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HEIDELBERG UNIVERSITY EXAMINATION AND DEGREE PROGRAMME RULES AND REGULATIONS FOR THE BACHELOR'S DEGREE PROGRAMME IN EGYPTOLOGY

As of 28 March 2007

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Section I: General provisions

§ 1 Purpose of the academic programme and examinations

(1) The objective of the Bachelor's degree programme in Egyptology is the cultural study of ancient Egypt and its historical development, also taking into consideration the neighbouring regions. In this degree programme, students will acquire knowledge of the Egyptian language in its differing stages, competence in written Egyptian in its various forms, and knowledge of archaeology, art, culture and history, as well as the ability to independently assess relevant scientific problems.

By means of instruction in the subject area of ancient Egypt, the aim of the Bachelor's degree programme in Egyptology is to foster combined competencies in philology and cultural studies. This degree programme prepares candidates to be able to independently perform problem-solving, and the Bachelor's examination constitutes the first-level degree of professional qualification.

(2) The purpose of the Bachelor's examinations is to assess whether students have mastered the basics of the subject Egyptology, have an overview of the interrelationships between the individual disciplines, and have acquired the necessary fundamental technical, as well as both methodological and practical skills, to enter a profession.

(3) The requirements for admission to this degree programme are set forth in the Admission Regulations, published separately.

§ 2 Bachelor's degree

After successful completion of the Bachelor's examinations, Heidelberg University awards the academic degree of "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 degree programme is six semesters, including examinations. Successful completion of the Bachelor's degree programme requires a total of 180 credit points (CP) in both compulsory and elective courses.

(2) The Bachelor's programme is a modular programme and comprises two major subjects (1st major subject with 74 CP, 2nd major subject with 74 CP) and

cross-disciplinary competencies (20 CP). The Bachelor's thesis comprises 12 credit points and is to be written in the first major subject. The modules required and the corresponding courses and lectures may be found in Appendix 1. Egyptology may also be taken as a minor subject (35 CP) in combination with another major (113 CP).

- (3) The subjects of various Bachelor's degree programmes may be combined as desired, provided the respective courses are currently being offered. Successful completion of the Bachelor's degree programme requires the completion of major subjects, the cross-disciplinary courses and the Bachelor's thesis. Completing the requirements for only one major subject does not entitle students to a Bachelor's degree. The final course examinations in both subjects, as well as those in the cross-disciplinary competencies courses, are to be completed within a period of 8 months. If this deadline is not met, the examinations which have not yet been taken will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded. If the examinations referred to in sentence 4 have been taken in the fourth semester or earlier, this deadline does not apply.
- (4) The faculty of the first major subject is responsible for verifying adherence to the regulations of Paragraph 3 as well as for issuing the diploma, in accordance with § 21. The Joint Examination Office will support the faculty in this task.
- (5) An orientation examination must be taken no later than the end of the second semester of study. This will be taken during the course of study and consists of successful completion of the module "Middle Egyptian II". The successful completion of the module consists of a 45-minute examination, with a minimum grade of "sufficient" (4.0) or higher.
- (6) If the orientation examination is not passed or is considered not to have been passed, it may be retaken once during the following 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 at fault for the deadline being exceeded.
- (7) The orientation examination is an early component of the Bachelor's examination.
- (8) For the Bachelor's degree programme in Egyptology (1st or 2nd major subject, or minor) students must provide proof of the following language skills:
Ancient languages: certified proficiency in Latin (Latinum), Greek (Graecum), Hebrew (Hebraicum) or Classical Arabic;
Modern languages: reading proficiency in English and French.
If the required certificates of proficiency for the ancient languages were not included in the student's university entrance certificate, the candidate may take one semester for this language acquisition, which will not be counted toward the standard period of study.
Evidence of the required language skills may be documented on the student's university entrance certificate or must be submitted no later than the beginning

of the specialisation modules for students with Egyptology as a 1st or 2nd major, and no later than the beginning of the basic module "Culture" for students taking Egyptology as minor.

- (9) Generally, the language of instruction and examinations is German. Classes may be also given in English.

§ 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. It not only comprises the lectures and courses attended, but also the components necessary for a passing grade in the module.
- (2) The Bachelor'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, and
 - compulsory elective modules: students may select these from a limited field
- (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 point (CP) corresponds to a 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 board.
- (7) 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 faculty examinations board 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

two years respectively. 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. The examinations board appoints the examiners and observers involved in examinations. The examinations board may delegate these appointments to its chairperson or to another person authorised by one of the Institutes. This person 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, provided this does not violate applicable law. Such a decision may be revoked at any time. The chairperson informs the examinations board on a regular basis about the completion of such 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. 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.
- (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, instructors, 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, contract lecturers and lecturers with special responsibilities may only be appointed under exceptional circumstances to carry out examinations if there are not enough persons available entitled to carry out 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 Bachelor's examination or equivalent.

- (4) The candidate is permitted to make a proposal for the Bachelor's thesis; 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, and 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 are no significant differences 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) 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 study programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for achievements 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 Land of Baden-Württemberg), the rules and regulations in the Equivalency Agreement take precedence.
- (5) Examination prerequisites and results are to be graded on the basis of a credit point system that allows for achievements in equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided there is equivalence.
- (6) Knowledge and skills gained outside a university degree programme may be recognised for such a programme, as long as
 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 should 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. Universities will define the details in the established examination rules and regulations; in particular, under which conditions, and to what extent, knowledge and skills gained outside a university degree programme will be recognised. The examination rules and regulations may require the completion of a placement test.

- (7) In case of refresher courses, credit points 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, 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 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 in accordance with 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 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 appointment will be scheduled. In this circumstance, 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.
- (4) If the candidate attempts to influence the examination results through cheating or by using unauthorised aids, the examinations will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, he or she may be excluded by the examiner or examination supervisor from taking further part in the examination, in which case the examination 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

- (1) Examinations completed during the course of study include
1. oral examinations and/or
 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 the adequate basic knowledge of the field of study.
- (2) An oral examination lasts between 15 and 45 minutes.

§ 11 Written examinations completed during the course of study

- (1) In written and oral 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) An oral examination lasts between 45 and 180 minutes. Multiple choice questions are permitted.
- (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 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	= performance which is substantially above average requirements;
3 = satisfactory	= performance which fulfils average requirements
4 = sufficient	= performance which, despite deficiencies, still meets the requirements;
5 = failed	= performance which, due to considerable deficiencies, does not meet the requirements

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, this final module examination grade constitutes the grade for this module.
- (3) A subject grade is given for each subject (1st major; minor or 1st major; 2nd major). The subject grades are calculated in accordance with § 19, paragraph 2, using the module grades, which are weighted according to their CP.
- (4) Grading for the final module grade, the subject grade and overall Bachelor's examination grade is as follows:

average of up to and including 1.5	very good
average of between 1.6 and up to/including 2.5	good
average of between 2.6 and up to/including 3.5	satisfactory
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 digit after the decimal point is taken into account, without rounding.
- (6) The Bachelor's examination is considered to have been passed if all examinations in both subjects, as well as the cross-disciplinary competencies and the Bachelor's thesis have been graded "sufficient" (4.0) or higher. In accordance with paragraph 4, when calculating the overall Bachelor's examination grade, the numerical values of the subject grades and the

Bachelor's thesis will be weighted by the number of credit points earned.

- (7) 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	top 10 %
B	the subsequent 25 %
C	the subsequent 30 %
D	the subsequent 25 %
E	the subsequent 10 %

The letter 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 added. For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Bachelor's examination

§ 13 Bachelor's examination admission requirements

- (1) Admission to the examinations for the Bachelor's examination in Egyptology will only be authorised for those who:
1. are enrolled in the Bachelor's degree programme in Egyptology at Heidelberg University,
 2. have not lost their entitlement to take examinations in the Bachelor's degree programme in Egyptology.
- (2) The following certificates must be provided for admission to the Bachelor's thesis in Egyptology:
1. passed orientation examination,
 2. successful completion of all modules and courses as set forth in Appendix 1, and a combined minimum of 130 CP earned to date (end of 5th semester) in the 1st major subject (Egyptology), the 2nd major subject and in the cross-disciplinary competencies, 53 CP of which must have been earned in the 1st major subject (Egyptology).
 3. proof of the language skills set forth in § 3 paragraph 8.
- (3) The final oral examination may only be taken after
1. successful completion of all modules and courses with their respective credit points as set forth in Appendix 1, in accordance with § 3, and
 2. submission of the Bachelor's thesis.

§ 14 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 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 Bachelor's examination in the Egyptology Bachelor's degree programme, or whether they are currently undergoing an examination procedure in such a programme.
- (2) If candidates are unable to provide such evidence, the examinations board may allow other documents of proof to be accepted.
- (3) 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 for the denial, and providing information about the procedure for appeal.
- (4) 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 Bachelor's examination in Egyptology, or have lost the entitlement to take the final examinations, or
 4. are currently undergoing an examination procedure in such a programme.

§ 15 Scope, nature and organisation of the Bachelor's examination

- (1) The Bachelor's examination in the Egyptology degree programme consists of:
 1. successful completion of the examinations for the modules as set forth in Appendix 1 (in the 1st and 2nd major and the minor subject),
 2. the Bachelor's thesis (in the 1st major),
 3. the final oral examination (in the 1st and 2nd major).
- (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 final oral examination must be taken no later than eight months following

the start of the Bachelor's thesis. If the deadline is not met, the untaken final oral examination will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.

§ 16 Examinations board

- (1) The purpose of the Bachelor'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 Egyptology.
- (2) In accordance with § 6, paragraph 1, sentence 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 one week after successful completion of the last examination of the 5th semester, or must have by that time submitted an application for the assignment of a topic to the chairperson 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 at fault 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 chairperson of the examinations board will ensure that the candidate receives a topic for his or her Bachelor's thesis in a timely fashion. The candidate is permitted to propose topics; however, this does not constitute entitlement to a particular topic. The Bachelor's thesis topic may be related to the topic of a course, but it may not have previously been used for a presentation or a term paper. 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 nine weeks following assignment of the topic. In exceptional cases, the examinations board may extend this deadline by up to three weeks. If the deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded. The topic may only be rejected once, and only within the first two weeks after the date of assignment.
- (6) The topic, task and scope of the Bachelor's thesis must be limited in such a way that the candidate will be able to complete the thesis within the given time frame.
- (7) The Bachelor's thesis may be written in German or English. Upon approval of the examinations board, the thesis may also be written in other languages.

§ 17 Submission and assessment of Bachelor's thesis

- (1) Three copies of the Bachelor's thesis must be submitted to the examinations board before the established deadline; an additional digital copy must also be submitted. The date of submission must be recorded.
- (2) When submitting a Bachelor'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 Bachelor's thesis is assessed by two examiners, one of whom must be a professor. The first examiner should be the thesis supervisor. The second examiner is designated 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 Bachelor's thesis grade after consulting both examiners. In such cases, a third examiner may be consulted.

§ 18 Final oral examination

- (1) The final oral examination is counted as an individual examination, and is conducted by two examiners. The purpose of the final oral examination is for candidates to be able to show whether they have a good overview of the subject and recognise interrelationships within the examination matter. The final oral examination consists of questions designed to test the candidate's language skills and subject-specific knowledge.
- (2) The examination lasts approximately 45 minutes.
- (3) The final oral examination must be completed no later than three weeks after the completion of the last examination taken during the course of study. If the deadline is not met, the examination will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (4) The final oral examination comprises 4 CP.
- (5) 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 request of the candidate, or for other valid reasons, the examination may be closed to visitors.

§ 19 Passing the examination and overall grade

- (1) The Bachelor's examination in Egyptology is passed when all examination

components as set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.

- (2) The calculation method for the subject grade, in accordance with § 12, paragraph 3, stipulates that the module grades will be weighted by the number of credit points earned. When calculating the overall examination grade, and in accordance with § 12 paragraph 4, the numerical grades for the individual modules will be added together without rounding.
- (3) When calculating the overall examination grade, the Final Bachelor Module 1 will be weighted by a factor of 2.
- (4) The overall Bachelor's grade is assessed in accordance with § 12, paragraph 6.

§ 20 Retaking an examination; 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.
- (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 at fault for the deadline being exceeded.
- (4) If a compulsory module examination is failed on the final attempt, the candidate will be dismissed from the academic programme. In case of compulsory elective modules and optional modules, this may be compensated with another module.

§ 21 Bachelor's diploma and certificate

- (1) Once the Bachelor's examinations in both subjects are passed, a diploma will be issued within four weeks. This will list the subjects and all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credit points, as well as the overall grade of the Bachelor's examinations. The diploma will also list the areas of cross-disciplinary competencies 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 of the programme, or the dean of the faculty of the 1st major, or the chairperson of the examinations board.
- (2) A "Diploma Supplement" in German and English will also be provided, containing additional information about the course content and the course of study. This 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 certificate will be signed by the dean of the faculty of the 1st major and the chairperson of the examinations board of the 1st major and will bear the faculty seal.
- (4) If the Bachelor's examination is failed at 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, listing passed examinations and their grades, missing examinations required for obtaining the Bachelor's degree, and a statement that, on the final attempt, the Bachelor's examination has not been passed.

Section III: Final provisions

§ 22 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may, accordingly, correct the examination results that were affected by the cheating and may declare the examination to be 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 deceive and this is not discovered until after the diploma has been issued, the passed examination will be considered to compensate 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 right 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 deception, the Bachelor's certificate "Bachelor of Arts" will be confiscated along with the fraudulent examination diploma. The statute of limitations for rendering the decision 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, within a reasonable period of time, to request access to examination documents. 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 will come into force on 01 October 2007.

Appendix 1: Modules and courses for the Bachelor's degree programme in Egyptology

Abbreviations	
HR1 Term paper 1 (7-10 p.)	R1 Presentation 1 (15-30 min.)
H2 Term paper 2 (12-18 p.)	R2 Presentation 2 (45-60 min.)
H3 Term paper 3 (20-30 p.)	T Tests
K Participation	VN Preparation and follow-up
KI Written examination	VSL Course-specific examinations ¹
OP Orientation examination	

1) LIST OF MODULES IN THE 1st AND 2nd MAJOR

SUBJECT 50%, Introduction module:

“Language” (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Tutorial: Middle Egyptian I	2	1 Sem.	K:1; T:1; VN with VSL:2	4
Tutorial: Middle Egyptian II	2	2 Sem.	K:1; T:1; VN with VSL:2; OP:1	5
Practical Tutorial: Middle Egyptian I	2	1 Sem.	K:1; VN:1	2
Practical Tutorial: Middle Egyptian II	2	2 Sem.	K:1; VN:1	2

Introduction module: Culture (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Proseminar	2	1 Sem.	K:1; R2:2; H1:1	4
Tutorial: Proseminar	2	1 Sem.	K:1; VN:1	2
Proseminar	2	2 Sem.	K:1; R2:2; H1:1	4

¹ VSL are an integrated part of the preparation and follow-up for specific courses, and consist of additional specific coursework, such as grammar and practical exercises, as well as primary source and secondary literature readings.

Basic module: Language (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Tutorial: Text Reading I	2	3 Sem.	K:1; KI:2; VN with VSL:2	5
Tutorial: Text Reading II	2	4 Sem.	K:1; KI:2; VN with VSL:2	5

Basic module: Culture (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Tutorial: Curation Internship	2	3 Sem.	K:1; R1:1; VN with VSL:3	5
Seminar: Excursion Seminar	2	4 Sem.	K:1; R2:2; H2:2	5
Excursion	8	4 Sem.	K:4; R1:1	5

Specialisation module: Language (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Tutorial: Hieratic	2	5. Sem.	K:1; KI:2; VN with VSL:2	5
Tutorial: Late Egyptian	2	6. Sem.	K:1; KI:2; VN with VSL:2	5

Specialisation module: Culture (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Advanced Seminar	2	5. Sem.	K:1; R2:2; H3:3	6
Advanced Seminar	2	6. Sem.	K:1; R2:2; H3:3	6

Final Bachelor Module 1 (compulsory module)

Type of course	WSH	Recom. Sem.	Total CP
Oral Examination		6. Sem.	4

Final Bachelor Module 2 (compulsory module; only 1st major)

Type of course	WSH	Recom. Sem.	Total CP
BT (BA) - Bachelor's Thesis		following 5th semester lectures	12

Module: Cross-disciplinary Competencies (compulsory elective module)

Type of course	WSH	Recom. Sem.	Total CP
Courses in accordance with Appendix 2 of the Rules and Regulations	-	-	10

2) LIST OF MODULES IN MINOR 25%**Introduction module: "Language" (compulsory module)**

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Tutorial: Middle Egyptian I	2	1 Sem.	K:1; T:1; VN with VSL:2	4
Tutorial: Middle Egyptian II	2	2 Sem.	K:1; T:1; VN with VSL:2; OP:1	5
Practical Tutorial: Middle Egyptian I	2	1 Sem.	K:1; VN:1	2
Practical Tutorial: Middle Egyptian II	2	2 Sem.	K:1; VN:1	2

Introduction module: Culture (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Proseminar	2	2 Sem.	K:1; R2:2; H1:2	4
Practical Tutorial for Proseminar 1	2	1 Sem.	K:1; VN:1	2

Basic module: Language (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Tutorial: Text Reading I	2	3 Sem.	K:1; Kl:2; VN with VSL:2	5
Tutorial: Text Reading II	2	4 Sem.	K:1; Kl:2; VN with VSL:2	5

Basic module: Culture (compulsory module)

Type of course	WSH	Recom. Sem.	CP distribution	Total CP
Advanced Seminar	2	5. Sem.	K:1; R2:2; H3:3	6

Appendix 2: CROSS-DISCIPLINARY COMPETENCIES (ÜK) (20 CP)

Guidelines for ÜK course segment in the Philosophical Faculty

Preamble

In accordance with the Senate decision of 19 July 2005, all future Bachelor's degree programmes must include 20 credit points in cross-disciplinary competencies (ÜK), which will not be counted in the calculation of subject-related credit points, but will instead be listed separately. The Philosophy Faculty provides a structured course offering for the cross-disciplinary competencies component, within various disciplines and degree programmes, including the four areas: professional qualification, interdisciplinary competence, intercultural competence and organisational, pedagogical, and social competence.

The subjects and credit points that may be chosen from the various degree programmes may be found in the Appendices of the Rules and Regulations for the corresponding subject area, or in the degree programme descriptions of the various faculties. All modules which may be selected and recognised within the cross-disciplinary competencies component are indicated in the course catalogue or module handbooks. The goals of the qualifications and competencies to be acquired will be described in these documents. In addition to modules in the primary discipline for students in one or more specific degree programmes, a cross-disciplinary pool of courses or modules from all departmental degree programmes or subjects may be taken by students in all participating degree programmes. It is intended that this cross-disciplinary pool will include courses outside of the Philosophy Faculty.

The Philosophy Faculty defines the cross-disciplinary component as an elective component, wherein students may freely combine courses relevant to their individual subject areas, and weight them in accordance with their interests. Some degree programmes may limit the courses offered or define the specific weighting factors in their rules and regulations.

The examinations board of the Philosophy Faculty confers decision-making responsibility for degree subject-related matters to authorised full-time employees at Heidelberg University Institutes; the Faculty and the examinations board must be given notification of their names. The examinations board reserves the right to revoke this decision in individual cases.

In accordance with Philosophy Faculty regulations, the following guidelines, which may be restricted within a particular degree programme, have been established for awarding credit points within the cross-disciplinary competencies component in the following four areas: professional qualification (I), interdisciplinary competence (II), intercultural competence(III), organisational, pedagogical, and social competence (IV).

I. Professional qualification (primarily interdisciplinary):

1. *Internship*: up to 10 CP; course performance will be assessed on the basis of a detailed internship report
2. *Project*: **4-10 CP**: Contact time, 1-2 CP, preparation and follow-up, 1-2 CP, course performance 2-6 CP, depending on specific requirements and workload
3. *Career-related tutorials and seminars*: **3-5 CP**: Contact time, preparation and follow-up, 2 CP, course performance, 1-3 CP, depending on specific requirements
4. *Writing Workshop*: **3-5 CP**: Contact time, preparation and follow-up, 2 CP

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course performance, 1-3 CP, depending on specific requirements

5. *Publishing Practice*: **3-5 CP**: Contact time, preparation and follow-up, 2 CP, course performance, 1-3 CP, depending on specific requirements
6. *Rhetoric*: **3-5 CP**: Contact time, preparation and follow-up, 2 CP, course performance, 1-3 CP, depending on specific requirements
7. *University introduction to electronic media (e.g. databases, special data processing programmes, PowerPoint presentations, e-learning)*: **3 CP**: Contact time, preparation and follow-up, 2 CP, course performance, 1 CP

II. Interdisciplinary Competence:

1. *Acquisition of interdisciplinary basic skills in cultural studies, e.g., in the fields of history, art history, mythology, antiquity, religion, media and communication, philosophy, literature studies, ethnology, sociology, psychology, law, economic and natural sciences*: **3-5 LP**: Contact time, preparation and follow-up, 2 CP, course performance, 1-3 CP, depending on specific requirements
2. *Interdisciplinary courses based on the profile of the degree programme*: **3-5 LP**: Contact time, preparation and follow-up, 2 CP, course performance, 1-3 CP, depending on specific requirements
3. *Course series based on the degree programme profile, e.g., general studies course, lecture series*: **2 CP**: Contact time, preparation and follow-up, 1 CP, course performance, protocol, thesis paper, or equivalent, 1 CP

III. Intercultural Competence:

1. Exchange program at a foreign university: for successful exchanges at a foreign university, and with documentation of at least 15 CP or ECTS-points in one of the two subjects to be studied, **up to an additional 15 CP** may be recognised for the acquisition of intercultural competencies, provided the student submits a detailed report and an evaluation from a supervising professor or a transcript.
2. *Additional language acquisition relevant to the professional objective pursued by the student (unless this language is already part of the second major or is a requirement for this degree programme, e.g. Latinum)*: **3-5 LP**: Contact time, preparation and follow-up, 2 CP, course performance, 1-3 CP, depending on specific requirements; a total of up to 10 CP of 20 CP from the ÜK course segment may be recognised for the additional language. This does not apply for languages that have already been certified on the university entrance certificate.

IV. Organisational, pedagogical and social competencies:

1. Participation in cross-disciplinary courses being offered, e.g., training programmes for departmental key competencies (Abteilung Schlüsselkompetenzen) or those of other university institutions. Upon approval of an institutional representative who is a full-time employee at Heidelberg University, **approx. 3-6 CP**, based on the specific workload, will be awarded.

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