

**LETTER OF INTENT**  
**ON ESTABLISHING A JOINT DEGREE MASTER'S PROGRAM IN TRANSCULTURAL**  
**STUDIES**  
**BETWEEN KYOTO UNIVERSITY (JAPAN)**  
**AND**  
**HEIDELBERG UNIVERSITY (GERMANY)**

Kyoto University and Heidelberg University intend to conclude an agreement on the implementation of a joint degree master's program in the field of Transcultural Studies at Heidelberg University, Germany (hereafter HDU), and Kyoto University, Japan (hereafter KU), based on the respective regulations of studies and exams. The units involved are the Heidelberg Centre for Transcultural Studies (HCTS) of Heidelberg University and the Graduate School of Letters of Kyoto University.

The intended agreement will be valid for the following degrees:

Master of Arts in Transcultural Studies (30 Japanese CP) at KU and the Master of Arts in Transcultural Studies (120 ECTS) at HDU.

The intended joint degree program complies with the internal regulations of both partner Universities.

A draft of the intended agreement is attached to this letter and can still be subject to change in details due to ongoing negotiations.

**KYOTO UNIVERSITY**  
JAPAN



President

(Dr. Juichi Yamagiwa)

**HEIDELBERG UNIVERSITY**  
GERMANY

President

(Prof. Dr. Bernhard Eitel)



Dean of the Graduate School of Letters

(Prof. Shōji Hirata)

Dean of the Faculty of Philosophy

(Prof. Dr. Gerrit Kloss)

**(DRAFT) AGREEMENT FOR A  
JOINT DEGREE PROGRAM  
BETWEEN  
KYOTO UNIVERSITY (JAPAN)  
AND  
HEIDELBERG UNIVERSITY (GERMANY)**

Kyoto University and Heidelberg University agree as follows:

Kyoto University and Heidelberg University execute this agreement signed on..... to increase the international educational opportunities of their students. The parties hereby agree to create a joint degree program as outlined below.

**Article 1  
Objective**

The objective of the present agreement is to establish a joint degree master's program in the field of Transcultural Studies at Heidelberg University, Germany (hereafter HDU), and Kyoto University, Japan (hereafter KU), based on the respective regulations of studies and exams.

The attached Course Regulations are an integral part of this agreement (Annex 1).

The units involved are the Heidelberg Centre for Transcultural Studies (HCTS) of Heidelberg University and the Graduate School of Letters of Kyoto University.

The agreement is valid for the following degrees:

Master of Arts in Transcultural Studies (30 Japanese CP) at Kyoto University and the Master of Arts in Transcultural Studies (120 ECTS) at HDU.

The joint degree program complies with the internal regulations of quality assurance of both partner Universities.

## **Article 2**

### **Terms and Procedure of Conferring the Joint Degree**

2.1 The necessary conditions for the joint degree program are: equivalence of courses attended within the framework of specified study directions and priorities at HDU and KU, i.e. study programs and courses offered mutual recognition of exams and specification of additional exams as well as definition of enrollment and graduation procedure.

2.2 Within the framework of a joint degree agreement, students of HDU can be admitted to KU for two semesters, usually the third and fourth semesters.

Students from KU can be admitted to HU for two semesters, usually the second and third semesters.

2.3 As soon as the documents indicated in 2.4 and 3.3 are submitted and the necessary contacts between the scientific supervisors from HDU and KU are made, the students receive a curriculum which is to be performed partly at the home university and partly at the partner university. Having passed all the requirements for the Master's degree at the partner university, the students receive a single diploma jointly conferred by both universities, HDU and KU, as well as diploma supplements. The diploma specifies that it is a joint degree conferred by both universities. Grade conversion follows Annex 2.

2.4 Both partner universities appoint coordinators who are responsible for the accomplishment of the program. The coordinators of the partner universities agree on mutual recognition of courses and records. As part of the agreement, the universities prepare a certificate for the recognition of attended courses and the equivalence of degrees.

2.5. As soon as the certificate described in 2.4 is submitted, a study program is established for the candidates applying for a joint degree, listing all necessary courses to be attended and exams to be taken (see Annex 1).

2.6 The thesis will be supervised by members of the teaching staff involved in the program. The Master's thesis should be written in English accompanied by a short summary in both languages (Japanese and German) and will be sent to the representatives of both partner universities (if supervisors and the examination committee of the home university agree, the

thesis may be written in Japanese or German instead, accompanied by a short summary in English). Usually the Master's thesis will be co-supervised by two faculty members, one of each university.

### **Article 3**

#### **Obligations and rights of students**

3.1 Students will be matriculated in accordance to the internal regulations at HDU and KU as full-time students and will be granted the same rights and duties as other students at these universities. The thesis can be written as soon as all necessary conditions determined in the regulations of studies are fulfilled.

3.2 Candidates applying for studies must also prove their knowledge of English (English TOEFL iBT 90). The necessary language certificates must be presented when the student applies for the program. Students must also have basic knowledge of the partner university's language (European Reference Framework A1 or better).

3.3 Candidates applying for the participation in a joint degree program are obliged to present the following documents:

- written application
- certified matriculation at the home university
- certified Transcript of Records (in English) using the EU scale for credits (ECTS credits) and grades (A-F) including all courses passed at the home university or its international equivalent
- language certificates
- evidence of insurance cover (obligatory in both Heidelberg and Kyoto: health insurance; recommended: private liability insurance and casualty insurance).

3.4 The selection of candidates will be carried out jointly by both parties according to the following criteria:

- Transcript of Records
- Bachelor's degree
- Motivation letter

- English language certificate
- Proof of further language skills

3.5 Both partner universities waive the tuition fees for the visiting students taking part in the joint degree program. Students are responsible for all their personal costs, including housing, transport, food, health insurance, books and, in the case of HDU, the fee for the Student Services (“Semesterbeitrag des Studierendenwerks”). Student expenses, as well as other costs for their stay in the host institution can, however, be covered by generally approved international programs.

3.6 While there are no obligations to provide accommodation, the host institution will provide assistance in finding accommodation. There is no guarantee on the provision of accommodation for exchange teaching staff, either.

#### **Article 4**

##### **Insurance**

Each institution will respect its insurance regulations. The parties require that all incoming and outgoing students pay insurance fees for their own and provide evidence of insurance coverage.

#### **Article 5**

##### **Executive regulations**

5.1 Coordinators of the joint degree program are the department directors (Heidelberg Centre of Transcultural Studies, Heidelberg – Graduate School of Letters, Kyoto University).

The Coordinators may designate a respective delegate who cooperates with both universities (Annex 3).

5.2 The objectives of the Master’s theses and the obtained results are subject to the protection of intellectual property rights and the relevant legal provisions in Japan and in Germany.

5.3 Each partner university can accept up to 5 students per academic year. If one of the partner universities accepts less students, the other university can accept more, but the total number of students can never be more than 10 per academic year.

5.4 The agreement will not have any financial consequences for the participating universities.

## **Article 6**

### **Quality Assurance of the Joint Degree Program**

6.1 Both universities consider research-based teaching to be the cornerstone of scholarly and academic training and use measures of quality assurance to provide education according to the highest possible international standards.

6.2 Both institutions undertake to enter and maintain a continuous dialogue at the strategic and operational levels in order to educate each other about quality assurance processes in their respective higher education systems, to allow for mutual recognition of the partners' quality assurance schemes, and to help enhance the degree program further.

## **Article 7**

### **Duration of the agreement and renewal procedures**

This agreement will become effective by its signing by both institutions and will have a contract duration of five years, after which it will be automatically extended by five years unless revoked by either party.

The English version of this agreement is legally binding. Each of the partner universities receives one original copy.

## **Article 8**

### **Termination of the Agreement**

The parties are free to withdraw from the agreement any time. The withdrawal must be exercised by written notice, sent to the other party by recorded delivery at least 6 months prior to the beginning of the respective academic year. The withdrawal of one party, the possible cancellation of the agreement by mutual consent, or non-renewal of the agreement will have no impact on the students in the degree programs who have not yet completed their studies.

**Article 9**  
**Resolution of conflicts**

The parties agree to resolve any disputes or misunderstandings by friendly collaboration and discussion.

Any disagreement or dispute between the parties concerning the interpretation and/or implementation and/or application of any of the regulations of this agreement will first be settled amicably through mutual consultation and/or negotiations between the parties.

In the event of non-resolution, a mediator jointly appointed by the parties will mediate the dispute or difference in question.

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## Annex 1: Course Regulations (Joint Curriculum)

### 1.1 Curriculum Kyoto University

Kyoto University does not organize its teaching in the form of “modules.” To allow for a comparison of the curriculum the courses are organized in modules only for the sake of overview.

Sem. = Semester

CP = Credit Points

CM = Compulsory Module

EM = Elective Module

AT = Attendance Time in minutes

OE = Oral Exam/Presentation

WE = Written Exam/Report

KBR = Study Focus "Knowledge, Belief and Religion"

SEG = Study Focus "Society, Economy and Governance"

VMC = Study Focus "Visual, Media and Material Culture"

#### Module "Introduction to Transcultural Studies" (CM, 6 CP)

Sem.	Course	CP	AT	Requirements
1	Lecture "Introduction to Transcultural Studies"	2	90	WE
1	Tutorium "Introduction to Transcultural Studies"	2	90	
1	Introductory Seminar in the Study Focus (KBR / SEG / VMC)	2	90	OE (presentation), WE (report)

#### Module "Skills for Transcultural Studies 1" (EM, 4 CP)

Sem.	Course	CP	AT	Requirements
1	Language or methodology course	N/A	N/A	CP, AT and exam regulations in accordance with the given course

#### Module "Focus 1 – Foundations I" (EM, 2 CP)

Sem.	Course	CP	AT	Requirements
1	Seminar in the Study Focus (KBR / SEG / VMC)	2	90	OE (presentation), WE (report)

#### Module "Skills for Transcultural Studies 2" (EM, 6 CP)

Sem.	Course	CP	AT	Requirements
2	Language or methodology course at the Partner University (Heidelberg)	N/A	N/A	CP, AT and exam regulations in accordance with the given course

#### Module "Focus 1 – Foundations II" (EM, 2 CP)

Sem.	Course	CP	AT	Requirements
2	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Heidelberg)	2	90	OE (presentation), WE (report)
<b>OR</b>				
2	Reduced Seminar in the Study Focus (KBR / SEG / VMC) at the	1	90	WE (report)



	Partner University (Heidelberg)			
2	Reduced Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Heidelberg)	1	90	WE (report)

**Module "Focus 2 – Advanced Studies" (EM, 4 CP)**

Sem.	Course	CP	AT	Requirements
2	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Heidelberg)	2	90	OE (presentation), WE (report)
2	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Heidelberg)	2	90	OE (presentation), WE (report)

**Module "Research 1" (EM, 4 CP)**

Sem.	Course	CP	AT	Requirements
3	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Heidelberg)	2	90	OE (presentation), WE (report)
3	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Heidelberg)	2	90	OE (presentation), WE (report)
<b>OR</b>				
3	Research internship under the supervision of one of the thesis supervisors	4	N/A	CP are calculated based on the activities within the internship and on a written research report (WE)

**Module "Research 2" (EM, 2 CP)**

Sem.	Course	CP	AT	Requirements
3	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Heidelberg)	2	90	OE (presentation), WE (report)
<b>OR</b>				
3	Research internship under the supervision of one of the thesis supervisors	2	N/A	CP are calculated based on the activities within the internship and on a written research report (WE)

**Module "Master's Thesis" (CM, 2 CP)**

Sem.	Course	CP	AT	Requirements
4	Research colloquium (semi)	2	90	OE (thesis presentation)
4	Master's thesis	N/A	N/A	WE of ca. 25.000 words

**Module "Oral Examination" (CM)**

Sem.	Course	CP	AT	Requirements
4	Oral Examination	N/A	N/A	OE

## 1.2 Curriculum Heidelberg University

Sem. = Semester

CP = Credit Points (ECTS)

CM = Compulsory Module

ECM = Elective Compulsory Module

EM = Elective Module

SWS = "Semesterwochenstunden" (1 = 90 min)

CTP = Contact Time (attendance) & Preparation

OE = Oral Exam/Presentation

WE = Written Exam/Report

KBR = Study Focus "Knowledge, Belief and Religion"

SEG = Study Focus "Society, Economy and Governance"

VMC = Study Focus "Visual, Media and Material Culture"

### Module "Introduction to Transcultural Studies" (CM, 14 CP)

Sem.	Course	CP	SWS	Requirements
1	Lecture "Introduction to Transcultural Studies"	4	2	CTP (2 CP) WE (2 CP)
1	Tutorium "Introduction to Transcultural Studies"	2	3	CTP (2 CP)
1	Introductory Seminar in the Study Focus (KBR / SEG / VMC)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)

### Module "Skills for Transcultural Studies 1" (ECM, 12 CP)

Sem.	Course	CP	SWS	Requirements
1	Language or methodology course	N/A	N/A	ECTS, SWS and exam regulations in accordance with the given course

### Module "Focus 1 – Foundations" (ECM, 16 CP)

Sem.	Course	CP	SWS	Requirements
1-2	Seminar in the Study Focus (KBR / SEG / VMC)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)
1-2	Seminar in the Study Focus (KBR / SEG / VMC)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)
<b>OR</b>				
1-2	Seminar in the Study Focus (KBR / SEG / VMC)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)
1-2	Reduced Seminar in the Study Focus (KBR / SEG / VMC)	4	2	CTP (2 CP) WE (2 CP)
1-2	Reduced Seminar in the Study Focus (KBR / SEG / VMC)	4	2	CTP (2 CP) WE (2 CP)

**Module "Focus 2 – Advanced Studies" (ECM, 16 CP)**

Sem.	Course	CP	SWS	Requirements
1-2	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Kyoto)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)
1-2	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Kyoto)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)

**Module "Research 1" (ECM, 16 CP)**

Sem.	Course	CP	SWS	Requirements
3	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Kyoto)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)
3	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Kyoto)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)
<b>OR</b>				
3	Research internship under the supervision of one of the thesis supervisors	16	N/A	CP are calculated based on the activities within the internship as CTP and on a written research report (WE)

**Module "Research 2" (ECM, 12 CP)**

Sem.	Course	CP	SWS	Requirements
3	Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Kyoto)	8	2	CTP (2 CP) OE (2 CP) WE (4 CP)
3	Reduced Seminar in the Study Focus (KBR / SEG / VMC) at the Partner University (Kyoto)	4	2	CTP (2 CP) WE (2 CP)
<b>OR</b>				
3	Research internship under the supervision of one of the thesis supervisors	12	N/A	CP are calculated based on the activities within the internship as CTP and on a written research report (WE)

**Module "Oral Examination" (PM, 4 CP)**

Sem.	Course	CP	SWS	Requirements
3 / 4	Oral Examination at the Partner University (Kyoto)	4	N/A	OE (4 CP)

**Module "Master's Thesis" (PM, 30 CP)**

<b>Sem.</b>	<b>Course</b>	<b>CP</b>	<b>SWS</b>	<b>Requirements</b>
4	Research colloquium at the Partner University (Kyoto)	2	2	CTP (1 CP) OE (1 CP)
4	Master's thesis	28	N/A	WE of ca. 25.000 words (28 CP)

## Annex 2: Conversion Table

### 2.1 Marks

Conversion table for marks (ECTS – Japan – Germany)			
	ECTS	JP	DE
<b>Excellent</b>	A	A+ (100-90)	1,0
			1,3
<b>Pass with distinction</b>	B	A (89-80)	1,7
			2,0
			2,3
<b>Pass</b>	C	B (79-70)	2,7
			3,0
			3,3
	D	C (69-61)	3,7
			4,0
	E	C (60)	4,0
Fail	FX	F (59-0)	F

### 2.2. Final grades

Conversion table for final grades (ECTS – Japan – Germany) BA and MA			
	ECTS	JP	DE
<b>Excellent</b>	A	A+	1,0
			1,3
<b>Pass with distinction</b>	B	A	1,7
			2,0
			2,3
<b>Pass</b>	C	B	2,7
			3,0
			3,3
	D	C	3,7
			4,0
	E	C	4,0
Fail	FX	F	F

## **Annex 3: Mandates**

### **3.1 Kyoto's Mandate:**

Prof. Daisuke Kaida is the coordinator of the joint degree agreement between the University of Kyoto and Heidelberg University appointed by the Kyoto Graduate School of Letters.

### **3.2 Heidelberg's Mandate:**

Prof. Harald Fuess is the coordinator of the joint degree agreement between the University of Kyoto and Heidelberg University appointed by the Heidelberg Faculty of Philosophy/Heidelberg Centre for Transcultural Studies.