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## Heidelberg University examination and degree programme rules and regulations for the Master's degree programme in Global History

as of 28 March 2007

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## Section I: General provisions

### § 1 Purpose of the academic programme and examination

- (1) This consecutive Master's degree programme in Global History is intended to strengthen and expand the methodological and technical expertise acquired during the Bachelor's degree programme in History by providing a global-historical perspective, with an emphasis research-oriented study. The historical sciences seek to comprehend, analyse, and interpret human life in its historical dimensions, e.g. over the course of time, its roots and circumstances, and its development. This Master's degree programme in Global History places particular emphasis on the study of the players and structures involved in globalisation and networking processes, thereby linking them to the on-going national-historical paradigm that began in the 1980s. This Master's degree programme in Global History is based on the Humboldtian principle of unity in research and teaching, and is thereby a member of an increasingly dense cross-border network of institutions for global-historical research and education. This ensures that students will have the opportunity to take part in current research discussions and to discover and develop their own individual specialisations. This Master's degree programme in Global History examines not only the methodological and theoretical implications of cross-border processes, but also their substantive manifestations, providing an academic programme that equips students with the skills necessary to pursue further studies in one of the global-historical graduate programmes.

#### 1. Objectives for Professional Qualification

Upon completion of this Master's degree programme in Global History, students will have obtained in-depth, specialised, and current knowledge in the area of historical study selected, including methodological and theoretical principles, with a special emphasis on study of the players and structures involved in globalisation and networking processes. The primary purpose of this degree programme is to give students the scope and stimulus necessary for developing their own individual academic profiles. They will have obtained the knowledge and methodology necessary for presenting their own research interests in an academically convincing Master's thesis. This Master's degree programme in Global History examines geographical area as a key element of historical thinking (Areas), discusses the historical power of exchange and networking processes (Topics), and links these to a critical discussion of theory and methodology (Methods). The distinct experience that students of global history gain in being confronted with such situations as multiple possible interpretations of historical processes or historical insights being innately linked to specific sites and time periods will sharpen the students' sensitivity to individuality and diversity, and protect them from making overly hasty judgments in intercultural contexts. This Master's degree programme in Global History thereby promotes reflection upon the social influence of a person's origin and also strengthens intercultural communication skills. Interdisciplinary lectures and courses, as well as the encouragement of study periods abroad,

reflect the practical approach to this topic.

## 2. Objectives for Cross-disciplinary Qualification

The subject-related competencies that students, through the study, application, and critical reflection of specialised knowledge and methodologies, will obtain during the course of their Master's studies, will also have a multi-faceted interdisciplinary relevance. They will provide students with the ability to become self-organised and responsible in both their private and professional lives and to pursue their academic careers. As a result of their in-depth scholarly examination of historical problems, graduates of the Master's degree programme in Global History will possess a highly-developed sensitivity for social issues and the pertinence of their own arguments as well as those of others. They will have been trained to critically reflect other divergent interpretations. At the same time, they will be capable of approaching new, formerly unfamiliar topics in a targeted and flexible manner and of efficiently planning and structuring complex projects and research problems. They will have developed outstanding team skills and be able to contribute to complex, cross-disciplinary discussions as well as to share their academic and methodological knowledge. They will be able to critically evaluate the impact of differing forms of media presentation on recipients and have the necessary competence to effectively present the results of their work to their target groups, using relevant media. Their work will be governed by the conventions of good academic practice (transparency and verifiability). The scholarly study of the linguistic and cultural manifestations of the histories of various countries and cultures will sharpen the students' sensitivity to individuality, alterity and cultural diversity, and enable them to interact confidently and flexibly in intercultural contexts.

- (2) The purpose of the Master of Arts examinations is to assess whether students have mastered the interrelationships between the individual disciplines of their subject, are able to apply advanced scientific methods and findings, and are able to work independently, employing scientific principles.
- (3) The requirements for admission to this degree programme are set forth in the Admission Regulations, published separately.

## § 2 Master's degree

After successful completion of the Master's examination, Heidelberg University will award the academic degree of "Master of Arts" (abbreviated to M.A.).

## § 3 Standard period of study, programme structure and range of courses offered

- (1) The standard period of study for the Master's degree programme is four semesters, including examinations and Master's thesis.

- (2) Lectures and courses in the Master's degree programme run for three semesters: The Master's thesis is to be completed within the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP- credit points) for both compulsory and elective courses.
- (3) The Master's programme is a modular programme. The total of 120 CP is comprised of 90 CP from specialised lectures and courses within the degree programme and the final oral examination, and 30 CP for the Master's thesis.
- (4) The following language skills are a prerequisite for the Master's degree programme in Global History:
- if one of the advanced seminars from the intensive modules from Medieval History has been selected:
    - Latin skills (Latin Proficiency Certificate (Latinum))
    - knowledge of English and one additional modern foreign language;
  - if one of the advanced seminars from the intensive modules from History of the Early Modern Period (1500 - 1800) has been selected:
    - Knowledge of two foreign languages, one of which must be Latin (Latin Proficiency Certificate (Latinum)), or, normally, French;
  - if one of the advanced seminars from the intensive modules from Modern History (not including History of the Early Modern Period), Contemporary History, American History, South Asian History, or Social and Economic History has been selected:
    - knowledge of English and one additional modern foreign language;
  - if one of the advanced seminars from the intensive modules from Eastern European History has been selected:
    - knowledge of one Eastern European language and one additional modern foreign language.
- For students holding a university entrance qualification obtained abroad, exceptions to these regulations may be applicable; any such decision will be made by the examinations board.
- (5) In accordance with paragraph 4, evidence of the required language skills may be provided
- for Latin:
    - Latin proficiency certificate (Latin Proficiency Certificate (Latinum)), or equivalent knowledge with other certificates
  - for English, French, Eastern European languages and other modern-day foreign languages:
    - Evidence showing that the student is a native speaker of that language,
    - documentation that the language, as the local or official language, was the language of instruction at school or university,
    - documentation of a successfully completed Bachelor's degree

programme in this language (comprising at least 20%, or 28 ECTS credits),

- documentation of a successfully completed, i.e. graded 4.0 or higher, language examination taken within the context of a Bachelor's degree programme in History,

- documentation with corresponding transcripts/report cards of the following schooling:

- compulsory education from grades 5 or 6 to 10; the second half-year in grade 10 must have been graded "sufficient" or higher,

- compulsory education from grades 5 or 6 to 10; the second half-year in grade 10 must have been graded "sufficient" or higher,

- compulsory education from grades 9 to 11 and a successfully completed additional examination, or compulsory education from grades 9 to 12; the second half-year in grade 12 must have been graded "sufficient" or higher.

- Documentation of language skills equivalent to a successfully completed, i.e. graded as sufficient or higher, university language course at advanced level II (completion of basic level), or submission of certificates documenting equivalent language skills (equivalent to at least course level B1, as established by the Common European Framework of Reference).

Documentation of the required language skills must be submitted before attending any courses within the corresponding intensive modules. In the event of doubt, the examinations board will render a decision on this matter.

- (6) Generally, the language of instruction and examinations is German. Lectures and courses may be also given and examinations taken partially or completely in English, and, in exceptional cases, in another modern foreign language.
- (7) The Master's examination must be completed no later than four semesters following the end of the standard period of study. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not at fault for the deadline being exceeded.

#### § 4 Modules, credits and list of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. Modules consist of not only lectures and courses, but also the examination prerequisites necessary for the completion of the module.

- (2) The Master's thesis and the final oral examination are regarded as individual modules.
- (3) A distinction is made between
  - compulsory modules: these must be completed by all students
  - compulsory elective modules: students may select these from a limited subject area
  - elective modules: students may freely choose these from the modules offered in their subject.
- (4) All components within a module must be graded as "sufficient" (4.0) or higher (=sub-module grades) for the complete module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit corresponds to a workload of 30 hours.
- (6) A grade report (Transcript of Records) will be issued at the end of each semester, listing all module examinations students have passed, including the corresponding credits and grades.

## § 5 Examinations board

- (1) The examinations board of the Faculty of Philosophy is responsible for the organisation of examinations and the tasks required by the examination rules and regulations. It is made up of two professors, a research assistant representative, and a student, who serves in an advisory capacity. The faculty council appoints the chairperson, the deputy, and the other members of the examinations board for a period of two years each. The student member is appointed for one year. The chairperson and the deputy must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers involved in examinations. The examinations board may delegate these appointments to its chairperson or to another person authorised by the Institute. The board may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility on its chairperson, or another person authorised by the Institute, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.

- (5) Examinations board members have the right to attend examinations.
- (6) Members of the examinations board, examiners, and observers are obligated to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.
- (8) The Joint Examination Office provides support to the examinations board and executes its decisions.

## **§ 6 Examiners and observers**

- (1) In general, examinations which are not completed during the course of study may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to conduct examinations in the Master's degree programme. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances, when there is not enough qualified faculty personnel available to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Master's examination or equivalent.
- (4) The candidate is permitted to make a proposal for examiners for the Master's thesis and the final oral examination; however, this does not constitute entitlement to be examined by a particular examiner.
- (5) The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.

## **§ 7 Recognition of course credits, examination results and academic degrees**

- (1) Examination prerequisites and results, as well as academic degrees obtained through degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised as long as there is no significant difference concerning the skills acquired, courses taken and degree obtained

through the programme. This recognition is required in order to continue an academic programme, take examinations, start a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraph 3 and 4 LBG (State Public Service Law) remains unaffected.

- (2) Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (4) If agreements exist between the Federal Republic of Germany and other states concerning equivalent university degree programmes (Equivalency Agreements) that favour students from other states by way of derogation from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (Act on Higher Education of the State of Baden-Wurtemberg), the rules and regulations in the Equivalency Agreement take precedence.
- (5) Examination results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills acquired outside of the higher education system are to be recognised if
  1. the requirements for university admission are fulfilled at the time of recognition,
  2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
  3. the criteria for recognition have been verified in an accreditation.Knowledge and skills gained outside a university degree programme may not replace more than 50% of the university degree programme. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the examinations board may request the completion of a placement test.
- (7) For refresher courses, credits may be given for courses and examinations. When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5 as well as paragraph 6 sentence 1 no. 1 apply accordingly. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

## § 8 Unexcused absence, withdrawal, exceeding of deadlines and deception

- (1) An examination is graded as "failed" (5.0), if a candidate fails to appear and is unable to provide a valid reason for his or her absence, or, if the candidate withdraws after the examination has started. The same applies if the candidate fails to provide a written examination by the established deadline, unless the candidate is not at fault for the deadline being exceeded.
- (2) Reasons for withdrawal or absence must be plausible and must immediately be submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination date will be scheduled. In this case, examination results that are already available will be taken into account.
- (3) When deciding whether the candidate is at fault for exceeding a deadline for registration or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic diseases, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Pflegezeitgesetz (Home Care Leave Act).
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If candidates disrupt the proper course of the examination, they may be excluded from taking further part in the examination by the examiner or examination supervisor, in which case the examination result will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, sentences 1 and 2, within a period of 7 days, the candidate may request that the decision be validated by the examinations board. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

## § 9 Types of examinations completed during the course of study

- (1) Examinations completed during the course of study are:
  1. oral examinations, and
  2. written examinations (electronically, where applicable).
- (2) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or

partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination. The same applies for other course requirements.

## § 10 Oral examinations completed during the course of study

- (1) In oral examinations, candidates should be able to prove that they are able to identify interrelationships within the examination subject matter and relate specified problems to these interrelationships. Additionally, the purpose of the oral examination is to assess whether the candidate has adequate basic knowledge of the field of study. Oral examinations may be held as individual or group examinations with a maximum of four candidates.
- (2) For individual examinations, an oral examination lasts between 15 and 30 minutes; in group examinations, which will last between 60 and 120 minutes, each candidate will be examined for between 15 and 30 minutes.

## § 11 Written examinations completed during the course of study

- (1) In written examinations, candidates should be able to prove that they are able to recognise problems related to their subject and develop solutions for them, using subject-specific methods and within limited time and resources.
- (2) A written examination lasts between 60 and 120 minutes.
- (3) If a written examination component is taken as a term paper, candidates must assure that they are the authors of their work and have used no sources or aids other than those indicated.
- (4) The evaluation period for written examinations should not exceed four weeks.

## § 12 Assessment of examinations

- (1) Grades for the individual examination components are determined by the respective examiners. The following grades must be used for assessment of examinations:

1 = very good	=	an outstanding performance;
2 = good	=	a performance which lies substantially above average requirements;
3 = satisfactory	=	a performance which fulfils average requirements;
4 = sufficient	=	a performance which, despite deficiencies, still meets the requirements;

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5 = failed = a performance which, due to considerable deficiencies, does not meet the requirements.

For more detailed assessment of examination performance, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades above 4.0 may not be used.

(2) The final module grade is calculated on the basis of the unrounded values of module examination components, weighted according to the number of credits earned. If a final examination is to be completed within a module, the grade from this final module examination constitutes the grade for this module.

(3) Grading for the final module grade, and the overall Master's examination grade is as follows:

for an average up to/including 1.5	very good
for an average of between 1.6 and up to/including 2.5	good
for an average of between 2.6 and up to/including 3.5	satisfactory
average of between 3.6 and up to/including 4.0	sufficient

(4) When calculating final module grades and the overall examination grade, only the first decimal after the point is taken into account, without rounding. The overall Master's grade is assessed in accordance with § 19, paragraph 2.

(5) In addition to the German-system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:

A	the top 10%
B	the subsequent 25%
C	the subsequent 30%
D	the subsequent 25%
E	the subsequent 10 %

The relative grades are calculated based on the examination results of the total graduating class, as well as the graduating classes from two or more previous years, depending on the number of students in the current graduating class. For degree grades, the ECTS grade must be included. For individual modules, the ECTS grade may be listed when possible and necessary.

## Section II: Master's examination

### § 13 Master's examination admission requirements

(1) Admission to the individual examinations for the Master's examination will only be authorised for those who:

1. are enrolled in the Master's degree programme in Global History at Heidelberg University,
  2. have not lost their entitlement to take the final examinations in the Master's degree programme in Global History.
- (2) For admission to the final oral examination, certificates must be presented with proof of the following:
1. successful completion of the courses and lectures set forth in Appendix 1, comprising the total of credits set forth in § 3,
  2. the required language skills set forth in § 3, paragraph 4.
- (3) Work on the thesis may only be started after successful completion of the final oral examination.

#### **§ 14 Master's examination admission procedure**

- (4) The application for admission to the examination must be made in writing, addressed to the chairperson of the examinations board. The application must include the following documents:
1. evidence of fulfilment of the admission requirements in accordance with § 13, paragraph 1,
  2. declarations from candidates, stating whether they have previously failed a Master's examination in the Global History Master's programme, or whether they are currently undergoing an examination procedure in such a programme.
- (5) If candidates are unable to provide such evidence, the examinations board may allow other documents of proof to be accepted.
- (6) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Denials must be made in writing, stating the reasons and providing information on the procedure for appeal.
- (7) The application for admission to the examination may only be denied if:
1. conditions are not fulfilled in accordance with § 13 paragraph 1, or
  2. documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
  3. candidates have failed their final attempt at the Master's examination in Global History or have lost the entitlement to take the final examinations, or
  4. the candidate is currently undergoing examination procedures in such a degree programme.

## § 15 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
  1. successful completion of the examinations for the modules and courses set forth in Appendix 1,
  2. the final oral examination,
  3. the Master's thesis.
- (2) The examinations referred to in paragraph 1, no. 1 are taken as an integrated part of their respective lectures or courses. They may be in written or oral form. The lecturer responsible for a lecture or course determines the nature and duration of the integrated examinations and provides this information no later than the beginning of the lecture or course.
- (3) The components of the Master's examination must be taken in the following order:
  - examinations completed during the course of study (paragraph 1, no. 1)
  - final oral examination (paragraph 1, no. 2),
  - Master's thesis (paragraph 1, no. 3).
- (4) § 9, paragraph 2 applies accordingly.

## § 16 Final oral examination

- (1) The purpose of the final oral examination is for candidates to prove that they have mastered the interrelationships between the individual disciplines of their subject, and are able to assess special problems accordingly. Additionally, the purpose of the oral examination is to assess whether the candidate has profound basic and specialised knowledge in limited fields of the subjects to be examined.
- (2) The final oral examination will be held by two examiners. The candidate is permitted to make a proposal; however, this does not constitute entitlement to be examined by a particular examiner. The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.
- (3) In accordance with § 15, paragraph 1, no. 1, candidates must take the final oral examination no later than six weeks after the completion of the last final examination component. If this deadline is not met, the final oral examination will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (4) Upon approval of the examiners, the candidate may propose four topics for the final oral examination.

- (5) The final oral examination lasts approximately 60 minutes.
- (6) The examination will be conducted in German. Upon approval of all persons involved in the examination, the examination may also be conducted in other languages. § 3, paragraph 5 remains unaffected.
- (7) The topics examined and the results of the oral examination must be recorded in a written report. Following the oral examination, candidates must be notified of examination results.
- (8) Students wishing to take a subject examination at a later examination date will be permitted to attend the same examination for another candidate, as long as room is available. However, the visitor may not be present for assessment or announcement of the examination result. Upon the candidate's request, or for other valid reasons, observers may be prohibited from attending the examination.

## § 17 Master's thesis

- (1) The purpose of the Master's thesis is for candidates to prove that they are able to work independently, within a given period of time and using academic methods, to address a problem from the field of Global History.
- (2) In accordance with § 6, paragraph 1, sentence 1, the Master's thesis may be assigned and supervised by any authorised examiner in the Global History department. The assignment and supervision of a qualified examiner from another department at Heidelberg University requires the prior consent of the examinations board. Upon prior consent of the examinations board, the Master's thesis may be completed at an institution outside Heidelberg university; provided it is supervised by an examiner entitled as set forth in sentence 1.
- (3) The candidate must begin work on the Master's thesis no later than two weeks after the successful completion of the final oral examination, or, must have by that time submitted an application to the chairperson of the examinations board for the assignment of a topic. If this deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (4) The topic of the Master's thesis will be determined by the thesis supervisor. If an application for assignment of a topic is submitted, the chairperson of the examinations board will ensure that the candidate receives a topic for the Master's thesis in timely fashion. The candidate is permitted to propose topics; however, this does not constitute entitlement to a particular topic. The thesis topic will be assigned by the chairperson of the examinations board; the date of assignment must be recorded.

- (5) The deadline for submission of the thesis is five months following assignment of the topic. In exceptional cases, the examinations board, in consultation with the supervisor, may extend this deadline by up to two months. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not at fault for exceeding the deadline.
- (6) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate should be able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment.
- (7) Generally, the Master's thesis is to be written in German. Upon approval of the examinations board, the thesis may also be written in other languages.

## **§ 18 Submission and assessment of Master's thesis**

- (1) Three copies of the Master's thesis must be submitted to the examinations board before the established deadline; the submission date must be recorded. The thesis must contain a summary.
- (2) When submitting a Master's thesis, candidates must certify in writing that they are the authors of their work and have used no sources or aids other than those indicated.
- (3) The Master's thesis will be assessed by two examiners, one of whom must be a professor. The first examiner will be the thesis supervisor. The second examiner will be appointed by the examinations board. The candidate is permitted to make a proposal; however, this does not constitute entitlement to be examined by a particular examiner. The evaluation period should not exceed six weeks.
- (4) The grade is calculated as the mean of both evaluations; § 12 applies accordingly. If the grades differ by more than one grade point, the examinations board will determine the Master's thesis grade after consulting both examiners. In such cases, a third examiner may be consulted.

## **§ 19 Passing the examination and overall grade**

- (1) The Master's examination is passed when all examination components as set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.
- (2) For the calculation of the overall grade in accordance with § 12, paragraph 3, the numerical values of the module grades (with the exception of the three elective modules: 1. Area Studies, 2. Interdisciplinarity, and Area Studies or Interdisciplinarity), will be added together and weighted according to the number of credit points earned. As an exception to this rule, however, the

module grade for “Subject-related Interdisciplinary Skills” will not be included in the calculation of the subject grade, and the module grade for “Media and Mediality” will be weighted by a factor of 0.5.

## § 20 Retaking an examination component and deadlines

- (1) If examinations are not passed, or are not considered to have been passed, they may be retaken once. This includes failed examinations taken at other universities. A second re-examination is permitted only under exceptional circumstances and only for a maximum of two examinations completed during the course of study. Approval must be granted by the examinations board. A second re-examination is not permitted for the Master's thesis.
- (2) Retaking an examination that has been graded as passed is not permitted.
- (3) Failed examinations must be retaken no later than during the following semester. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not responsible for the deadline being exceeded.
- (4) If a compulsory module examination is failed on the final attempt, the candidate will be excluded from the academic programme. Failure of compulsory elective modules and elective modules may be offset by the successful completion of a different module.

## § 21 Master's diploma and certificate

- (1) Once the Master's examination is passed, a diploma will be issued within four weeks. This will list all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credits, as well as the grade and topic of the Master's thesis, and the overall grade of the Master's examinations. The diploma will be dated with the date of the last examination component. It must be signed by the dean and the chairperson of the examinations board.
- (2) A “Diploma Supplement” in German and English is also provided, containing additional information about the course content and period of study. The content complies with the “European Diploma Supplement Model”.
- (3) A bilingual Master's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree “Master of Arts”. The Master's certificate is signed by the dean and the chairperson of the examinations board. It bears the faculty seal.
- (4) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing

information on the procedure for appeal. A certificate will be issued upon request, and upon presentation of documentation of proof and de-registration certificate, listing passed examinations and their grades, missing examinations required for obtaining the master's degree, and a statement that, on the final attempt, the master's examination has not been passed.

### **Section III: Final provisions**

#### **§ 22 Invalidity of examinations**

- (1) If a candidate has cheated on an examination component and this is not discovered until after the diploma has been issued, the examinations board maintains the right to alter the grade awarded for all examination components concerned, and declare the examination partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) Before a decision is made, candidates will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deceit, the Master's certificate will be confiscated along with the fraudulent examination diploma. The statute of limitations for rendering a decision such as described in paragraph 1 and paragraph 2, sentence 2, is five years from the date on the examination diploma.

#### **§ 23 Access to examination documents**

After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing and within a period of up to one year after the examination process. The chairperson of the examinations board will decide when and where such access will be given.

#### **§ 24 Coming into force**

These examination rules and regulations come into force on 1 October 2007.

## Appendix 1: Modules, lectures and courses of the Master's degree programme in Global History (100% = 120 CP)

### Preliminary remarks and explanations

This Master's degree programme in Global History provides an interface to the on-going national-historical paradigm that began in the 1980s and belongs to the currently existing degree programmes being offered both in the USA as well as in Europe (European Master in Global Studies). This Master's degree programme in Global History is thereby a member of a cross-border network of university educators. Heidelberg University benefits from students exchanges and offers an education that provides students with the skills necessary for pursuing further studies in one of the global-historical graduate programmes.

Global History promotes reflection upon the social influence of a person's origin and strengthens intercultural communication skills. Interdisciplinary lectures and courses, as well as the encouragement of study periods abroad, reflect the practical approach to this topic. In addition to supporting young scholars, the Master's degree programme in Global History also teaches general skills relevant to the labour market, such as the generation of knowledge through the critical assessment of information. Furthermore, the degree programme emphasises the use of modern communications technologies and provides instruction in the use of media. In addition to professional activities in existing programmes, students will also obtain the competencies necessary for potential professional involvement in the growing field of international administration.

The following historical, era-specific, and regionally-oriented disciplines are participants in the Master's degree programme in Global History: Medieval History (MH - History of the Early, High, and Late Middle Ages), Modern History (MH - 1500-1900 - including the History of the Early Modern Period) and Recent History (RH - since 1900 - including Contemporary History), American History (AmH), Eastern European History (EEH) and South Asian History (SAH), as well as the neighbouring disciplines Sinology, Japanese Studies, Jewish Studies, Art History, Religious Studies, Geography, Political Science, Sociology, History of Medicine, and Macroeconomics. Of the total of 120 CP required, 90 CP are to be earned within the "Global History" specialisation (Medieval, Modern, Recent, American, Eastern European and South Asian History); 30 of these CP are allotted for the Master's thesis. An additional 30 CP are required to be earned in the neighbouring disciplines listed above (including Eastern European and South Asian History).

Alternatively, the 30 CP that would be earned in the elective modules over the course of 3 semesters may also all be earned at the same time during a semester abroad taken (generally) in the 2nd semester. The lectures and courses in the six historical disciplines listed, which are normally required to be taken during this semester, must then be completed at Heidelberg University in the remaining semesters before or after the semester abroad.

## Educational content and objectives

This Master's degree programme in Global History is based on the Humboldtian principle of unity in research and teaching, and thus examines not only the methodological, but also the theoretical implications and various forms of cross-border processes. The degree programme is three-tiered and allows for a flexible system that offers a choice of different specialisations:

The lectures and courses that cover the Middle Ages through Contemporary History are allocated into two different tiers: Area Studies and Topics.

Area Studies refers to geographical areas as a key element of historical thinking. Topics in this area cover the regional and national dimensions of globalisation processes. In this area, international relationships and international policies will be studied, as well as the interrelationship between regionalisation and globalisation.

Topics offers a subject-oriented perspective on globalisation and discusses historical developments related to crossing and establishing borders, as well as the creation of international and transnational institutions, from the Catholic Church to the UN, and also examines environmental history and transdisciplinary topics, such as pandemics.

Methods is concerned with the scholarly examination of theories and methods. Lectures and courses in this area provide information about the differentiation of the concept of "globalisation" as well as current developments in historiography, a field central to the self-perception of history as a scientific discipline.

## Notes

1. **Admission** to this degree programme **requires** an above-average GPA (grade-point average) in a Bachelor's degree programme in History / Medieval and Modern History (with a minimum of 50% in the subject area). The details are stipulated in the Admission Regulations for the Master's Degree Programme in Global History.
2. **Required language skills:**
  - if one of the advanced seminars from the intensive modules from Medieval History has been selected:
    - Latin skills (Latin Proficiency Certificate (Latinum))
    - knowledge of English and one additional modern foreign language;
  - if one of the advanced seminars from the intensive modules from History of the Early Modern Period (1500 - 1800) has been selected:
    - Knowledge of two foreign languages, one of which must be Latin (Latin Proficiency Certificate (Latinum)), or French;
  - if one of the advanced seminars from the intensive modules from Modern History (not including History of the Early Modern Period),

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Contemporary History, American History, South Asian History has been selected:

- knowledge of English and one additional modern foreign language;

- if one of the advanced seminars from the intensive modules from Eastern European History has been selected:

- knowledge of one Eastern European language and one additional modern foreign language.

3. In the “Area Studies” **intensive module**, lectures and courses may be taken from the areas of Medieval History, Modern History, Recent History, and American History, as well as from Eastern European History or South Asian History, provided that courses from these last two regional disciplines are not also being taken at the same time in the “Area Studies” elective module. Upon approval of the academic advisors, and provided the specific courses are being offered, a lecture or tutorial may be replaced by another element from the **area of research- and teaching-oriented applications**. These include “supervised self-studies” (“Independent Study”), “supervised teaching” (work as tutor/mentor, organisation or leading of a study group, etc.) and “supervised practice” (participation in a conference, exhibition, or publishing project; preparation of an excursion, etc.). Using an LMS, the project courses may be used for supervision of students during a semester abroad or during archive research abroad, or to maintain and expand networking between students and the institute, e.g. with blogs or Wikis to report on progress in work or research. The instructors of the courses are responsible for determining which courses are offered, which activities are included in them, and admission requirements. There is no general entitlement to participation in or admission to a particular course.
4. In the “Topics” **intensive module**, lectures and courses may be taken from the areas of Medieval History, Modern History, Recent History, American History and Eastern European History and South Asian History. The advanced seminar must be selected from one of the historical or regional disciplines, and must be different from the one selected as the advanced seminar in the “Area Studies” intensive module. The rules pertaining to the possibility of replacing a lecture or tutorial with a project course are the same as those for the “Area Studies” intensive module.
5. In the “Focus” **intensive module**, lectures and courses may be taken from the six era-specific and regionally-oriented disciplines. The rules pertaining to the possibility of replacing a lecture or tutorial with a project course are the same as those for the “Area Studies” intensive module.
6. In the “**Area Studies**” **elective module**, lectures and courses may be selected from the offer of Sinology, Japanese Studies, Eastern European History, South Asian History, and Jewish Studies; in the “**Interdisciplinarity**” **elective module**, they may be selected from Art History, Religious Studies, Theology, Geography, Political Science, Sociology, History of Medicine, and Macroeconomics.

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7. Within the **“Media and Mediality”** module, a tutorial from the area of media/presentation skills must be completed. This area includes tutorials with a special focus on the maintenance or teaching/presentation of historical records or objects (e.g. museology/exhibitions, archiving, libraries, and publishing), as well as tutorials intended to teach skills in the area of multimedia presentations and those with a particular focus on the critical development of historical media. The “Teaching Competences” module also requires a three-week work placement within a professional area relevant for historians.  
In the event that, despite proven efforts to find a work placement, students are unable to find one, this mandatory work placement may, upon written application, be replaced by another tutorial from the “Teaching Competences” area. Documentation of the failed effort to find a work placement must be submitted along with the application. The examinations board, which is responsible for taking decisions regarding recognition of work placements, or another person authorised by the board, will render a decision regarding approval the application.
8. The **final module, “Theories and Methods in Global History”**, consists of a research colloquium and a final oral examination. It is intended to help students bundle the knowledge that they have obtained during the Master’s degree programme and, with guidance from an instructor, develop a scholarly foundation for the writing of the Master’s thesis. The research colloquium provides a context in which, as part of a group of researchers possessing varying levels of qualification, students may present, discuss, and further develop their own individual projects, while gaining an overview, within the context of current research, of sources, methodology, and theory. The final oral examination covers two topics from the fields selected in the “Area Studies” and “Topics” intensive modules (or advanced seminars). The examination lasts approximately 60 minutes.
9. In the **“Master’s thesis” examination module**, the purpose of the thesis, which is to be written on a topic within the selected area of specialisation, is for candidates to demonstrate that they have acquired sufficient expertise in this specific area of History and are able to work independently, using academic methods, to address a research topic. Details regarding the scope of the Master’s thesis are provided in the module description. Five months are allotted for preparation of the thesis.

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Semester	Module name	Course	Discipline/Subject	CP	CP <input type="checkbox"/>	Notes
1st Semester Area Studies	Intensive Module “Area Studies” (Compulsory module)	1 Advanced Seminar (2 WSH) with oral presentation and term paper 1 L or Tut (2 WSH) or 1 Project Course 1 L (2 WSH)	Medieval History Modern History Recent History American History Eastern European History South Asian History	10 = 2 Participation, preparation, and follow up 2 Oral presentation, 6 Written term paper  2 = 2 Participation, preparation, and follow up or 2 Participation, preparation, and follow up incl. minor written or oral examination or 1 project, 1 minor oral or written examination  2 = 2 Participation, preparation, and follow up	<input type="checkbox"/> 14 CP	Module grade: grade for the Advanced Seminar
	“Area Studies” Elective Module (Compulsory module)	Free choice of lectures	Sinology, Japanese Studies, Eastern European History, South Asian History, Jewish Studies	Dependent upon the specific modules being offered by the various departments	<input type="checkbox"/> 10 CP	
	Advanced Module “Focus” (Compulsory module)	1 (reduced) Advanced Seminar (2 WSH) incl. oral presentation 1 L or Tut (2 WSH) or 1 Project Course	Medieval History Modern History Recent History American History Eastern European History South Asian History	4 = 2 Participation, preparation, and follow up 2 Oral presentation incl. written paper  2 = 2 Participation, preparation, and follow up or 2 Participation, preparation, and follow up incl. minor	<input type="checkbox"/> 6 CP	Module grade: grade for the Advanced Seminar

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Semester	Module name	Course	Discipline/Subject	CP	CP <input type="checkbox"/>	Notes
				written or oral examination or 1 project, 1 minor oral or written examination		
2nd Semester Topics	Intensive Module “Topics“ (Compulsory module)	1 Advanced Seminar (2 WSH) with oral presentation and term paper 1 L or Tut (2 WSH) or 1 Project Course 1 L (2 WSH)	Medieval History Modern History Recent History American History Eastern European History South Asian History	10 = 2 Participation, preparation, and follow-up, 2 oral presentation, 6 Written term paper  2 = 2 Participation, preparation, and follow up or 2 Participation, preparation, and follow-up, incl. minor written or oral examination or 1 project, 1 minor oral or written examination  2 = 2 Participation, preparation, and follow up	<input type="checkbox"/> 14 CP	Module grade: grade for the Advanced Seminar
	“Interdisciplinarity” Elective Module (Compulsory module)	Free choice of lectures	Art History, Religious Studies, Theology, Geography, Political Science, Sociology, History of Medicine, Macroeconomics	Dependent upon the specific modules being offered by the various departments	<input type="checkbox"/> 10 CP	

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Semester	Module name	Course	Discipline/Subject	CP	CP <input type="checkbox"/>	Notes
	“Media and Mediality” (Compulsory module)	Tut (media/presentation skills) (2 WSH) Work Placement (3 weeks)	Medieval History Modern History Recent History American History Eastern European History South Asian History	4 = 2 Participation, preparation, and follow up 1 minor oral or written Examination 1 oral or written Examination  4 = minimum of 3 3-week work placement, 1 final report	<input type="checkbox"/> 8 CP	Module grade: grade for the Tutorial
3rd Semester Methods and Theories in Global History	Final Module “Theories and Methods in Global History” (Compulsory module)	1 Research Colloquium (2 WSH) incl. oral Presentation and research bibliography Essay as final examination for the Master’s degree programme	Medieval History Modern History Recent History American History Eastern European History South Asian History	5 = 2 Participation, preparation, and follow up 1 Oral Presentation 1 Bibliography 1 Essay  10 = Final oral examination (1h)	<input type="checkbox"/> 15 CP	Module grade: 1/3 of the colloquium grade, 2/3 of the grade for the final oral examination
	Excursion (compulsory module)	Excursion(s)	May be freely chosen	3 = 3x1 participation/minor oral or written examination or 1x3 participation/minor oral or written examination or 1 participation/minor oral or written examination + 2 participation/minor oral or written examination	<input type="checkbox"/> 3 CP	

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Semester	Module name	Course	Discipline/Subject	CP	CP <input type="checkbox"/>	Notes
	Elective Module "Area Studies" or "Interdisciplinarity" (compulsory elective module)	Free choice of lectures	Sinology, Japanese Studies, Eastern European History, South Asian History, Jewish Studies, Art History, Religious Studies, Theology, Geography, Political Science, Sociology, History of Medicine, Macroeconomics	Dependent upon the specific modules being offered by the various departments	<input type="checkbox"/> 10 CP	
4th Semester Master's degree in Global History	Final Module II (compulsory module)	Master's thesis	Medieval History Modern History Recent History American History Eastern European History South Asian History	30 = Master's thesis	<input type="checkbox"/> 30 CP	Module grade: Grade for the Master's thesis

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