

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled “Prüfungsordnung der Universität Heidelberg für den Bachelor-Studiengang Sportwissenschaft mit Schwerpunkt Prävention und Rehabilitation”, dated 11 November 2011, published in the President’s bulletin (Mitteilungsblatt des Rektors) of 30 November 2011, p. 1089, and last amended on 7 February 2013 has legal validity.

Heidelberg University Examination Rules and Regulations for the Bachelor's Degree Programme in Sport Science with a focus on Prevention and Rehabilitation

from 11 November 2011

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The purpose of the Bachelor's degree programme in Sport Science with a focus on Prevention and Rehabilitation is to convey the knowledge, skills and experience necessary for employment in a range of professions. This is particularly relevant for the health care sector (sport for prevention and rehabilitation) but also for employment in sports clubs and associations, educational establishments, and jobs in administration, commerce, the media and in research. Accordingly, the Bachelor's degree programme should allow students to gain a first degree that qualifies them to enter a profession and enable them to solve problems independently.
- (2) The purpose of the Bachelor's examination is to assess whether students have mastered the fundamentals of Sport Science (including sports relating to prevention and rehabilitation), have an overview of the interconnections between the individual disciplines, and have acquired the knowledge and skills necessary to enter a profession.
- (3) The start of the academic programme and the requirements for admission are subject to separate admission regulations.

§ 2 Bachelor's degree

Upon successful completion of the Bachelor's examination, Heidelberg University will confer the academic degree, "Bachelor of Science" (abbreviated to B.Sc.).

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

- (1) The standard period of study for the Bachelor's degree programme is six semesters, including examinations. This includes the time required to complete the Bachelor's thesis. Successful completion of the Bachelor's degree programme requires a total of 180 credits (CP).
- (2) The Bachelor's programme is modular and consists of either
 - a) Sport Science with a focus on Prevention and Rehabilitation as a major subject, with modules in the Theory of Sport Science and in Sport in Theory and Practice (totalling 113 CP), a minor subject (35 CP), and cross-disciplinary, career-relevant skills (20 CP), or
 - b) Sport Science with a focus on Prevention and Rehabilitation as a minor subject, with modules in the Theory of Sport Science and in Sport in Theory and Practice (35 CP), a major subject (113 CP), and cross-disciplinary, career-relevant skills (20 CP). Sport in Theory and Practice can be divided into groups of different types of sport; group A (apparatus gymnastics, gymnastics/dance, athletics and swimming), group B (basketball, football, handball, volleyball), and group C (excursions and elective options depending on courses offered), as well as courses relating to all sports. The

Bachelor's thesis equates to 12 credits (CP) and is completed in the major subject. The modules and corresponding courses that are to be completed in accordance with the module handbook are listed in appendices 1 and 2 (major subject) or 3 and 4 (minor subject).

- (3) The cross-disciplinary, career-relevant skills are to be completed in the major subjects. Courses from the subjects a) Techniques for Work and Study, b) Professional Work Placement, and c) Rhetoric and Presentation Skills, are included in the major subject, Sport Science with a focus on Prevention and Rehabilitation. The first professional work placement should take place following semester 2. Companies offering work placements tend to be sports clubs and organisations, social service institutions, educational institutions, or companies involved in administration, commerce or the media. Proof of successful participation in the following basic modules named in appendices 1 and 2 must be provided prior to the first work placement: two of the basic modules 1, 2, 3, or 4; part 1 of basic module 6; and one of the basic modules 7 or 8.
The second professional work placement should take place following semester 3. The work placement is to be completed in a health care institution (prevention & rehabilitation). Proof of successful participation in the following basic modules named in appendices 1 and 2 must be provided prior to the work placement: basic module 5; part 2 of basic module 6; basic modules 7 and 8.
- (4) The Bachelor's degree is awarded, in accordance with the regulations, to those who have passed the prescribed examination components in both subjects, obtained cross-disciplinary skills, and completed their Bachelor's thesis. Graduation in only one subject does not entitle students to a Bachelor's degree. The final examination components in both subjects and, if relevant, the final cross-disciplinary skills, must be completed within 8 months. If this deadline is not met, the outstanding examination components will be graded as "failed" (5.0), unless the student is not responsible for the deadline being exceeded. If the examination components referred to in clause 2 have been taken in the fourth semester or earlier, this deadline does not apply.
- (5) In accordance with § 22, the examinations board is responsible for verifying adherence to the regulations set forth in paragraph 4, as well as for issuing the diploma and degree certificate.
- (6) An orientation examination must be taken no later than at the end of the second semester. This examination will be taken during the course of study, and consists of successful completion of the module "Empirical Working Methods, Part 1". Successful participation includes a written examination of at least 60 minutes, for which the grade "sufficient" (4.0) or better must be obtained.
- (7) If the orientation examination is not passed or is considered not to have been passed, it is possible to retake it once during the subsequent semester. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless the student is not responsible for the deadline being exceeded.

- (8) The orientation examination is a preliminary part of the Bachelor's examination.
- (9) Generally, the language of instruction and examination is German. Lectures and courses and their examination components may also take place in English.
- (10) Examination components for individual courses are completed during the course of study and can either be in written, oral or practical form. The lecturer responsible for a course determines the nature and duration of the examination components and provides this information no later than at the beginning of the course.
- (11) If a student does not fully complete the Bachelor's examination within a period of three semesters, after expiry of the standard period of study, they shall lose their entitlement to take the examination, unless they are not responsible for the deadline being exceeded.

§ 4 Modules, credits and transcript 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. It not only comprises the lectures and courses attended, but also the components necessary for a pass grade in the module.
- (2) The Bachelor's thesis and oral examination are regarded as individual modules.
- (3) In order to pass a module, all module components must be graded "sufficient" (4.0) or better (sub-module grades).
- (5) Credits are given for successfully completed modules, including their individual components. One credit corresponds to a student workload of 30 hours.
- (6) Grades that are to be recognised as having been earned during the course of study may only be submitted once and only in one subject area. If two subjects require the same course to be completed, permission to have it counted for both subjects may be granted. This decision will be made by the corresponding examinations boards.
- (7) A transcript of grades (Transcript of Records) will be issued at the end of each semester. This transcript lists all module and sub-module examinations that students have passed, and the corresponding credits and grades.

The transcript of grades can be accessed by students online via LSF at the beginning of their next semester.

§ 5 Examinations board

- (1) The examinations board is responsible for the organisation of examinations and the tasks prescribed in these examination rules and regulations. It consists of two

professors or lecturers from the Institute of Sports and Sports Sciences, a representative from the body of research associates and one student representative as an advisory member. The faculty council appoints the chairperson, the deputy chairperson, and the other members of the examinations board for two years respectively. The chairperson and the deputy chairperson must be professors or lecturers.

- (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. The board also ensures that course assessments can be completed and subject examinations taken within the timeframes stated in the examination rules and regulations. The examinations board appoints the examiners and observers involved in examinations. The examinations board may confer responsibility for appointing examiners and observers to its chairperson. The board may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and chairs its meetings and has the deciding vote in the event of a tie vote.
- (4) The examinations board may confer further responsibility to its chairperson, 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) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners and observers are subject to official secrecy. 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.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study may only be carried out by professors, associate professors, or research associates who, on the basis of long-standing teaching experience, have been granted the right to conduct examinations due to longstanding successful teaching experience. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances, when there are not enough qualified faculty members available to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the teacher of the respective course.

- (3) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (4) Candidates can suggest an examiner for their Bachelor's thesis and their final oral examination. This does not, however, constitute a legal entitlement to be examined by a certain examiner.
- (5) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (6) Authorised examiners may be called to conduct an examination for a period of up to two years after they leave Heidelberg University.

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

- (1) Course credits and examination results as well as academic degrees that were obtained through a degree programme at another state or state-recognised higher education institution or college of cooperative education (Berufsakademie) in the Federal Republic of Germany, or through degree programmes at state or state-recognised higher education institutions abroad, will be recognised as long as the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that are replaced. This recognition is required in order to continue an academic programme, take examinations, enroll in a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraphs 3 and 4 LBG (State Public Service Law) remains unaffected.
- (2) Preliminary and intermediate examinations taken at other German universities in the same degree programme or in a similar degree programme will be recognised. 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 existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall 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 for a degree programme at a higher education institution 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 of the higher education system may not replace more than 50% of the university degree programme. Universities shall specify the details in the examination rules and regulations, in particular the extent to which knowledge and skills gained outside of the higher education system can be recognised and the preconditions that must be fulfilled. The examination rules and regulations may require the completion of a placement test.
- (7) Credits may be awarded for coursework and examinations completed in the context of continuing education programmes for professionals (Kontaktstudien). With regard to the recognition of credits acquired through a continuing education programme for professionals, paragraphs 2 and 5 as well as paragraph 6 clause 1 item 1 apply accordingly. When recognising knowledge and skills gained outside of the higher education system for continuing education programmes for professionals, paragraph 6 applies accordingly.

§ 8 Unexcused absences, withdrawal, deception and breaches of regulations

- (1) An examination is graded as "failed" (5.0) if a candidate fails to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started. The same applies if a written examination is not completed within the specified timeframe, unless the candidate is not responsible for exceeding the time limit.
- (2) Reasons for withdrawal or absence, according to paragraph 1, 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 carer, is ill, a medical certificate must be provided. In cases of doubt, a certificate may be requested from a doctor of the University's choice. If the reasons are accepted, a new date for the examination shall be scheduled. In this case, existing examination results are to be taken into account.
- (3) When deciding whether the candidate is responsible for exceeding a deadline for registering 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.
- (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 a candidate disrupts the proper course of the examination, they may be excluded from

continuing the examination by the examiner or examination supervisor, in which case the examination will be graded as "failed" (5.0). In severe cases, the examinations board may exclude the candidate from all further examinations.

- (5) With regard to paragraph 4, clauses 1 and 2, the candidate may request that the decision be validated by the examinations board within a period of 7 days. 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 examination component completed during the course of study

- (1) The examination components are:
1. oral examinations
 2. written examinations (electronically where applicable)
 3. practical sports examinations.
- (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 in an alternative form. The same applies to examination prerequisites.

§ 10 Oral examination components completed during the course of study

- (1) In oral examination components, candidates are required show that they are able to identify interconnections within the subject of the examination and relate specific problems to these interconnections. Furthermore, candidates should demonstrate that they have adequate fundamental knowledge relating to their academic programme.
- (2) An oral examination lasts between 15 and 30 minutes.

§ 11 Written examination components completed during the course of study

- (1) In written examination components, candidates should show that they are able to recognise problems relating to their subject and find solutions for them using subject-specific methods with limited time and resources.
- (2) A written examination lasts between 60 and 120 minutes. Multiple choice questions are permitted. Multiple choice questions are generally set by the lecturer responsible for a course, who is appointed by the examinations board. The examination questions must correspond to the knowledge imparted in the course, and must provide reliable examination results. Before assessing the examination results, the person responsible, as determined in clause 1, must ensure that the

questions for the examination are in accordance with paragraph 3 clause 2. If the examiner finds that individual examination questions are incorrect, these questions must not be considered when assessing the examination results. In such a case, the number of given questions is reduced accordingly and the assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

An examination carried out as a multiple choice examination is considered to be passed if at least 50% of the questions were answered correctly, or if the number of questions correctly answered by the candidate is not more than 22% below the average examination results of all candidates. (non-referenced grading).

If a candidate has correctly answered the number of questions required to pass the examination, the multiple choice examination must be assessed as follows. In the case of non-referenced grading, the scale for assessment is moved linearly by the difference between the absolute and relative thresholds for passing.

Percent	corresponds to	grade
≥ 50 – 55		4.0
> 55 – 60		3.7
> 60 – 65		3.3
> 65 – 70		3.0
> 70 – 75		2.7
> 75 – 80		2.3
> 80 – 85		2.0
> 85 – 90		1.7
> 90 – 95		1.3
> 95 – 100		1.0

- (3) If a written examination component is taken as a term paper, it must be written under examination conditions. Furthermore, 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 Practical sports examination components completed during the course of study

In practical sports examination components, candidates should show their ability to demonstrate and perform in the area being examined.

§ 13 Assessment of examination components

- (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; a performance which lies
2	=	good	=	substantially above average requirements;
3	=	satisfactory	=	performance which fulfils average requirements;
4	=	sufficient	=	a performance which, despite deficiencies, still meets the requirements;
5	=	failed	=	a performance which does not meet the requirements due to considerable deficiencies.

For more detailed assessment of examination performance, intermediate grades may be awarded by adding or subtracting 0.3 from the individual grades. The grade 0.7 and intermediate 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) A grade is awarded for each subject (major, minor). In accordance with § 20, paragraph 2, the grades for each subject are calculated on the basis of the module grades, which are weighted according to the number of credits earned.
- (4) Final module grades, grades for each subject, and the overall grade for the Bachelor's examination are:
- | | | |
|---|-----|--------------|
| 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 |
| for an average of between 3.6 and up to/including | 4.0 | sufficient |
- (5) In accordance with paragraph 4, when calculating final module grades, grades for each subject, and the overall grade for the Bachelor's examination, only the first digit following the decimal point is taken into account, without rounding.
- (6) The Bachelor's examination is passed when all required examination components in both subjects, the Bachelor's thesis, and the final oral examination have been graded as "sufficient" (4.0) or better. In accordance with paragraph 4, when calculating the overall grade for the Bachelor's examination, the numerical grades for each subject, the Bachelor's thesis and the final oral examination will be added together without rounding, and weighted according to the number of credits earned.

- (7) In addition to the final grade calculated according to the German system, students who have passed the examination components will also be awarded a relative grade according to the following scale:

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

The grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group, depending on the size of the graduating cohort. For degree grades, the ECTS grade must be included. For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Bachelor's examination

§ 14 Bachelor's examination admission requirements

- (1) Only those persons can be admitted to the Bachelor's examination for the Sport Science with a focus on Prevention and Rehabilitation degree programme, who
1. are enrolled in the Bachelor's degree programme in Sport Science with a focus on Prevention and Rehabilitation at Heidelberg University as their major subject,
 2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme in Sport Science with a focus on Prevention and Rehabilitation, or a similar subject.
- (2) Certificates proving the following must be provided for admission to the Bachelor's thesis:
1. successful completion of the orientation examination,
 2. successful completion of modules and courses listed in appendices 1 and 2 for Sport Science with a focus on Prevention and Rehabilitation as the major subject, which equate to at least 95 credits, successful completion of modules and courses listed in appendices 1 and 2 relating to cross-disciplinary skills totalling 20 credits, and
 3. successful completion of modules and courses in the minor subject equating to at least 30 credits.
- (3) The Bachelor's thesis must be submitted prior to taking the final oral examination.

§ 15 Examination admission procedure

- (1) The application for admission to the examination must be made in writing, and addressed to the examinations board. The following must be enclosed with the application:
 1. evidence of fulfilment of the admission requirements outlined in § 14 paragraph 1,
 2. a declaration stating whether the candidate has previously failed a Bachelor's examination in the Bachelor's degree programme in Sport Science with a focus on Prevention and Rehabilitation or a similar programme, or whether they are currently involved in an examination procedure in such a programme.
- (2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the examination may only be rejected if:
 1. the requirements outlined in § 14 paragraph 1 are not fulfilled, or
 2. the documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 3. the candidate has failed their final attempt at the Bachelor's examination in Sport Science with a focus on Prevention and Rehabilitation or a similar degree programme, or has lost their entitlement to take the final examinations, or
 4. the candidate is currently involved an examination procedure in such a programme.

§ 16 Scope and nature of the Bachelor's examination

- (1) The Bachelor's examination in the Sport Science with a focus on Prevention and Rehabilitation degree programme consists of
 1. successful participation in the modules and courses listed in appendices 1 and 2 (for the major subject) or in the modules and courses listed in appendices 3 and 4 (for the minor subject),
 2. a Bachelor's thesis (in the major subject),
 3. the final oral examination (in the major subject).
- (2) The examinations referred to in paragraph 1, item 1 are taken as an integrated part of the respective courses or lectures. They may be in written, oral or practical form. The lecturer determines the nature and duration of the examination components. This information shall be announced at the beginning of the course at the latest.

§ 17 Bachelor's thesis

- (1) The purpose of the Bachelor's thesis is for candidates to show that they are able to work independently on a problem relating to a field from the degree programme in Sport Science with a focus on Prevention and Rehabilitation within a given period of time, and using academic methods. The topic of the Bachelor's thesis must relate to one of the main areas chosen by the candidate in their major subject.
- (2) In accordance with § 6 paragraph 1 clause 1, the Bachelor's thesis may be assigned and supervised by any authorised examiner.
- (3) The candidate must begin work on the Bachelor's thesis no later than twelve weeks after successful completion of the last examination taken during the course of study, or must have by that time submitted an application for the assignment of a topic to the chair of the examinations board. If the deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.
- (4) The topic of the Bachelor's thesis will be determined by the thesis supervisor in consultation with the candidate. If an application for assignment of a topic is submitted, the chair of the examinations board shall ensure that the candidate receives a topic for the Bachelor's thesis in due time. The candidate is permitted to propose topics; however, this does not constitute legal entitlement to a particular topic. The thesis topic shall be assigned by the chair of the examinations board; the date of assignment must be recorded.
- (5) The deadline for submission of the thesis is fourteen weeks following assignment of the topic. In exceptional cases, the examinations board may extend this deadline by up to two weeks. If the deadline is exceeded, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not responsible for exceeding the deadline. The topic may only be returned once, and only within the first two weeks of the completion period.
- (6) The topic, task and scope of the Bachelor's thesis must be limited in such a way that the candidate is able to complete the thesis within the given period.
- (7) The Bachelor's thesis may be written in German or English. Upon approval from the examinations board, the thesis may also be written in other languages.

§ 18 Submission and assessment of the Bachelor's thesis

- (1) Three copies of the Bachelor'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 the Bachelor's thesis, the candidate must certify in writing that they are the author of their work and have used no sources or aids other than those indicated.

- (3) The Bachelor's thesis is assessed by two examiners; one of whom must be a professor or lecturer. The thesis supervisor should be the first examiner. The second examiner is designated by the examinations board. The candidate is permitted to make a proposal; however, this does not constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 13 applies accordingly. Where the grades issued by the two examiners differ by more than one grade level, the examinations board shall determine the final grade for the Bachelor's thesis after having consulted with the both examiners. In such cases, a third examiner may be consulted.

§ 19 Final oral examination

- (1) The final oral examination is conducted as an individual examination by two examiners, or one examiner and an observer. The purpose of the examination is for candidates to prove that they have a good overview of the subject and are able to recognise interconnections within the examination material.

The final oral examination consists of three chosen topics. Two topics are taken from the fields of "Exercise and Training", "Sport and Education", "Sport, the Individual and Society". A third topic is to be taken from the field of "Prevention and Rehabilitation".

- (2) The examination lasts approximately 30 minutes.
- (3) The following applies for the final oral examination:
 1. if the Bachelor's thesis is started before the last examination integrated into the course of study is taken, then the oral examination must be taken within at least eight months of the Bachelor's thesis being begun.
 2. it must be taken within at least three weeks following submission of the Bachelor's thesis and the completion of the last examination integrated into the course of study.

If one of these deadlines is not met, the final oral examination will be graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.

- (4) The final oral examination is assessed as a module integrated into the course of study and is worth 7 credits.
- (5) Students seeking to take the same examination at a later date may be allowed to observe the examination, provided that there is enough space available. The student observers may not be present for the assessment or announcement of the

examination results. Student observers can be prohibited from attending the examination upon the candidate's request or for other valid reasons.

§ 20 Passing the examination and overall grade

- (1) The Bachelor's examination in Sport Science with a focus on Prevention and Rehabilitation is passed when all examinations set forth in § 16, paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) In accordance with § 13 paragraph 3, the module grades will be weighted according to the number of credits earned when calculating the grade for each subject. Basic modules 1, 2, 3, 4, 5, and 6, as well as the advanced modules 1, 2, 3, and 4, are weighted by a factor of 1.5 in the calculation of the overall grade for the major subject. Modules 1, 2, 3, and 4 are weighted by a factor of 1.5 in the calculation of the overall grade for the minor subject. When calculating the overall grades, the numerical values of all module grades shall be considered without rounding, in accordance with section 13 paragraph 4.
- (3) The overall grade for the Bachelor's examination is calculated in accordance with § 13 paragraph 6.

§ 21 Retaking an examination; deadlines

- (1) If examination components are not passed or are considered not to have been passed, they may be retaken once. This includes failed examinations taken at other universities. A second retake is only permitted under exceptional circumstances and only for a maximum of two examinations components completed during the course of study. A second retake is not permitted for the Bachelor's thesis or the final oral examination.
- (2) It is not permitted to retake an examination component which has been graded as passed.
- (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 module is ultimately failed, candidates lose their right to study the degree programme.

§ 22 Bachelor's diploma and certificate

- (1) Once the Bachelor's examination in both subjects is passed, a diploma will be issued within four weeks. The diploma will list the subjects and all individual modules with their respective grades (graded in accordance with § 13, paragraph 3, and numerical value) and credits, as well as the overall grade of the Bachelor's

examination. The diploma will also contain details of cross-disciplinary skills and the Bachelor's thesis. The diploma will be dated with the date of the last examination component. It must be signed by the dean and chair of the examinations board.

- (2) A "Diploma Supplement" in German and English is enclosed with the diploma, which contains additional information about the content of the curriculum and the course of study. It complies with the framework outlined by the "European Diploma Supplement Model".
- (3) A bilingual Bachelor'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, "Bachelor of Science". The certificate is signed by the dean and the chair of the examinations board. It bears the faculty seal.
- (4) If the Bachelor's examination is ultimately failed or considered to have ultimately been failed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and provision of the relevant proof, a certificate will be issued listing passed examination components and the corresponding grades, along with a statement confirming that the Bachelor's examination was ultimately not passed.

Section III: Final provisions

§ 23 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, the candidate 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. The Bachelor's diploma must be retracted along with the fraudulent examination certificate if the examination has been declared as "failed" on the grounds of deceit. In accordance with paragraph 1 and paragraph 2 clause 2, a decision may not be made more than five years after the date indicated on the examination diploma.

§ 24 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. The request must be submitted within one year of completion of the examination procedure. The chair of the examinations board will decide when and where such access will be given.

§ 25 Coming into force

- (1) These examination rules and regulations become effective on the first day of the month following their publication in the President's bulletin (Mitteilungsblatt des Rektors). At this time, the examination rules and regulations for the Bachelor's degree programme in Sport Science with a focus on Prevention and Rehabilitation from 27 November 2009 (in the President's bulletin from 17 December 2009, p. 1381) will cease to apply.
- (2) For those students who were already enrolled in the Bachelor's degree programme in Sport Science with a focus on Prevention and Rehabilitation at Heidelberg University at the time that these examination rules and regulations came into effect, the former regulations may, upon request, remain applicable for a period of up to 3 years.

Appendix 1: Sport Science / Prevention & Rehabilitation as a major - courses and credits (CP)

Module	Lectures and Courses	CP
Basic module 1: Sport & Education	L "Sport and Education" PS "Sport and Education"	3 3
Basic module 2: Exercise & Training	L "Exercise and Training" PS "Exercise and Training"	3 3
Basic module 3: Sport, the Individual & Society	L "Sport, the Individual and Society" PS "Sport, the Individual & Society"	3 3
Basic module 4: Body, Performance and Health	L "Sports Medicine, Part 1", L "Sports Medicine, Part 2" L "Functional Anatomy"	3 3 3
Basic module 5: Prevention & Rehabilitation	L "Sport and Health" PS1 "Movement Therapy for Illnesses affecting the Musculoskeletal System" PS2 "Movement Therapy for Internal Diseases" PS3 "Movement Therapy for Physical Illnesses"	3 3 3 3
Basic module 6: Research Methods	PC "Empirical Working Methods, Part 1" PC "Foundations of Epidemiology and Evidence-based Medicine"	4 4
Basic module 7: Theory and Practice of Individual Sport	PC "Training in Motor Skills, Parts 1 & 2", PC "Basic Course in Individual Sport Types, Parts 1 & 2" (selection from group of sports A)	3 3.5
Basic module 8: Theory and Practice of Sports Games	PC "Integrative Communication in Sports Games" PC "Basic Course in Sports Games, Parts 1 & 2 or as an intensive course" (selection from group of sports B)	1.5 3
Advanced module 1: Career-based: Sport Science	MS from "Exercise & Training", "Sport & Education" or "Sport, the Individual, and Society" PJS or 2 MS from "Exercise & Training", "Sport & Education", or "Sport, the Individual, and Society"	4 8
Advanced module 2: Career-based: Prevention & Rehabilitation	MS1 "Movement Therapy for Illnesses affecting the Musculoskeletal System" or Movement Therapy for Physical Illnesses" HS2 "Movement Therapy for Internal Diseases" or "Movement Therapy for Oncological Diseases" HS3 "Fields in Which Movement Therapy is Applied"	4 4 4

Advanced module 3: Career-based: Organisation & Management in Sport	PS "Foundations in Organisation and Management in Sport"	3
	MS "Organisation and Management in Sport"	4
Advanced module 4: Research Methods	PC "Empirical Working Methods, Part 2"	9
Advanced module 5: Focus on Sport in Theory & Practice	PC "Special Field from Group of Sports A, B, or C, if offered"	3
	PC "Elective Option from Group of Sports C", PC "Excursion"	2
		2
Advanced module 6: Examination module	C "Colloquium in Sport Science" "Oral examination"	1 7
		113
ÜbK Module 1: Techniques for Work and Study	"Techniques for Work and Study"	1
	"Scientific Reading & Writing" or "English Language Course"	2
ÜbK Module 2: Professional Work Placement	Work placement "Sport Science" or "Prevention & Rehabilitation"	6.5
	Work placement "Prevention & Rehabilitation"	6.5
ÜbK Module 3: Rhetoric and Presentation Skills	"Rhetoric and Presentation Skills"	2
	"Elective Course" (A further course relating to key skills)	2
		20

Abbreviations:

L	=	Lecture	PC	=	Practice Class
PS	=	Preparatory Seminar	MS	=	Main Seminar
PJS	=	Project Seminar	ÜbK	=	Career-based, cross-disciplinary skills
CP	=	Credits	WCH	=	Weekly Contact Hours

Appendix 2: Recommended programme structure for the major subject

Sem	Methods, Management & Cross-Disciplinary Skills (ÜbK)	Theory & Practice of Sports Types		Theory of Sport Science		Theory of Sport Science		WCH	CP	WC H	CP			
		WCH	CP	WCH	CP	WCH	CP							
1	PC "Empirical Working Methods, Part 1"	2	4	PC "Integrative Communication in Sports Games"	2	1.5	L "Sport & Education"	2	3	L "Sports Medicine, Part 1"	2	3	20	27
										L "Functional Anatomy"	2	3		
	ÜbK 1: PC "Techniques for Work and Study" and ÜbK 3: PC "Rhetoric and Presentation Skills"	3	3	PC "Basic Course in Sports Games, Part 1"	1	0.5	PS "Sport & Education"	2	3	L "Sport and Health"	2	3		
										PS1 "Prevention & Rehabilitation"	2	3		
2	PC "Foundations of Epidemiology and Evidence-based Medicine"	2	4	PC "Basic Course in Sports Games, Part 2"	2	2.5	L "Exercise and Training"	2	3	L "Sports Medicine, Part 2"	2	3	17	25
	ÜbK 2: Work placement "Sport Science" or "Prevention & Rehabilitation"	5	6.5				PS "Exercise and Training"	2	3	PS2 "Prevention & Rehabilitation"	2	3		
3	PS "Organisation and Management in Sport"	2	3	PC "Basic Course in Individual Sport Types, Part 1"	2	1	L "Sport, the Individual and Society"	2	3	MS "Sport Science (AM1)"	2	4	19	25
	ÜbK 2: Work placement "Prevention & Rehabilitation"	5	6.5	PC "Training in Motor Skills, Part 1"	2	1.5	PS "Sport, the Individual & Society"	2	3	PS3 "Prevention & Rehabilitation"	2	3		

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4	MS "Organisation and Management in Sport"	4	4	PC "Basic Course in Individual Sport Types, Part 2"	2	2.5	HS1 "Prevention & Rehabilitation"	2	4	PJS or 2 MS "Sport Science (AM1)"	4	8	18	26
	ÜbK 1: PC "Scientific Reading & Writing"	2	2	PC "Training in Motor Skills, Part 2"	2	1.5	HS2 "Prevention & Rehabilitation"	2	4					
5	PC "Empirical Working Methods, Part 2"	2	9	PC "Special Field"	3	3	HS3 "Prevention & Rehabilitation"	2	4				12	22
	ÜbK 3: PC "Elective Course Key Skills"	2	2	PC "Elective Course" PC "Excursion"	2 1	2 2								
6							Examination Module	2	8				2	8
	Total												88	133

Appendix 3: Sport Science / Prevention & Rehabilitation as a minor - courses and credits (CP)

Module	Lectures and Courses	CP
Module 1: Sport & Education or Sport, the Individual & Society	L "Sport and Education" PS "Sport and Education" or L "Sport, the Individual and Society" PS "Sport, the Individual & Society"	3 3
Module 2: Exercise & Training	L "Exercise and Training" PS "Exercise and Training"	3 3
Module 3: Prevention & Rehabilitation	L "Sport and Health" PS "Movement Therapy for Illnesses affecting the Musculoskeletal System" or "Movement Therapy for Internal Diseases" or "Movement Therapy for Physical Illnesses"	3 3
Module 4: Research Methods	PC "Empirical Working Methods, Part 1"	4
Module 5: Theory and of Individual Sport	PC "Training in Motor Skills, Parts 1 & 2" PC "Basic Course in Individual Sport Types, Parts 1 & 2"	3 3.5
Module 6: Theory and Practice of Sports Games	PC "Integrative Communication in Sports Games" PC "Basic Course in Sports Games, Parts 1 & 2, or as an intensive course"	1.5 3
Module 7: Elective module	PC "Elective Course from Group of Sports C" or PC "Excursion"	2
		35

Appendix 4: Recommended programme structure for the minor subject

Sem	Methods, Management & Cross-Disciplinary Skills (ÜbK)	WCH	CP	Theory & Practice of Sports Types	WCH	CP	Theory of Sport Science	WCH	CP	WCH	CP
1	PC "Empirical Working Methods, Part 1"	2	4	PC "Integrative Communication in Sports Games"	2	1.5				5	6
				PC "Basic Course in Sports Games, Part 1"	1	0.5					
2				PC "Basic Course in Sports Games, Part 2"	2	2.5	L "Exercise and Training"	2	3	6	8.5
							PS "Exercise and Training"	2	3		
3				PC "Training in Motor Skills, Part 1"	2	1.5	L "Sport and Education" or L "Sport, the Individual and Society"	2	3	6	7.5
							PS "Sport and Education" or PS "Sport, the Individual and Society"	2	3		
4				PC "Basic Course in Individual Sport Types, Part 1"	2	1				4	2.5

09-06-1

Coding reference

7 February 2013

last amended

05-24

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			PC "Training in Motor Skills, Part 2"	2	1.5					
5			PC "Basic Course in Individual Sport Types, Part 2"	2	2.5	L "Sport and Health"	2	3	4	5.5
6			PC "Elective Course" or PC "Excursion"	2 or 1	2	PS "Prevention & Rehabilitation"	2	3	4	5
	Total								29	35

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Published in the President's bulletin (Mitteilungsblatt des Rektors) of 30 November 2011, p. 1089.