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Heidelberg University examination rules and regulations for the Bachelor's in public law minor degree programme

as of 25 July 2007

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Bachelor's in public law minor degree programme is designed to provide basic knowledge of the public law effective in the Federal Republic of Germany. The Bachelor's programme allows students to earn a first degree qualifying them to enter a profession as defined by the Act on Higher Education of the Land of Baden-Württemberg [Landeshochschulgesetz], and is to enable them to solve problems independently.
- (2) The purpose of the Bachelor's examination is to assess whether students have mastered the fundamentals of the public law minor, have an overview of the interrelationships between the individual disciplines, and have acquired the necessary fundamental skills, both methodological and practical, to enter a profession.
- (3) The requirements for admission to the academic programme 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 Arts" (abbreviated to B.A.)

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

- (1) The standard period of study for the Bachelor's minor degree programme is six semesters, including examination periods. Successful completion of the Bachelor's degree programme requires a total of 180 credits (CP) in both compulsory and elective courses.
- (2) The Bachelor's degree programme has a modular structure. Besides the minor in public law (35 CP), it includes the major subject as well as interdisciplinary skills, which are each subject to separate regulations. The required modules and corresponding courses are listed in the annex.
- (3) Generally, all subjects from Bachelor's degree programmes may be freely combined, provided that the respective courses are offered. In accordance with the regulations, the Bachelor's degree is awarded to students who have passed the prescribed examinations in both subjects as well as the interdisciplinary skills, and have completed the Bachelor's thesis. If only one subject is completed, the university may not award the Bachelor's degree. The final examinations in both subjects, and, where applicable, the final interdisciplinary skills examinations must be taken within an 8-month period; if this deadline is missed, examination components not yet completed will be graded as "failed"

(5.0), unless the student is not responsible for exceeding the deadline. If the final examination components referred to in clause 4 have been taken in the fourth semester or earlier, this deadline does not apply.

- (4) The faculty of the first major is responsible for verifying adherence to the regulations of paragraph 3 as well as issuing the diploma and degree certificate in accordance with § 17.
- (5) An orientation examination must be taken no later than at the end of the second semester. It is integrated in the course of studies. It consists of the successful completion of the "Constitutional Law" module. Successful completion requires:
 - a. completion of all courses pertaining to the module, and
 - b. successful completion of a proctored examination lasting 120 minutes and graded at least "sufficient" (grade: 4.0) (final module examination in constitutional law).
- (6) If the orientation examination is not passed or is considered not to have been passed, it is possible to retake it once during the following semester. This only requires proof of completion of the proctored examination (paragraph 5 clause 2 b) 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. The examinations board takes any decisions in this regard; it may delegate the decision to the chairperson of the examinations board.
- (7) The orientation examination is a preliminary part of the Bachelor's examination.

§ 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. Modules consist of not only lectures and courses, but also the examination prerequisites necessary for the completion of the module. All public law minor modules are offered as compulsory modules. Compulsory modules are modules which all students must complete.
- (2) In order to pass a module, all components within the given module must be graded at least "sufficient" (4.0) (=sub-module grades).
- (3) Credits are given for successfully completed modules, including their individual components. One credit (CP) corresponds to a workload of 30 hours.
- (4) 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.

- (5) A transcript of grades (transcript of records) will be issued at the end of each semester. It lists all passed module and sub-module examinations and their corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board is responsible for examination organisation and the tasks prescribed in these examination rules and regulations. It consists of the Dean of Studies as the chairperson, three professorial members, and one member of the academic staff of the Faculty of Law. Another research assistant acts as the executive director of the examinations board, serving in a non-voting, advisory function. The faculty council appoints the chairperson, the deputy chairperson, and the other members of the examinations board for a two-year term each.
- (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 executive director. 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. In this, he or she will be supported by the executive director.
- (4) The examinations board may confer further responsibilities of the examinations board upon its chairperson or executive director, provided this does not conflict with applicable law. 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 obligated to maintain professional confidentiality. Those 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 or lecturers, associate professors, or research associates who, on the basis of longstanding teaching experience, have been granted the right to conduct examinations. 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 available to conduct examinations.

- (2) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (3) The candidate is permitted to make a proposal for examiners for the Bachelor's thesis; however, this does not constitute entitlement to be examined by a particular examiner.
- (4) The chairperson of the examinations board ensures that candidates are notified of the examiners' names in due time.

§ 7 Recognition of study periods, course credits, and examination results

- (1) Study periods, course credits and examination results obtained in degree programmes at German universities or at a comparable institution of higher education will be recognised, provided there is equivalence. There is equivalence if the periods of study, credits, and examination components correspond to those of the Bachelor's in public law minor programme at Heidelberg University in terms of their content, scope and requirements. Programmes are not compared schematically, but rather considered and assessed as a whole.
- (2) When recognising periods of study, as well as course credits and examination results obtained outside the Federal Republic of Germany, equivalency agreements and agreements between partner universities approved by the Conference of German Ministers of Education (Kultusministerkonferenz, KMK) and German Rectors' Conference (Hochschulrektorenkonferenz, HRK) must be taken into account.
- (3) If examination prerequisites and results are recognised, grades - if grading systems are similar - must be transferred and used when calculating the overall grade in accordance with these examination rules and regulations. If grading systems are not comparable, examination prerequisites and results are graded as a "pass". This recognition can be indicated in the diploma.
- (4) Decisions pursuant to paragraphs 1 to 3 are made by the examinations board. Students must present the documents necessary for recognition.
- (5) If a student requests recognition of more than half of all course credits, the final oral examination or the Bachelor's thesis, then recognition of individual components of the Bachelor's examination may be denied.

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

- (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 a written examination is not completed within the specified time limit, unless the candidate is not responsible for exceeding the time limit.
- (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 are accepted, a new date for the examination will 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 for 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). Candidates who disrupt the proper course of the examination 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 para. 4, clauses 1 and 2, the candidate may request that the decision be reviewed 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 examinations completed during the course of study

- (1) Examinations completed during the course of study must generally be taken in the form of a written proctored examination.
- (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 persisting or chronic health problems, the examinations board may allow them to take an equivalent examination. The same applies for other course requirements.

§ 10 Written examinations completed during the course of study

- (1) In written examinations, candidates are to demonstrate 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 90 and 360 minutes.
- (3) If, by way of exception, a written examination component takes the form of a term paper, the candidate must assure that they are the author 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.

§ 11 Assessment of examinations

- (1) Grades for the individual examinations 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	= 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 results, 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 corresponding to the number of credit points. 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 subject grade is awarded for each subject (major governed by separate regulations; public law minor). The subject grades are calculated in accordance with § 15, para. 2, using the module grades, which are weighted according to the corresponding number of credits earned.
- (4) Grading for the final module grade, the subject grade, and overall Bachelor's examination grade is as follows:

for an average up to/including 1.5

very good

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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, subject grades, and the overall Bachelor's examination grade, only the first decimal is taken into account. The other decimals are dropped without rounding.
- (6) The Bachelor's examination is passed when all required examination components in both subjects, as well as the interdisciplinary skills and the Bachelor's thesis have been graded as "sufficient" (4.0) or better. In accordance with paragraph 4, when calculating the overall Bachelor's examination grade, the numerical grades for both subjects and the Bachelor's thesis 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

§ 12 Bachelor's examination admission requirements

Admission to the Bachelor's examination in public law as a minor subject is only authorised for those who:

1. are enrolled in the public law minor degree programme at Heidelberg University,
2. have not lost their entitlement to take examinations in the public law minor degree programme.

§ 13 Bachelor's examination admission procedure

- (1) The application for admission to the examination must be made in writing,

addressed to the chairperson of the examinations board. The following must be enclosed with the application:

1. evidence of fulfilment of the admission requirements in accordance with § 12,
 2. a declaration stating whether the candidate has previously failed a Bachelor's examination in a Bachelor's in public law minor degree programme, or whether they are currently involved in an examination procedure in such a minor degree 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 denied if:
1. conditions are not fulfilled in accordance with § 12, 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 the public law minor degree programme, or has lost their entitlement to take the final examinations, or
 4. the candidate is currently involved in an examination procedure in such a minor degree programme.

§ 14 Scope and nature of the Bachelor's examination

- (1) The Bachelor's examination in the public law minor degree programme consists of the successful completion of the modules and their affiliated courses listed in the annex.
- (2) The examinations referred to in para. 1 are written examinations taken as an integrated part of the respective lectures or courses. The lecturer responsible for a lecture or course determines the nature and duration of the examinations and provides this information no later than at the beginning of the lecture or course.

§ 15 Passing the examination and overall grade

- (1) The Bachelor's examination in the public law minor degree programme is passed when all examination components according to § 14 paragraph 1 have been graded as "sufficient" (4.0) or better.

- (2) When calculating the subject grade in accordance with § 11 paragraph 3, the module grades are weighted according to the number of credits earned. In accordance with § 11 paragraph 4, the numerical values of all module grades shall be considered without rounding for the calculation of the overall grade.
- (3) The overall grade for the Bachelor's examination is calculated in accordance with § 11 para. 6.

§ 16 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 at other universities. A second retake is only permitted under exceptional circumstances and for valid reasons, and only for a maximum of two examinations to be completed during the course of study.
- (2) It is not permitted to retake an examination for which a passing grade has been received.
- (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. The decision on this matter will be taken by the examinations board; it may be represented by its chairperson or executive director.
- (4) If the compulsory module is failed at the final attempt, the candidate will be excluded from the academic programme.

§ 17 Bachelor's diploma and certificate

- (1) Within four weeks of the Bachelor's examination being passed in both subjects, a diploma will be issued. This will list the individual modules completed in both subjects along with the grade for each module (graded in accordance with § 11, para. 3, and numerical value) and the credits earned, as well as the overall grade for the Bachelor's examination. The diploma will also list the areas of interdisciplinary skills and the Bachelor's thesis. The diploma is dated with the day of the last examination component. It must be signed by 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 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 Arts". The degree certificate is signed by the chairperson of the examinations board and bears the university 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 presentation of the relevant proofs, a certificate shall be issued listing the passed examinations components and the corresponding grades, as well as the outstanding examination components which would have to be successfully completed in order for the Bachelor's degree to be obtained. The certificate shall also include a note that the Bachelor's examination was not passed on the final attempt.

Section III Final provisions

§ 18 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 the decision is made, candidates will be given the opportunity to provide an explanation.
- (4) The fraudulent examination diploma will be confiscated. If necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deception, the Bachelor's certificate will be confiscated along with the fraudulent examination diploma. 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.

§ 19 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 conclusion of the examination procedure. The chairperson of the examinations board will decide when such access will be given.

§ 20 Entry into force

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These examination rules and regulations come into force on 01 October 2007.

Annex: Bachelor's programmes: modules, lectures and courses

Curriculum for the Bachelor's in public law minor degree programme (25 %= 35 CP)
Start: Winter semester

I. CONSTITUTIONAL LAW MODULE

1. Semester (Winter)

Basic course: Constitutional law I (Law governing state organisation incl. internat. aspects)	4hr. [= 3 CP]
incl. accompanying working group	2hr. [=2 CP]
incl. examination	[+1 CP]

2. Semester (Summer)

Basic course: Constitutional law II	4hr. [= 3 CP]
incl. accompanying working group	2hr. [=2 CP]

Public law practice class for beginners incl. final module examination in constitutional law	2hr. [=2 CP] [+2 CP]
total credits I. CONSTITUTIONAL LAW MODULE	= 15 CP

II. ADMINISTRATIVE LAW MODULE

3. Semester (Winter)

Administrative Law – General Part	4hr. [= 3 CP]
incl. accompanying administrative law working group	2hr. [=2 CP]
incl. examination	[+1 CP]
Administrative Law – Specific Part I (police law)	2hr. [=2 CP]

4. Semester (Summer)

Administrative procedural law	2hr. [=2 CP]
Administrative Law - Specific Part II (building law)	2hr. [=2 CP]

5. Semester (Winter)

Public law advanced practice class incl. final module examination in administrative law	2 hr. [=2 CP] [+ 2 CP]
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Total credits II. ADMINISTRATIVE LAW MODULE	= 16 CP
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III. Specialisation MODULE

(may be taken in parallel with the other modules)

Options:

- | | |
|---------------------------------------------------------------------|---------------------------|
| - Basic lecture course
incl. final examination | 2hr. [=2 CP]
[+ 2 CP] |
| - lecture course in European law
incl. final examination | 2hr. [= 2 CP]
[+ 2 CP] |
| - lecture course in international law
incl. final examination | 2hr. [= 2 CP]
[+ 2 CP] |
| - Construction and land use planning law
incl. final examination | 2hr. [= 2 CP]
[+ 2 CP] |
| - Environmental law
incl. final examination | 2hr. [=2 CP]
[+ 2 CP] |
| - (State) church law
incl. final examination | 2hr. [=2 CP]
[+ 2 CP] |
| - Social law
incl. final examination | 2hr. [=2 CP]
[+ 2 CP] |
| - Tax law
incl. final examination | 2hr. [=2 CP]
[+ 2 CP] |

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