a certain number of problems must be planned and implemented with reference to theory.

§ 10

Assessment of examination performance and preliminary examination requirements

- (1) The individual examination performances are assessed by the respective examiner. The following grades are to be used for the assessment of examination performances:

1 = very good = an outstanding performance;

2 = good = a performance significantly above average;

3 = satisfactory = performance that meets average requirements;

4 = adequate = a performance that still meets the requirements despite its shortcomings;

5 = unsatisfactory = performance that no longer meets the requirements due to significant shortcomings.

For a differentiated assessment of examination performance, individual grades may be increased or decreased by 0.3 to intermediate values. The grading scale starts at 1.0. Grades lower than 4.0 are graded as 4.7 or 5.0. The grading scale ends at 5.0.

- (2) In the case of examination performances that are assessed by several examiners and in the case of examination performances in accordance with § 9a, the final grade shall be determined in accordance with the grading scale defined in paragraph 1 on the basis of the proportion of the individual graded performances in the overall examination performance.

- (3) If a module examination consists of several examination components, the module grade is calculated as the average of the grades for the individual examination components. The grades for individual examination components are weighted according to the regulations in the Special Section.

The module grade is as follows:

for an average of up to and including 1.5 = very good;
for an average of 1.6 to 2.5 = good;
for an average of 2.6 to 3.5 inclusive = satisfactory;
for an average of 3.6 to 4.0 inclusive = adequate;
for an average of 4.1 or above = inadequate.

§ 12 (1) sentence 2 remains unaffected.

- (4) Paragraph 3 applies accordingly to the calculation of the overall grade (§ 24).
- (5) When calculating the average, only the first decimal place after the comma is taken into account; all further places are deleted without rounding.
- (6) Preliminary examination work is assessed by the examiner. The assessment must distinguish between "pass" and "fail." Exchange students who are properly enrolled may request a grade in accordance with the rules set out in paragraphs 1 to 4, provided that this is made known to the examiner before the examination begins. A performance shall be assessed as "failed" if it no longer meets the requirements due to significant deficiencies. If a preliminary examination performance is determined by a composite examination in accordance with § 9a, the assessment shall be based on the proportion of the individual assessed performances in the final result. If the proportion of performances graded as "pass" is more than half of the performances graded, the preliminary examination performance is passed.

§ 10a

Assessment of academic performance using the multiple-choice procedure

- (1) For the assessment of academic performance using the multiple-choice procedure, the following allocation scheme applies to the examination parts of the multiple-choice procedure. For examination performance, the grade is determined from a percentage value based on the difference between the maximum achievable score for all examination parts of the multiple-choice procedure and the minimum score required to pass. For preliminary examination work, the grade "pass" is awarded if at least the grade "sufficient" is achieved according to the grading scheme.

The following allocation scheme for points to grades is to be used:

- 1 = very good: minimum number of points required to pass plus at least 75 percent of the difference according to sentence 2,
- 2 = good: minimum score required to pass plus at least 50, but less than 75 percent of the difference according to sentence 2,
- 3 = satisfactory: minimum score required to pass plus at least 25 but less than 50 percent of the difference according to sentence 2,
- 4 = adequate: the minimum number of points required to pass plus less than 25 percent of the difference according to sentence 2 is achieved.

The differentiated assessment pursuant to Section 11 (1) is based on consistent intervals. § 13 (1) sentence 2 remains unaffected.

- (2) If, after an initial assessment of the tasks, it transpires that the median of the total scores achieved by the persons examined is equal to or lower than the minimum score M , M is reset. The new minimum score M' is calculated as $M' = M * b / G$, rounded to the nearest whole number. G is the maximum total score achievable when all tasks are solved, and b is the total score achieved by the best examinee. If M' becomes less than $G/3$ as a result of this calculation, M' is set to $G/3$ and rounded to the nearest whole number. The allocation scheme according to paragraph 1 shall be adjusted accordingly.

§ 10b

Assessment of examination performance according to the European Credit Transfer System

The following calculation and allocation scheme applies to the assessment of examination performance according to the grading scale of the European Credit Transfer System (ECTS grades).

- (1) The ECTS grade is determined on exactly two reference dates: April 1 for the previous winter semester and October 1 for the previous summer semester. Any subsequent changes to grades are not taken into account in the grade distribution.
- (2) ECTS grades are only determined for examination performances and final grades.
- (3) An ECTS grade is only determined if more than 30 grades are obtained after the assessment procedure.

ECTS grades are determined on the basis of performance that has met the requirements. The grade "A" is awarded for the leading segment with the grade level according to § 11 (1), which is achieved by 10% of the leading

students, "B" for the next segment with the grade level according to § 11 (1), which is achieved by the next 25% of students, "C" for the next segment of the next 30% of students, "D" for the next segment of the next 25% of students, and "E" for the lowest segment with the grade level according to § 11 (1), which was achieved by a maximum of 10% of students.

- (4) The ranking is determined
 - a) in the case of an examination performance from the same examination of the semester as well as the same examination of the six preceding semesters
 - b) in the case of a degree, from the final grades for the semester and the final grades for the six preceding semesters of the same degree program

§ 11

Absence, withdrawal, deception, violation of regulations

- (1) An examination performance is considered to have been graded as "unsatisfactory" (5.0) if an examination date is missed without good reason, or if someone withdraws from the examination after registering for it without good reason. The same applies if an examination performance is not completed within the specified time limit.
- (2) The reason given for withdrawal or absence in accordance with paragraph 1 must be reported to the Central Examination Office in writing without delay and must be substantiated. In the event of illness, a medical certificate may be required and, in cases of doubt, a certificate from a doctor appointed by the university. In such cases, the right to take the examination remains unaffected. In this case, the examination results already available shall be credited.
- (3) With regard to compliance with deadlines for initial registration for examinations, repetition of examinations, reasons for absence from examinations, and examination performance, the illness of a child for whom the student is responsible is treated in the same way as the illness of the student.
- (4) If someone attempts to influence the assessment of an academic achievement by deception or the use of unauthorized aids, the examination performance in question will be graded as "unsatisfactory" (5.0) or the examination performance in question will be graded as "failed." Anyone who disrupts the proper conduct of the examination may be excluded from continuing the examination by the respective examiner or supervisor; in this case, the examination performance will be graded as "unsatisfactory" (5.0) or the relevant examination performance will be graded as "failed." In serious cases, the responsible examination board may exclude the examinee from further academic work.

- (5) The person affected by the decision may, within a period of two weeks, request that the decisions referred to in paragraph 4, sentences 1 and 2, be reviewed by the competent examination board. Adverse decisions shall be communicated to the person concerned without delay, stating the reasons and providing information on the right of appeal.

§ 12

Passing and failing

- (1) A module examination is passed if the module grade is at least "sufficient" (4.0). In the cases specified in the special section, a module examination with several examination components is only passed if certain examination components have been graded at least "sufficient" (4.0).
- (2) The master's examination is passed if all module examinations of the master's examination have been passed and the master's thesis has been graded at least "sufficient" (4.0).
- (3) If a module examination has not been passed, or if the master's thesis has been graded lower than "sufficient" (4.0), this shall be communicated to the examinee. The examinee must also be informed as to whether, and if so, to what extent and within what period of time, the module examination and the master's thesis can be repeated.
- (4) If the master's examination has not been passed, a certificate will be issued upon request and upon presentation of the relevant evidence and the certificate of exmatriculation, which contains the examination results and grades achieved as well as the examination results still missing and indicates that the master's examination has not been passed.

§ 12a Attendance at courses

- (1) Attendance is compulsory for seminars (S, SR, LR) and language teaching colloquiums (SP). The lecturer should point out the attendance requirement at the beginning of the course.
- (2) The courses mentioned in paragraph 1 are only passed if the respective performance assessment in accordance with §12 AT SPO MA 4Sem. has been passed and at least 80% of the courses offered have been attended.
- (3) If a student is prevented from attending due to circumstances beyond their control, they must inform the respective lecturer. The lecturer shall decide on suitable opportunities to make up for missed classes so that the level of knowledge expected of students in accordance with paragraph 2 can be achieved.

- (4) If a student has been unable to attend less than 50% of the courses offered due to circumstances beyond their control, the lecturer is not required to grant them any opportunities to make up for the missed material in order to achieve the learning objective, and the course is considered failed.

§ 13

Repeating examinations

- (1) Each examination may be repeated twice; after the second attempt, further attempts are subject to a consultation with a body to be designated by the faculty. Proof of consultation must be provided for each further attempt.

Repeating an examination that has been passed is not permitted.

- (2) In the cases specified in § 12 (1) sentence 2, only individual examinations that have not been graded at least "sufficient" (4.0) may be repeated.
- (3) The repeat examination should be taken at the latest within the examination dates of the following semester.
- (4) The right to take the examination and admission to the degree program expire if a coursework examination, preliminary examination, intermediate examination, or final examination required by the examination regulations has been definitively failed.

§ 14

Crediting of study periods, preliminary examination requirements, and examination requirements

- (1) Periods of study, preliminary examination requirements, and examination results are credited without an equivalence assessment if they were completed at a university in the Federal Republic of Germany in a master's program in which, pursuant to § 6 (3) No. 3, predominantly the same module examinations must be taken.
- (2) Study and examination achievements as well as degrees obtained in degree programs at state or state-recognized universities and vocational academies in the Federal Republic of Germany or in degree programs at foreign state or state-recognized universities are recognized provided that there is no significant difference in the skills acquired compared to the achievements or degrees being replaced. When assessing eligibility for recognition, the competencies to be acquired as defined in the module handbook (§ 3 (3) sentence 3) and their level must be taken into account (measured regularly according to the European Qualifications Framework) and the level of proficiency, the latter usually indicated by the number of ECTS credits.

Recognition serves the purpose of continuing studies, taking examinations, enrolling in further studies, or gaining admission to doctoral studies. If the application is not approved, the reasons must be given in writing. The provisions of § 35 LHG and the Act on the Agreement of April 11, 1997, on the Recognition of Qualifications in Higher Education in the European Region of May 16, 2007, in their current versions, remain unaffected.

- (3) Knowledge and skills acquired outside the higher education system may be credited for up to half of the ECTS credits required for the degree program, provided that they are equivalent in content and level to the academic achievements they are intended to replace within the meaning of paragraph 2, sentences 2 and 3. In cases of doubt, the examination board responsible for crediting may specify a placement test. The placement test must be suitable for assessing the level of competence.
- (4) If preliminary examination results and examination results are credited, the grades shall be transferred—insofar as the grading systems are comparable—and included in the calculation of the overall grade. In the case of incomparable grading systems, the notation "passed" shall be included. The credit transfer shall be indicated in the grade transcript and transcript of records.
- (5) If the requirements of paragraphs 1 to 3 are met, there is a legal right to credit transfer.
- (6) The crediting of periods of study, preliminary examination achievements, and examination achievements shall only take place upon application by enrolled students. The documents required for crediting must be submitted by the students. The responsible examination board shall decide on the crediting.

§ 15

Examination boards

- (1) An IAM examination board shall be formed to organize the master's examination and perform the tasks assigned by the study and examination regulations.
- (2) The examination board consists of between five and seven members. The term of office for members is four years. In the event of a member leaving prematurely, the term of office for the new member shall be the remaining term of office. The chairperson, the deputy chairperson, the other members of the examination board, and their deputies are appointed by the faculty council of the faculty to which the master's program is assigned from among the professors of the faculties involved in this master's program and the professors who regularly teach courses in the master's program. Other professors, lecturers, and teachers for special tasks may be consulted in an advisory capacity. The chairperson usually manages the affairs of the examination board. If a master's program is assigned to more than one faculty, the chairperson of the examination board is appointed for one term at a time, alternating between the faculties to which the master's program is assigned. This appointment is made on the recommendation of the dean's office by a simple majority vote of all members of the faculty

council present. The remaining members and deputies are appointed by the respective faculty after equal representation of the faculties. The deputy chairperson is to be appointed by a faculty other than the one that appoints the chairperson.

- (3) The Examination Board ensures that the provisions of the study and examination regulations are complied with. The Examination Board makes suggestions for reforming the curriculum and the study and examination regulations. The Examination Board also decides on the expiry of examination rights and admission to the degree program in accordance with § 32 (5) LHG.

The Examination Board may delegate certain of its duties to the chairperson.

- (4) The members of the Examination Board have the right to participate in the assessment of academic performance.
- (5) The members of the examination board and their deputies are subject to official secrecy. Unless they are civil servants, they must be sworn to secrecy by the chairperson.
- (6) A Central Examination Office has been established as part of the student department to handle the administrative and organizational implementation of the study and examination regulations.
- (7) A Central Examination Board has been established to coordinate joint examination matters and to further develop the study and examination regulations and quality improvement measures. In particular, it makes recommendations on:
 1. Creation of framework guidelines with regard to the design of the study and examination regulations
 2. Statement on amendments to "Part A: General Section" at the request of the member of the Executive Board responsible for teaching
 3. Statement on appeals pursuant to Section 8 (2) LHG at the request of the member of the Executive Board responsible for teaching.

The members of the Central Examination Board are, by virtue of their office, the member of the Executive Board responsible for teaching as chair of the Central Examination Board, a member of the relevant examination boards appointed by the respective faculty, the head of the student department, and, following election by the Senate, one additional member of the group of university lecturers at the university for a term of two years. To deal with issues under numbers 1 and 2, the committee is supplemented by two persons from the group of students at the university, who are elected by the Senate on the recommendation of the student members of the Senate for a term of one year.

§ 16
Examiners and assessors

- (1) As a rule, only professors are authorized to conduct examinations that are not held in conjunction with courses during the course of study. Lecturers and teachers for special tasks may be appointed as examiners if professors are not available to serve as examiners. Persons with professional experience and training may also be appointed as examiners if they themselves possess at least the qualification to be assessed by the examination or an equivalent qualification.
- (2) The person being examined may propose the examiner or a group of examiners for the master's thesis and the oral examinations. The proposal does not constitute a claim.
- (3) The names of the examiners should be announced in good time.
- (4) Only persons who possess at least the qualification to be determined by the examination or an equivalent qualification may be appointed as assessors.
- (5) § 15 (5) applies accordingly to examiners and assessors.

§ 17
Responsibilities

Responsible for the decision

1. on the consequences of violations of examination regulations (§ 11),
2. on passing and failing (§ 12),
3. on the appointment of examiners and assessors (§ 16),
4. on the second repetition of examination performances (§ 13 (4)),
5. on the invalidity of the master's examination (§ 26)

is the responsibility of the relevant examination board. Certificates and documents are issued by the Central Examination Office.

Section II: Master's examination

§ 18

Purpose and implementation of the master's examination

- (1) The master's examination constitutes the professional qualification for the master's program. The master's examination determines whether the candidate has an overview of the subject matter, the ability to apply scientific methods and findings, and the thorough specialist knowledge necessary for further qualified work in professional practice.
- (2) The module examinations for the master's degree are generally conducted during the course of study (§ 4 (2)) in conjunction with and in relation to the content of the master's degree courses.

§ 19

Subject-specific requirements

The special section specifies the type and number of preliminary examinations that must be completed as a prerequisite for admission to the master's examination.

§ 20

Type and scope of the master's examination

- (1) The special section specifies which module examinations in the compulsory and compulsory elective areas must be taken for the master's examination.
- (2) The subject matter of the module examinations is the subject matter of the courses assigned to the examination subjects in accordance with the special section.

§ 21

Issuance and processing time of the master's thesis

- (1) The master's thesis is an examination paper. It is intended to demonstrate that a problem from the subject can be dealt with independently using scientific methods within a specified period of time. The topic of the master's thesis must be assigned no earlier than in the fourth semester and no later than six months after the end of the semester in which the last module examination was successfully completed. Upon request by students, the deadline for assigning the master's thesis may be extended by up to three months by the examination board in justified exceptional cases.

- (2) The master's thesis is assigned and supervised by a professor or, if they are not available as examiners, by lecturers and teachers for special tasks, provided they are active in a field relevant to the degree program.
- (3) The master's thesis is assigned by the examination board. The topic and date must be recorded. Students may express their preferences for topics. Upon request, the examination board will arrange for the master's thesis to be assigned in a timely manner.
- (4) The master's thesis may also be submitted in the form of group work if the contribution of each individual to be assessed as an examination performance is clearly distinguishable and assessable on the basis of sections, page numbers, or other objective criteria that allow for clear differentiation, and if it meets the requirements set out in paragraph 1.
- (5) The processing time for the master's thesis is six months. If necessary to ensure equal examination conditions or for reasons beyond the control of the person being examined, the processing time may be extended to a maximum of eight months; the decision on this is made by the responsible examination board on the basis of a statement from the supervisor. The topic, task, and scope of the master's thesis must be limited by the supervisor in such a way that the workload of the master's thesis as specified in the special section can be adhered to.

§ 22

Submission and assessment of the master's thesis

- (1) The master's thesis must be submitted to the responsible examination office in the proper form and within the specified time limit; the date of submission must be recorded. Upon submission, a written declaration must be made that the thesis – in the case of group work, the correspondingly marked part of the thesis – was written independently and that no sources or aids other than those indicated were used.
- (2) The master's thesis must be assessed by at least two examiners, one of whom must be from Heilbronn University and the other from the Universidad Nacional de las Artes. The assessment process should not exceed four weeks.
- (3) The master's thesis can be repeated once if the grade is lower than "sufficient" (4.0); a second repetition is not possible. A request for a new topic must be submitted in writing to the chair of the examination board within two months of notification of failure. If the deadline for submission of the request is missed, the right to take the examination expires, unless the failure to meet the deadline is not attributable to the candidate.

§ 23
Additional subjects

- (1) Upon request, students may take additional courses from the university's overall program offering to a maximum of 30 ECTS and have them included in their transcript as additional subjects. The grades for these examinations are not included in the calculation of the overall grade.
- (2) Additional subjects from foreign partner universities are usually listed on the transcript in German or English translation.
- (3) In the case of additional subjects being credited towards examinations specified in the special section of these study and examination regulations, failed attempts will be taken into account.

§ 24
Calculation of the overall grade, transcript, and diploma supplement

- (1) The overall grade is calculated in accordance with § 10 (3) to (5) from the module grades and the grade for the master's thesis. In the special section, individual module grades and the grade for the master's thesis may be given special weighting.
- (2) In the case of outstanding performance (overall grade of at least 1.3), the overall assessment "passed with distinction" is awarded.
- (3) A certificate of completion of the master's examination will be issued at the student's request. The certificate must include the module grades, the topic of the master's thesis and its grade, as well as the overall grade; the grades must be accompanied by the decimal value determined in accordance with § 10 (5) in parentheses. If applicable, the field of study and the main areas of study as well as, upon request, the results of the module examination in the additional subjects (§ 23) and the duration of study required to complete the master's examination shall also be included in the certificate.
- (4) The certificate shall bear the date of the day on which the last examination was taken.
- (5) The certificate is supplemented by a diploma supplement, which is issued in accordance with the guidelines of the German Rectors' Conference.

§ 25

Academic degree and master's certificate

- (1) Upon successful completion of the master's examination in the Intercultural Arts Management (IAM) program, Heilbronn University awards the academic degree of Master of Arts, abbreviated M.A.
- (2) The master's degree certificate bears the date of the degree certificate. It certifies the award of the master's degree. The master's degree certificate bears the seal of Heilbronn University.

§ 25a

Double degree

- (1) Heilbronn University offers this degree program in cooperation with the Faculty of Folklore at the Universidad Nacional de las Artes Buenos Aires. This is based on an agreement between the participating universities dated December 2024, which contains the specific requirements, in particular the conditions for participation, the timetable, the examinations to be taken, regulations on the mutual recognition of study and examination achievements, and a regulation on the conversion of grades.
- (2) In order to obtain degrees from both universities, the requirements of both study and examination regulations must be met. Upon successful completion of this program, students will receive a certificate from each of the participating universities (double degree). The degree documents will include a note stating that the program was completed as part of a double degree agreement with the designated partner university.

§ 26

Invalidity of examinations

- (1) If the person being examined has cheated in an examination and this fact only becomes known after the certificate has been issued, the grade for the examination may be corrected in accordance with § 10. If necessary, the module examination may be declared "unsatisfactory" (5.0) and the master's examination may be declared failed. The same applies to the master's thesis.
- (2) If the requirements for taking a module examination were not met without the person being examined intending to cheat, and if this fact only becomes known after the certificate has been issued, this deficiency shall be remedied by passing the module examination. If the module examination was deliberately obtained by wrongful means, the module examination may be declared "unsatisfactory" (5.0) and the master's examination may be declared failed.

- (3) The person concerned shall 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. If the master's examination has been declared failed due to deception, the master's certificate and the diploma supplement must also be withdrawn along with the incorrect certificate. A decision in accordance with paragraphs 1 and 2 is excluded after a period of five years from the date of the certificate.

§ 27

Inspection of examination files

Within one year of completion of the examination procedure, the examinee shall, upon request, be granted access in an appropriate form to their written examination papers, the related expert opinions, and the examination records; § 29 of the State Administrative Procedure Act remains unaffected.

A. Special section

§ 28

Key to abbreviations used in the special section

Type of course:	V	= Lecture
	L	= Laboratory
	S	= Seminar
	Ü	= Exercise
	SP	= Language teaching colloquium PS = Business game/simulation
Type of examination:	LK	= accompanying the course through written examination
	LM	= accompanying course through oral examination
	LL	= accompanying the course through laboratory work
	LR	= accompanying the course through a presentation
	LE	= accompanying the course through a design project
	LA	= accompanying the course through practical work
	LKBK	= course-related through combined examination with written exam as final examination
	LKBM	= course-related through combined examination with oral final examination
	LKBR	= course-related through combined examination with presentation as final examination
	PK	= across courses through written exam
	PM	= across courses through oral examination
	PR	= across courses through presentation
	PA	= across courses through practical work
Type of examination	SK	= Preliminary examination requirement through written exam
	SL	= Preliminary examination requirement in the form of laboratory work
	SR	= Preliminary examination requirement in the form of a presentation
	SE	= Preliminary examination requirement in the form of a draft
	SA	= Preliminary examination requirement through practical work
	SP	= Preliminary examination requirement through project work
	SKBK	= Preliminary examination through combined examination with written exam as final examination
	SKBM	= Preliminary examination requirement through combined examination with final oral examination
	SKBR	= Preliminary examination requirement through combined examination with presentation as final examination
Master's thesis	PT	= Final thesis (master's thesis)

Study and examination regulations
B. Special section
§ 29
of the Double Degree Master's in Intercultural Arts Management (IAM)
SPO 1

2 Basics of the study structure

2.1 Total scope

The total scope of the courses required for successful completion of the program leads to the acquisition of 120 ECTS credits. The workload per 1 ECTS credit is 25 hours, which averages out to 900 hours per semester. The standard period of study is four semesters.

2.2 Structure of the program

The courses required for successful completion of the program in the compulsory area and the associated examinations and preliminary examination requirements are listed in Table 1. The courses are assigned to individual modules, which are awarded ECTS credits.

2.3 Language of instruction

The program also leads to the acquisition of the necessary language skills in Spanish and German. The languages of instruction in the courses are English, Spanish, and German. The examination language is the respective language of instruction. The responsible examination board may specify a language other than the language of instruction as the examination language. This will be announced before the start of the respective semester.

3 Study

3.1 Courses offered as part of the program are listed in the following Table 1

Table 1 Master's program IAM

Sem.	Course					Examination		ECTS
	EDP No.	Module no.	Designation	Type	Scope in SWS	Type	Duration in min.	
1		M1	Español		4			5
		M1.1	Written Spanish 1	S/SP	(2)	LK60	60	3
		M1.2	Spanish oral 1	S/SP	(2)	LM15	30	2
		M2	German		4			5

	M2.1	Written German1	S/SP	(2)	LK60	60	3
	M2.2	German oral 1	S/SP	(2)	LM15	30	(2)
	M3	Cultural, Historical & Political Background: the Arts in Latin America and Europe I	V/L	4	LR		5
	M4	Culture & Geopolitics	S	4	LR		5
	M5	Intercultural Arts Management	S	4	LR		5
	M6	Cultural Identity and Value of the Arts		5	PK	120	5
	M6.1	Cultural Value and Evaluation	V/L	2			2
	M6.2	Culture and Identity	S	3			3
Total 1st semester			7S/4S P/2V/ 2L	25	2LK/2L M/3LR/ 1PK		25
2	M7	Español		4			5
	M7.1	Written Spanish 2	S/SP	(2)	LK60		3
	M7.2	Spanish oral 2	S/SP	(2)	LM15		2
	M8	German					5
	M8.1	Written German 2	S/SP	(2)	LK60		3
	M8.2	German oral 2	S/SP	(2)	LM15		2
	M9	Diversity, Equity & Inclusion	V/L	4	LR		5
	M10	Cultural Management Project Workshop	Ü	4	LA		5
	M11	Cultural Leadership	V/L	4	LR		5
	M12	Economical Aspects of Intercultural Arts Management		5	PK	120	5
	M12.1	Intercultural Communication, Marketing, and the Digital Sphere	V/L	2			2
	M12.2	Economy of Culture	V/L	3			3
	M13	Social Aspects of Intercultural Arts Management		5	PR		5
	M13.1	Cultural Rights	S	3			3
	M13.2	Sociology of the Arts	S	2			2
Total 2nd semester			3S/1S P/4V/ 4L/1Ü	26	1LK/1LM /2LR/1L A/1PK/ 1PR		30

Continued Table 1

Sem.	Course				Examination		ECTS
	EDP No.	Module no.	Designation	Type	Scope in SWS	Type	
3		M14	Project Phase – Internship				3
		M14.1	Project Phase with final evaluation	S		SA	27
		M14.2	Seminar on Scientific Work and Methods	S	2	SA	3
Total 3 semesters				2S			30
4		M15	Cultural, Historical & Political	V/Ü	4	LR	5

			Background: the Arts in Latin America and Europe II					
		M16	Culture and Geopolitics II – Postcolonialism & Heritage	V/Ü	4	LR		5
		M17	Artistic production	V/Ü	4	LR		5
		M18	Cultural management workshop	Ü	4	SA		5
		M19	Master's thesis					15
Total 4th semester				3L/3T/1U	26	3SA/3LR/1PT/1PM		35
Total Master's program								12

Modules M1 and M2 as well as M7 and M8 are compulsory electives and must be taken alternatively. If the previous degree was completed in German, modules M1 and M7 must be chosen; if the previous degree was completed in Spanish, modules M2 and M8 must be chosen.

During the project phase, students who began their studies in Argentina complete an internship with selected partners in Germany, and students who began their studies in Germany complete an internship in Argentina.

3.2 Module examinations

The module examinations for the master's examination, the associated examination requirements, the weighting of the grades for the individual examination requirements and the module grades, as well as the master's thesis, are shown in Table 2.

Table 2

Examination		Weighting of the grade of the examination	Weighting of module grade
No.	Designation		
Module exam xy Module M1 Español			
M1.1	Written Spanish 1	3	6
M1.2	Spanish oral 1	2	
Module exam xy M2 German			
M2.1	Written German 1	3	6
M2.2	German oral 1	2	
Module exam xy Module M3 Cultural, Historical & Political Background: the Arts in Latin America and Europe			
M3	Cultural, Historical & Political Background: the Arts in Latin America and Europe	1	6
Module exam xy Module M4 Culture & Geopolitics			
M4	Culture & Geopolitics	1	6
Module exam xy Module M5 Intercultural Arts Management			
M5	Intercultural Arts Management	1	6
Module exam xy Module M6 Cultural Identity and Value of the Arts			
M6.1	Cultural Value and Evaluation	2	4
M6.2	Culture and Identity	2	
Module exam xy Module M7 Español			
M7.1	Written Spanish 2	3	6
M7.2	Spanish oral 2	2	
Module exam xy Module M8 German			
M8.1	Written German 2	3	6
M8.2	German oral 2	2	

Module exam xy Module M9 Diversity, Equity & Inclusion			
M9	Diversity, Equity & Inclusion	1	6
Module exam xy Module M10 Cultural Management Project Workshop			
M10	Cultural Management Project Workshop	1	4
Module exam xy Module M11 Cultural Leadership			
M11	Cultural Leadership	1	6
Module exam xy M12 Economic Aspects of Intercultural Arts Management			
M12.1	Intercultural Communication, Marketing, and the Digital Sphere	2	4
M12.2	Economy of Culture	2	
Module examination xy Module M13 Social Aspects of Intercultural Arts Management			
13	Cultural Rights	3	6
13	Sociology of the Arts	3	
Module examination xy Module M14 Project Phase – Internship			
M14.1	Practical Project Phase with final evaluation	4	5
M14.2	Scientific Work and Research Methods	1	
Module examination xy Module 15 Cultural, Historical & Political Background: the Arts in Latin America and Europe II			
M15	Cultural, Historical & Political Background: the Arts in Latin America and Europe II	1	6
Module exam xy Module 16 Culture and Geopolitics II – Postcolonialism, Heritage & ;			
M16	Culture and Geopolitics II – Postcolonialism & Heritage	1	6
Module exam xy M17 La Produccion artistica			
M17	Artistic Production	1	5
Module exam xy M18 Cultural Management Workshop			
M18	Cultural Management Workshop	1	5
Module examination xy M19 Master's thesis			
M19	Term paper xy Master's thesis	15	
Total		100	

- (1) The module examinations listed in Table 2 are only passed if all the examination components specified in the module examinations have been graded at least satisfactory (4.0).

- (2) The subject of the oral master's examination is the topic of the master's thesis.
 - a. The oral Master's examination lasts 30 minutes per candidate.
 - b. Students can register for the oral examination in the fourth semester.
 - c. The oral master's examination is conducted by an examiner from Heilbronn University or an examiner from the Departamento de Folklore of the Universidad Nacional de las Artes and at least one assessor from the respective faculty in person or, if necessary, online.

- (3) The master's degree certificate contains the module grades for all module examinations listed in Table 2, the master's thesis, and the oral examination. The module grade for the module examination is the weighted arithmetic mean of the grades for the examination performances in the courses belonging to the respective module examination. The grade for an examination performance is weighted with the relevant weighting from Table 2. The overall grade on the master's degree certificate is calculated as the weighted arithmetic mean of the module grades, the grade for the master's thesis, and the grade for the oral master's examination, with the weights for the individual grades specified in Table 2 (right-hand column).

§ 30 Entry into force

These study and examination regulations for the Intercultural Arts Management program shall enter into force on 0x.0y.202z.