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Heidelberg University Examination Rules and Regulations for the Bachelor's Degree Programme in History

dated 14 June 2010

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Section I: General provisions

- § 1 Purpose of the academic programme and examination

- (1) The Bachelor's degree programme in History covers ancient history (the history of ancient Greece and Rome) and medieval history (the Early, Central and Late Middle Ages), as well as modern history and the contemporary history of Europe and its contact zones (including the early modern and contemporary periods). The programme thereby ranges across specialist areas and regional histories, covering historical methodology, economic and social history, the history of medicine, American, Eastern European and South Asian history, as well as Jewish history. Topics are considered from both a global-historical and a transcultural perspective. The degree programme therefore provides students with a solid grounding in History and gives them the opportunity to discover the broad spectrum of disciplines and methodologies which exist within this field.

The Bachelor's degree programme in History enables students to acquire a wide basic knowledge, and an initial qualification in History. The programme is designed so that students gain an undergraduate degree which qualifies them to enter a profession. At the same time, they acquire the skills necessary to approach and solve historical research questions independently. It is possible, and indeed expected, that students will specialise in specific historical periods, in the history of certain regions or in certain specialist areas.

To this end, the Bachelor's degree programme is interdisciplinary, highly relevant to practice and strongly orientated towards research and cultural studies. It is designed to combine the skills traditionally taught in an academic History course with the skills required in new, and particularly in media-based fields of culture and communication. Students are expected to acquire skills which enable them to work independently in various cultural fields, and in the information and communication sectors. In addition, they will be qualified to embark on a Master's degree programme in History or in another closely related subject. When students are selecting courses and lectures in the field of cross-disciplinary skills (Übergreifende Kompetenzen - ÜK), the admission requirements of any Master's degree programme which they may later wish to pursue should be taken into account.

1. Subject-specific qualification objectives

Graduates of the Bachelor's degree programme in History possess thorough knowledge of fundamental concepts and central questions in the fields of ancient, medieval, modern and contemporary history as well as knowledge of major historical methodologies and theories. Graduates are able to identify and infer relevant information to explain specific historical phenomena. They are able to work independently on subject-specific topics relating to various historical periods, specialist areas, and regional histories. They are able to develop research questions, select appropriate research methods and apply these in a targeted manner, processing any information obtained according to academic principles. Graduates analyse, evaluate and interpret historical phenomena on the basis of information gained from various sources. This involves critically evaluating their own arguments as well as those of third parties in view of the research context. They are able to communicate their results concisely. The specialist skills which students acquire during the course give them an innate understanding of their subject. This in turn enables them to draw associations between their specialist knowledge and closely related

subjects and to reflect on, and recognise, the relevance of their knowledge in interdisciplinary contexts.

2. Generic qualification objectives

Having carried out critical analysis of the political, social, legal and economic conditions of various historical periods, graduates of the Bachelor's degree programme in History are able to reflect on differing societal interpretations and are capable of critical, independent thought. The flexibility in the curriculum and students' individual areas of specialisation mean that they are able to manage their work independently. After collaborating with students in different academic semesters, and working in varied groupings throughout the degree programme, graduates have developed skills which enable them to work well in teams and participate in discussions. Graduates are able to present results from research in both oral and written form, adapting their presentation to their target audience. They thereby comply with the principles of good academic practice (transparency and verifiability) and make use of media relevant to their subject to communicate information in a successful and effective manner. Having studied various countries, cultures and languages in their specific historical contexts, graduates approach difference and cultural diversity in a self-reflective manner.

- (2) The purpose of the Bachelor's examination is to assess whether students have mastered the fundamentals of History, have an overview of the interconnections between the individual areas they have studied, and have acquired the basic methodological and practical skills required to enter a profession.
- (3) The admission requirements for the academic programme are subject to separate admission regulations.

§ 2 Bachelor's degree

Heidelberg University awards the academic degree of "Bachelor of Arts" (abbreviated to B.A.) to those who have passed the Bachelor's examination.

§ 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 credits (CP), obtained through both compulsory and elective courses.
 - (1a) Upon request, students may be admitted for part-time study. Further details are available in the applicable version of the regulations on part-time study at Heidelberg University (Teilzeitstudienordnung - TeilzeitO). Admission for part-time study extends the standard period of study and the deadlines for taking

examinations for the first time, in accordance with the provisions contained in the regulations on part-time study (TeilzeitO). With regard to processing times for written examinations, § 4, paragraph 3 of the regulations on part-time study (TeilzeitO) must be taken into account.

- (2) The Bachelor's degree programme is modular and students may choose to study History in any of the following configurations:
- As a major subject, with a weighting of 75%, in which a total of 113 CP must be gained. In this case, History is studied in combination with a minor subject, selected from another field of study, which has a weighting of 25% and is worth 35 CP.
 - Alternatively, students may choose to study History as a major subject with a weighting of 50%, in which a total of 74 CP must be gained (a first or second major subject). History is thereby studied in combination with a subject from another field of study, which is also worth 74 CP.
 - Students might otherwise study History as a minor subject with a weighting of 25%, in which a total of 35 CP must be gained. In this case, History is studied in combination with a major subject from another field of study, with a weighting of 75%, worth 113 CP. Regardless of which configuration is chosen, all students must also gain
 - 20 CP in the field of cross-disciplinary skills and complete a
 - Bachelor's thesis. The Bachelor's thesis is worth 12 credits. The Bachelor's thesis is to be completed in History if it is studied as a major subject with a 75% weighting, or as a first major subject with a 50% weighting.
- The modules and the corresponding courses and lectures to be completed for History are listed in Appendix 1.
- (2a) If students select the Teaching Degree option, aiming to subsequently complete a Master of Education and later teach in a German secondary school (Gymnasium), two subjects, each with a weighting of 50%, must be studied. In such cases, any provisions relevant to studying a major subject with a 50% weighting contained in these examination rules and regulations, along with the "Framework regulations for the Teaching Degree option in Bachelor's programmes at Heidelberg University" apply.
- (3) Provided that the appropriate courses are offered and no limitations in accordance with paragraph 2a are to be observed, subjects studied in Bachelor's degree programmes may generally be freely combined. In accordance with these examination rules and regulations, the Bachelor's degree is awarded to those who have passed the prescribed examination components in both subjects and in the cross-disciplinary skills, and who have completed the Bachelor's thesis. If the student only completes one subject, the University will not award a Bachelor's degree.
- (4) The faculty of the first major subject is responsible for ensuring adherence to the regulations set forth in paragraph 3, and for issuing the diploma and degree certificate in accordance with § 20. The Joint Examination Office supports the faculty in this task.

- (5) An orientation examination must be taken no later than at the end of the second semester. The examination is taken as an integrated part of the course of study. Where History is studied with a weighting of 75%, 50% or 25%, the examination consists in participation in a basic module worth 15 CP.
- (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. 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.
- (7) The orientation examination is a preliminary component of the Bachelor's examination.
- (8) Knowledge of the following languages must be proven for admission to the Bachelor's degree programme in History:
- Where History is studied as a major subject with a weighting of 75% or 50% (first or second major subject):
 - Latin (students must hold the "Latinum" qualification in Latin)
 - Knowledge of English and an additional modern foreign language.
 - Where History is study as a minor subject with a weighting of 25%:
 - If basic and specialised modules in ancient or medieval history are chosen:
 - Latin (students must hold the "Latinum" qualification in Latin)
 - Knowledge of one modern foreign language;
 - If basic and specialised modules are chosen in modern and contemporary History:
 - Knowledge of English and an additional modern foreign language.
- Exceptions may be made for students holding a university entrance qualification obtained outside of Germany. Any decisions are taken by the examinations board.
- (9) Proof of the language skills required in accordance with paragraph 8:
- For Latin:
 - Diplomas proving possession of the "Latinum" qualification in Latin, and
 - completion of final language examinations taken as part of the preparatory seminars for ancient and medieval history.
 - For English and other modern foreign languages:
 - Completion of final language examinations taken as part of the preparatory seminars for modern and contemporary history.
- Completion of final language examinations is considered to prove sufficient knowledge of a language when the relevant examinations have been graded as "sufficient" (4.0) or better.
- Knowledge of required languages must generally be proven before students can participate in specialised modules. Students are usually therefore required to submit the necessary proof prior to beginning their fourth academic semester.
- If a student's university entrance qualification does not indicate that the student already holds the "Latinum" qualification in Latin, or has already learnt two modern foreign languages, the student will be given up to two semesters

to learn Latin, and one semester to learn a modern foreign language (with the exception of English). These semesters will be discounted from the standard period of study. No more than two semesters may be discounted.

- (10) Generally, the language of instruction and examination is German. Lectures and courses may also be held in English, and in exceptional cases, in another modern foreign language.
- (11) If a student does not complete the Bachelor's examination in full within a period of four semesters in excess of the standard period of study, they will lose their entitlement to take the Bachelor's 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. Modules consist not only of lectures and courses, but also of the examination prerequisites necessary for the completion of the module.
- (2) The Bachelor's thesis is regarded as an individual module.
- (3) A distinction is made between:
 - compulsory modules: to be completed by all students
 - compulsory elective modules: to be selected by the student from a limited subject area
 - elective modules: to be freely chosen by the student from the modules offered within the subject.
- (4) All components within a module must be graded as "sufficient" (4.0) or better (sub-module grades) for the complete module to be passed.
- (5) Credits are awarded for successfully completed modules, including their individual components. One credit 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 that the same course is completed, permission to have it counted for both subjects may be granted. This decision will be made by the responsible examinations boards.
- (7) A transcript of records will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board of the Faculty of Philosophy is responsible for the organisation of the examinations and tasks required by the examination rules and regulations. It consists of two professors, a representative of the research assistants, and a student with advisory authority. The faculty council appoints the chairperson, the deputy, and the other members of the examinations board for a period of two years each. The student member is appointed for one year. The chairperson and the deputy chairperson must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers for examinations. The examinations board may delegate these appointments to its chairperson or to another person authorised by the Institute. The board may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and has the deciding vote in the event of a tie vote.
- (4) The examinations board may confer further responsibility on its chairperson, or another person authorised by the Institute, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.
- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners, and observers are obliged to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions made by 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 supports the examinations board and executes its decisions.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study as part of individual courses may only be carried out by professors, associate professors, or research associates who 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 are not enough faculty members available, who are authorised to conduct examinations.

- (2) Examinations held as an integrated part of a course or lecture 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) Candidates can propose an examiner for their Bachelor's thesis; 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.

§ 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, enrol in a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraphs 3 and 4 of the State Public Service Law (Landesbeamtengesetz - LBG) 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. The office conducting the recognition procedure is responsible for proving 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, clause 5 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz - LHG), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.

- (5) Examination components are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes studied at Heidelberg University, or at other universities, to be recognised. This also applies to credits gained at 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 23 credits to be gained in the subject area with a 75% weighting, more than 15 credits to be gained in the subject area with a 50% weighting (first and second major subject), or 7 credits in the subject area with a 25% weighting. Credits cannot be transferred for the Bachelor's thesis. If required documentation of individual examinations, which serves as proof of specific knowledge and skills, is not provided, the examinations board may request that a placement test be completed.
- (7) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). When recognising credits gained in refresher courses for a university degree programme, 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 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 attend and is unable to provide a valid reason for their absence, or if the candidate withdraws after the examination has started. The same applies if the candidate fails to complete a written examination by the established deadline, unless the candidate is not responsible for the deadline being exceeded.
- (2) Reasons for withdrawal or absence in accordance with paragraph 1 must be plausible and must be immediately submitted to the examinations board in writing. If the candidate, or a child for whom the candidate is generally the sole carer, is ill, a medical certificate must be provided. In the event of doubt, the University can request a medical certificate from a designated doctor. If the reasons stated are accepted, a new examination date will be scheduled. In this case, examination results that are already available will be taken into account.
- (3) When deciding whether the candidate is 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 (Mutterschutzgesetz) and the legal provisions concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic illnesses, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz).

- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination components concerned 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 extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) In accordance with paragraph 4, clauses 1 and 2, the candidate may request, within a period of one week, that the decision is reviewed 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 examination completed during the course of study

- (1) Examination components completed during the course of study are:
 1. oral examinations
 2. written examinations (electronically, where applicable)
- (2) If the candidate provides a medical certificate which plausibly proves that they are not able to take examination components 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 for other course requirements.

§ 10 Oral examination components completed during the course of study

- (1) In oral examination components, candidates are required to show that they are able to identify interconnections within the examined subject matter, and that they are able to relate specific problems to these interconnections. In addition, candidates should demonstrate that they have adequate fundamental knowledge relating to their academic programme. Oral examinations may be held as individual or group examinations with a maximum of four candidates.
- (2) Oral examinations taken by individual candidates are of a duration of between 15 and 30 minutes. Group examinations last for between 60 and 120 minutes with each individual candidate being examined for between 15 and 30

minutes.

§ 11 Written examination components completed during the course of study

- (1) In written examination components, candidates should demonstrate that they are able to recognise problems relating to their subject and find solutions for them within a limited time, using subject-specific methods and limited resources.
- (2) A written examination lasts between 60 and 120 minutes.
- (3) If a written examination component is taken as a term paper, candidates must assure that they are the author of their own 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 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;
2 = good	=	a performance which lies substantially above average requirements;
3 = satisfactory	=	a performance which fulfils average requirements;
4 = sufficient	=	a performance which, despite deficiencies, still meets the requirements;
5 = failed	=	a performance which, due to considerable deficiencies, does not meet the requirements.

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

- (2) The final module grade is calculated on the basis of the unrounded values of module examination components, weighted according to the number of credits earned. If a final examination is to be taken as part of a module, the grade for this final module examination constitutes the grade for this module.
- (3) Students are given a subject grade for each subject; for their major subject with a 75% weighting, for their first or second major subject with a 50%

weighting or for the minor subject with a 25% weighting. These subject grades are calculated in accordance with § 18, paragraphs 2 and 3, using the module grades, which are weighted according to the corresponding number of credits they are worth.

- (4) Grading for the final module grade, the subject grade, and overall Bachelor's examination grade is as follows:

for an average up to and 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) To determine the final module grades, subject grades, and the overall grade of the Bachelor's examination pursuant to paragraph 4, only the first digit after the decimal is used; all other digits are dropped without rounding.

- (6) The Bachelor's examination is passed when all examination components in both subjects 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 and the grade for the Bachelor's thesis will be added together without rounding, and weighted according to the number of credits they are worth.

- (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%

Depending on the size of the graduating cohort, 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. An ECTS grade must be stated along with the final degree grade, and, if possible and relevant, may be provided for individual modules.

Section II: Bachelor's examination

§ 13 Bachelor's examination admission requirements

- (1) Admission to the Bachelor's examination for History is only authorised for students who:

1. are enrolled in the Bachelor's degree programme in History at

- Heidelberg University,
2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme in History.
- (2) Certificates proving the following must also be provided for admission to the Bachelor's thesis:
1. successful completion of the orientation examination,
 2. successful completion of the courses and lectures listed in Appendix 1, i.e.
 - Where History is studied as a major subject with a weighting of 75%, this includes the basic modules, the module, "Theory and Methods", the main seminars for specialised modules I and II, as well as further lectures and courses taken for specialised modules I-III, an extension module, the modules, "Methodology" and "Communication Skills", "Field Trip", and the module, "Interdisciplinary Perspectives", worth a total of 87 credits,
 - Where History is studied as a first major subject with a 50% weighting, this includes the basic modules, the main seminars for the specialised modules and the module, "Theory and Methods", as well as further lectures and courses in the specialised modules, extension modules and the "Field Trip" module, worth a total of 58 credits,
 3. knowledge of the required languages, in accordance with § 3, paragraph 8.

§ 14 Admission procedure

- (1) The application for admission to the examination must be made in writing, and addressed to the chair of the examinations board. The following must be included in the application:
 1. proof of fulfilment of the admission requirements stated in § 13,
 2. a declaration from the candidate confirming whether they have previously failed a Bachelor's examination in a Bachelor's degree programme in History, or whether they are currently involved in an examination procedure in such a degree programme.
- (2) If the candidate is unable to provide evidence in the prescribed form, the examinations board may accept alternative documents as proof.
- (3) The examinations board decides whether to admit the candidate on the basis of the application. 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 § 13 are not fulfilled, or
 2. the documents set forth in paragraph 1 are incomplete, and have not been completed upon request, or

3. the candidate has failed their final attempt at the Bachelor's examination in History, or has lost their entitlement to take the final examinations, or
4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 15 Scope and nature of the examination

- (1) The Bachelor's examination in History consists in:
 1. successful completion of the courses and lectures for the modules listed in Appendix 1,
 2. successful completion of the Bachelor's thesis (in the subject area of the major subject with a weighting of 75%, or the first major subject with a weighting of 50%).
- (2) The examinations referred to in paragraph 1, item 1 are taken as an integrated part of the respective lectures or courses. They may be in written or oral form. The course lecturer determines the nature and duration of the examination components and provides this information no later than at the beginning of the lecture or course.

§ 16 Bachelor's thesis

- (1) The Bachelor's thesis should demonstrate that the candidate is able to work independently, within a given period of time and using academic methods, to address a problem from the field of History.
- (2) The Bachelor's thesis may be assigned and supervised by any authorised examiner as stated in § 6, paragraph 1, clause 1.
- (3) The candidate must begin work on the Bachelor's thesis no later than three months after successful completion of the last examination completed 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 candidate fails to observe this deadline, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not responsible for exceeding the time limit.
- (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 will 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 a legal entitlement to a particular topic. The chair of the examinations board assigns the thesis topic; 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 for candidates studying full-time, and by up to six weeks for those studying part-time. 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 following its assignment.

- (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 must usually be written in German. Upon approval from the examinations board, the thesis may be written in other languages.

§ 17 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 assure in writing that they are the author of their own work and that they have used no sources or aids other than those indicated.
- (3) The Bachelor's thesis will be assessed by two examiners, one of whom must be a professor. The first examiner should be the supervisor of the thesis. The second examiner will be appointed by the examinations board. The candidate is permitted to propose a second examiner. This does not, however, constitute legal entitlement to examination by a particular examiner. The assessment period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the grades differ by more than one grade, the examinations board will determine the final grade for the Bachelor's thesis after consulting both examiners. In such cases, a third examiner may be consulted.

§ 18 Passing the examination and overall grade

- (1) The Bachelor's examination in History is passed when all examination components according to § 15, paragraph 1, have been graded as "sufficient" (4.0) or better.
- (2) For the calculation of the subject grades in accordance with § 12, paragraph 3, the module grades are weighted according to the number of credits they are worth. The following modules, however, are instead weighted as follows in the calculation of the subject grade:
 1. Where History is studied as a major subject with a 75% weighting:
 - The modules "Theory and Methods", "Methodology" and "Communication

Skills” are weighted by a factor of 0.5.

- The specialised modules are weighted by a factor of 1.5.
- The module, “Interdisciplinary Perspectives” is not included in the calculation.

2. Where History is studied as a first or second major subject with a weighting of 50%:

- The module “Theories and Methods” is weighted by a factor of 0.75.
- The specialised modules are weighted by a factor of 1.25.

3. Where History is studied as a minor subject with a weighting of 25%:

- The extension module is weighted by a factor of 0.75.

In accordance with § 12, paragraph 4, the numerical values of all module grades are considered before rounding in the calculation of the overall grade.

- (3) If History is studied as a major subject with a weighting of 75%, or as a first major subject with a weighting of 50%, the Bachelor’s thesis is weighted by a factor of 2.
- (4) The overall grade for the Bachelor's examination is calculated in accordance with § 12, paragraph 6.

§ 19 Retaking an examination and deadlines

- (1) Failed examinations, or examinations deemed failed may be retaken once. This includes examinations failed at other universities. A second retake is only permitted in exceptional circumstances and only for a maximum of two examination components completed during the course of study. A second retake of the Bachelor’s thesis is not permitted.
- (2) Examination components which have been successfully passed may not be retaken.
- (3) Failed examinations must be retaken no later than during the following semester. If the candidate fails to meet this deadline, they will lose their entitlement to take the examination, unless they are not responsible for the deadline being exceeded.
- (4) If a compulsory module examination is failed on the final attempt, the candidate will be excluded from the academic programme. Failure of compulsory elective modules and elective modules may be offset by the successful completion of a different module.

§ 20 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 § 12, paragraph 3, and numerical value) and the credits earned, as well as the overall grade for the Bachelor's examination. The diploma bears the date on which the last examination component was completed. It must be signed by the dean of the faculty of the major subject (75% weighting) or the first major subject (50% weighting), and by the chair of the examinations board of the major subject (75% weighting) or first major subject (50% weighting).

- (2) A "Diploma Supplement" in German and English is also provided, containing additional information about the course content and the course 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 certificate is signed by the dean of the faculty of the major subject and the chair of the examinations board, and bears the faculty seal.
- (4) If the Bachelor's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and following presentation of the relevant proof, a certificate will be issued, listing passed examination components and the corresponding grades, the missing examination components required to obtain the Bachelor's degree, and a statement indicating that the final attempt of the Bachelor's examination was unsuccessful.

Section III: Final provisions

§ 21 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 correct the examination results for the affected examination components accordingly, 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 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) The candidate will be given the opportunity to provide an explanation before the decision is made.
- (4) The incorrect examination certificate must be confiscated, and, where

applicable, a new certificate must 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 incorrect examination certificate. Decisions made in accordance with paragraph 1 and paragraph 2, clause 2, may not be made more than five years after the date indicated on the examination certificate.

§ 22 Access to examination documents

Once the examination procedure has been concluded, the candidate has the right to request access to examination documents within a reasonable period of time. The request must be made in writing and submitted within one year of completion of the examination procedure. The chair of the examinations board decides when such access will be given.

§ 23 Coming into force and transitional provisions

- (1) These examination rules and regulations come into force on 1 September 2010. At that point, they supersede the Heidelberg University examination rules and regulations for the Bachelor's degree programme in History dated 8 February 2007 (President's Bulletin dated 14 February 2007, p. 569).
- (2) The former examination rules and regulations dated 8 February 2007 remain applicable for a period of up to eight semesters for students who are already enrolled in the Bachelor's degree programme in History at Heidelberg University at the point at which these examination rules and regulations come into effect. Upon request, such students may continue their studies in accordance with the new examination rules and regulations.

Appendix 1: Modules, Lectures and Courses for the Bachelor's Degree Programme in History (75%, 50% [first and second major subject], 25% weighting)

1a) Preliminary Remarks and Explanations Pertaining to the B.A. Curriculum History as a Major Subject (75% weighting)

1. The Bachelor's degree programme in History (75% weighting) covers the three major historical periods - ancient history (AH), medieval history (MV), and modern and contemporary history (MH and CH). In addition, it ranges across specialist areas and regional histories including historical methodology (HM), regional history (RH), economic and social history (ESH), American history (AmH), Eastern European history (EEH), South Asian history (SAH), and Jewish history (JH). For the purpose of the specialised and extension modules, modern and contemporary History is split into two periods; modern history (1500 - 1900) and contemporary history (from 1900 onward).
2. Required language skills:
 - The "Latinum" qualification in Latin, as well as proof of knowledge of Latin, English and an additional modern foreign language.
 - Language examinations form part of the preparatory seminars. For the preparatory seminars in ancient history and medieval history, knowledge of Latin must be proven. For the preparatory seminars in modern and contemporary history, proof of knowledge of at least English, or of another modern foreign language must be provided.
 - The "Latinum" qualification in Latin, as well as proof of knowledge of Latin, English and an additional modern foreign language is generally required for participation in the courses and lectures for specialised modules. Provision of such proof is essential for participation in the corresponding main seminars. It is therefore generally necessary for students to submit the required proof by the beginning of their fourth academic semester.
3. Basic modules:
 - The three basic modules in the three historical periods; ancient history, medieval history, and modern and contemporary history, should be completed within the first three semesters. The modules may be completed in any order. Provided that a preparatory seminar relevant to the required historical period is offered, the preparatory seminar may also be taken in regional history, economic and social history, American history, Eastern European history, South Asian history or Jewish history.
 - The preparatory seminars and their integrated tutorials generally consist in a total of four weekly contact hours (WCH). The introductory lectures each consist in 2 WCH.
4. Orientation examination:

An orientation examination must be taken no later than at the end of the second semester. The orientation examination is taken during the course of study and consists of successful participation in a basic module worth 11 CP, as well as in a source-based practice class (2 CP) for the module, "Theory and Methods".
5. The "Theory and Methods" module:

The module consists of the practice class for "Theory and Methods", as well as a

source-based practice class for each of the three historical periods; ancient history, medieval history, and modern and contemporary history. Provided that the required historical period is available, students may also choose to complete these practice classes in regional history, economic and social history, in American history, Eastern European history, South Asian history or Jewish history. The module should be completed within the first three semesters.

6. The “Methodology” and “Media and Communication Skills” modules:
 - a. The “Methodology” module requires that students complete a practice class in “Historical Methodology”. These include lectures and courses in the ‘traditional’ historical methodologies (paleography, diplomatics, recording and archiving, sphragistics, chronology, genealogy, numismatics, epigraphy, heraldry, historical geography, phaleristics, the study of editions, codicology and papyrology), as well as methods relating to new media/digital literacy. As part of the module, “Methodology”, students must also complete a four-week work placement. This must be completed in a professional field in which a historian might work.
 - b. As part of the module, “Media and Communication Skills”, students must take a practice class in media/presentation skills. This may be a practice class which focuses on the maintenance or communication/presentation of historical information or historical objects (e.g. museology/exhibition studies, archive studies, library studies and publishing). Alternatively, students might take a practice class in which they are taught multimedia presentation skills, or in which a critical approach is taken to the use of media in the communication of history. Students must also complete a four-week work placement as part of the module “Media and Communication Skills”. This must be completed in a professional field in which a historian might work.

In the event that a student fails to secure a placement for either of the four-week work placements, despite proven effort on the part of the student, they may make a written request to take a further practice class from the relevant field (“Methodology” or “Media and Communication skills”), or to complete a field trip of at least one day, in place of one or more of the compulsory work placements. Evidence of the student’s failed efforts to secure a work placement must be enclosed with the request. The examinations board, or an authorised representative thereof, will decide whether the student’s request is to be granted. The examinations board is also generally responsible for determining whether work placements are to be recognised.

7. “Interdisciplinary Perspectives” (knowledge in other subject areas which have significant relevance for History):

10 CP must be gained in modules or courses and lectures in subject areas other than History or the student’s minor subject. The chosen subjects must be of significant relevance to History. Modules or lectures and courses in the following subjects are considered particularly relevant: Theology, Law, Philosophy, Religious Studies, Art history, Music, Egyptology, Islamic Studies, Chinese Studies, Japanese Studies, Archaeology, Prehistory and Protohistory, Greek, Latin, Medieval Studies and Early Modernity, German Language and Literature, English Studies, Romance Studies, Slavic Studies, Macroeconomics, Politics, Sociology, Anthropology and Geography. The examinations board, or an

authorised representative thereof, decides whether courses and lectures in alternative subject areas will be recognised.

8. Field trip:

The module may be completed at any point between the first and sixth semesters, either in the form of two field trips of at least one day, or at least one field trip lasting two days.

9. Specialised modules:

- The specialised modules each consist of a main seminar and a lecture. If possible, the two ‘full’ specialised modules, “Ancient/Medieval History” and “Modern/Contemporary History” should be completed in the fourth and fifth semesters. Students must choose two modules; a module in ancient *or* medieval history, and a module in modern *or* contemporary history. The modules may be completed in any order. Provided that lectures and courses relevant to the required historical period are offered, they may also be taken in historical methodology, regional history, economic and social history, American history, Eastern European history, South Asian history or Jewish history. Students must sit an examination for each of the two lectures. One of these is a written examination (120 minutes) and the other is an oral examination (approximately 15 minutes). In place of the lecture for which a written examination must be taken, students may choose to take a practice class which involves a written examination component.
- The (reduced) specialised module III consists of a main seminar and a lecture *or* practice class. For the ‘reduced’ module, students are required to produce only a short term paper. This is less than they must produce for the main seminar in the ‘full’ specialised modules. The examination component for the lecture or practice class may be in written or oral form. If possible, the module should be taken in the fourth or fifth semester. The student should select one of the four historical periods (ancient history, medieval history, modern history, contemporary history) which was not studied in either of the two ‘full’ specialised modules. Provided that lectures and courses relevant to the required historical period are offered, they may also be taken in historical methodology, regional history, economic and social history, American history, Eastern European history, South Asian history or Jewish history.
- Successful completion of the main seminar requires prior completion of the basic module in one of the historical periods, as well as submission of proof of the required language skills for courses in the given historical period.

10. Extension module:

- If possible, the two lectures *or* practice classes to be completed as part of the extension module should be taken in the fifth and sixth semesters. The modules may be completed in any order.
- Students must choose lectures or practice classes that relate to two different historical periods, specialist areas or regional histories, which were not studied in a main seminar for any of the three specialised modules.
- The examination components may be in written or oral form.

11. Examination module:

Students complete the Bachelor’s thesis on a topic from one of the areas in which

the three specialised modules were completed. They thereby demonstrate that they possess specialist knowledge in this particular area of History and that they have the skills required to work independently on a topic, using academic methods. The scope of the Bachelor's thesis is determined by the module description. Students have nine weeks in which to complete the Bachelor's thesis. Before registering for the Bachelor's thesis, students must, as a minimum, have successfully completed the main seminars for each of their two 'full' specialised modules. See the examination rules and regulations for further details.

12. Calculation of the overall Bachelor's grade for History:

The grades for all History modules are considered in the calculation of the overall subject grade. The grades are weighted according to the number of credits they are worth. Exceptionally, the grades for the lectures and courses/modules in "Interdisciplinary Perspectives" are not considered in the calculation of the overall Bachelor's grade for History. The specialised modules are weighted by a factor of 1.5, and the modules, "Theory and Methods", "Methodology" and "Communication Skills" are weighted by a factor of 0.5. The grade for the Bachelor's thesis is weighted by a factor of 2 in the calculation of the overall Bachelor's grade.

13. Cross-disciplinary skills:

All Bachelor's degree programmes require that 20 CP are gained in cross-disciplinary skills (Übergreifende Kompetenzen - ÜK). These 20 CP do not count towards the credits gained in subject-specific modules. The cross-disciplinary part of the degree course consists in elective modules. Students must select these from the four areas: (I) Professional Skills, (II) Interdisciplinary Skills, (III) Intercultural Skills, or (IV) Organisational, Pedagogical and Social Skills. In accordance with certain guidelines governing the allocation of credits, students may select lectures and courses or modules which particularly complement the content of their degree programme. Students have the freedom to combine various modules, and weight modules from any of the four areas, as they see fit. Students are also free to decide when, in which of their six semesters of study, they wish to complete the modules or take the relevant lectures and courses. The guidelines governing the allocation of the 20 CP pertain to the Bachelor's degree programme in which History is studied as a major subject with a weighting of 75%, in combination with a minor subject with a weighting of 25%. Appendix 2 contains guidelines pertaining to History studied as a major subject with a 75% weighting.

Students planning to subsequently pursue a Master's degree should consider the admission requirements for that degree programme when selecting courses in cross-disciplinary skills.

1a) B.A. Curriculum History as a Major Subject (75% weighting, 125 CP)

Module	Recomm. Semester	Lectures and Courses	Assessment	CP
Basic module - Ancient History 11 CP / compulsory module	1st–3rd	Preparatory seminar / tutorial	Regular and active participation (2); preparation and follow-up (including a written examination, 60 minutes) (2); a minor oral or written assignment (1); term paper (3).	8 CP
		Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
Basic module - Medieval History 11 CP / compulsory module	1st–3rd	Preparatory seminar / tutorial	Regular and active participation (2); preparation and follow-up (including a written examination, 60 minutes) (2); a minor oral or written assignment (1); term paper (3).	8 CP
		Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
Basic module - Modern and Contemporary History 11 CP / compulsory module	1st–3rd	Preparatory seminar / tutorial	Regular and active participation (2); preparation and follow-up (including a written examination, 60 minutes) (2); a minor oral or written assignment (1); term paper (3).	8 CP
		Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
“Theory and Methods” 10 CP / compulsory module	1st–3rd	Practice class - “Theory and Methods”	Regular and active participation (1); preparation and follow-up (1); a minor oral or written assignment (1); oral examination (approximately 15 minutes), written examination (120 minutes) or term paper (approximately 6 - 8 pages) (1).	4 CP
		Source-based practice class -	Regular and active participation (1); preparation and follow-up (including a minor oral and/or written	2 CP

		Ancient History	assignment) (1).	
		Source-based practice class - Medieval History	Regular and active participation (1); preparation and follow-up (including a minor oral and/or written assignment) (1).	2 CP
		Source-based practice class - Modern and Contemporary History	Regular and active participation (1); preparation and follow-up (including a minor oral and/or written assignment) (1).	2 CP

Module	Recomm. Semester	Lectures and Courses	Assessment	CP
“Interdisciplinary Perspectives” 10 CP / compulsory elective module	1st–6th	Courses and lectures from other subject fields (as chosen by the student) with considerable relevance for History.	Dependent on the subject chosen.	10 CP
“Field Trip” 2 CP / compulsory module	1st–6th	Field Trip (2 x one day or 1 x two days)	Active participation in two field trips of at least one day, or in one field trip of at least two days (including a small oral and/or written assignment for each field trip) (2 x one day or 1 x two days).	2 CP
“Methodology” 9 CP / compulsory module	3rd–5th	Practice class	Regular and active participation (1); preparation and follow-up (1); a minor oral or written assignment (1); oral examination (approximately 15 minutes), written examination (120 minutes) <i>or</i> term paper (approximately 6 - 8 pages) (1).	4 CP
		Work placement	Practical work experience of at least four weeks (4); final report (3 - 4 pages) (1).	5 CP
“Media and Communication Skills” 9 CP / compulsory module	4th-6th	Practice class	Regular and active participation (1); preparation and follow-up (1); a minor oral or written assignment (1); oral examination (approximately 15 minutes), written examination (120 minutes) <i>or</i> term paper (approximately 6 - 8 pages) (1).	4 CP
		Work placement	Practical work experience of at least four weeks (4); final report (3 - 4 pages) (1).	5 CP

Module	Recomm. Semester	Lectures and Courses	Assessment	CP
Specialised module - Ancient <i>or</i> Medieval History (specific to a historical period) 12 CP / compulsory module	4th-5th	Main seminar	Regular and active participation (1); preparation and follow-up (1); oral presentation (2); term paper (approximately 15 pages) (4).	8 CP
		Lecture <i>Or</i>	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) or a written examination (120 minutes) (1)	4 CP
		Practice class	[Regular and active participation (1); preparation and follow-up (1); a minor oral <i>or</i> written assignment (1); oral examination (approximately 15 minutes); written examination (120 minutes) <i>or</i> term paper (approximately 6-8 pages) (1)]	[4 CP]
Specialised module - Modern <i>or</i> Contemporary History (specific to a historical period) 12 CP / compulsory module	4th-5th	Main seminar	Regular and active participation (1); preparation and follow-up (1); oral presentation (2); term paper (approximately 15 pages) (4).	8 CP
		Lecture <i>Or</i>	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) <i>or</i> written examination (120 minutes) (1)	4 CP
		Practice class	[Regular and active participation (1); preparation and follow-up (1); a minor oral <i>or</i> written assignment (1); oral examination (approximately 15 minutes); written examination (120 minutes) <i>or</i> term paper (approximately	[4 CP]

			6 - 8 pages) (1)].	
Specialised module (III, reduced) - Ancient, Medieval, Modern or Contemporary History (specific to a historical period) 8 CP / compulsory module	4th-5th	Main seminar (reduced)	Regular and active participation (1), preparation and follow-up (1), oral presentation with written documentation (6 - 8 pages) (2).	8 CP
		Lecture <i>Or</i>	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) <i>or</i> written examination (120 minutes) (1)	4 CP
		Practice class	[Regular and active participation (1); preparation and follow-up (1); a minor oral <i>or</i> written assignment (1); oral examination (approximately 15 minutes); written examination (120 minutes) <i>or</i> term paper (approximately 6 - 8 pages) (1)]	[4 CP]

Module	Recomm. Semester	Lectures and Courses	Assessment	CP
Extension module 8 CP / compulsory module	4th-6th	Lecture	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) <i>or</i> written examination (120 minutes) (1)	4 CP
		<i>Or</i>		
		Practice class	[Regular and active participation (1); preparation and follow-up (1); a minor oral or written assignment (1); oral examination (approximately 15 minutes); written examination (120 minutes) <i>or</i> term paper (approximately 6 - 8 pages) (1)].	[4 CP]
		Lecture	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) <i>or</i> written examination (120 minutes) (1)	4 CP
		<i>Or</i>		
		Practice class	[Regular and active participation (1); preparation and follow-up (1); a minor oral or written assignment (1); oral examination (approximately 15 minutes); written examination (120 minutes) <i>or</i> term paper (approximately 6 - 8 pages) (1)].	[4 CP]
Examination module 12 CP / compulsory module	6th	Bachelor's thesis	Written assignment	12 CP

1b) Preliminary Remarks and Explanations Pertaining to the Curriculum for the Bachelor's Degree Programme in History History, first and second major subject, with a weighting of 50%

1. The Bachelor's degree programme in History (50% weighting) covers three historical periods - ancient history (AH), medieval history (MV) and modern and contemporary history (MH and CH). In addition, it ranges across specialist areas and regional histories including historical methodology (HM), regional history (RH), economic and social history (ESH), American history (AmH), Eastern European history (EEH), South Asian history (SAH), and Jewish history (JH). For the purpose of the specialised and extension modules, modern and contemporary History is split into two periods; modern history (1500 - 1900) and contemporary history (from 1900 onward).
2. Required language skills:
 - The "Latinum" qualification in Latin, as well as proof of knowledge of Latin, English and an additional modern foreign language.
 - Language examinations form part of the preparatory seminars. For the preparatory seminars in ancient history and medieval history, knowledge of Latin must be proven. For the preparatory seminars in modern and contemporary history, proof of knowledge of at least English, or of another modern foreign language must be provided.
 - The "Latinum" qualification in Latin, as well as proof of knowledge of Latin, English and an additional modern foreign language is generally required for participation in the courses and lectures for specialised modules. Provision of such proof is essential for participation in the corresponding main seminars. It is therefore generally necessary for students to submit the required proof by the beginning of their fourth academic semester.
3. Basic modules:
 - The three basic modules in the three historical periods; ancient history, medieval history, and modern and contemporary history, should be completed within the first three semesters. The modules may be completed in any order. Provided that a preparatory seminar relevant to the required historical period is offered, the preparatory seminar may also be taken in regional history, economic and social history, American history, Eastern European history, South Asian history or Jewish history.
 - The preparatory seminars and their integrated tutorials generally consist in a total of four weekly contact hours (WCH). The introductory lectures each consist in 2 WCH.
4. Orientation examination:

An orientation examination must be taken no later than at the end of the second semester. The orientation examination is taken during the course of study and consists of successful participation in a basic module worth 11 CP and a source-based practice class (2 CP) for the module, "Theory and Methods".
5. The "Theory and Methods" module:

The module consists in a practice class in "Theory and Methods", as well as two source-based practice classes, one of which must be completed in ancient or medieval

history, and one of which must be completed in modern or contemporary history. Provided that source-based practice classes relevant to the required historical period are offered, the source-based practice classes may also be taken in regional history, economic and social history, American history, Eastern European history, South Asian history or Jewish history. The module should be completed within the first three semesters.

6. Field trip:

A field trip of at least one day which may be made at any point between the first and sixth semester.

7. Specialised modules:

- The specialised modules each consist of a main seminar and a practice class in the same historical period. If possible, the two specialised modules, “Ancient/Medieval History” and “Modern/Contemporary History” should be completed in the fourth and fifth semesters. Students must choose two modules; a module in Ancient or Medieval History, and a module in Modern or Contemporary History. The modules may be completed in any order. Provided that lectures and courses relevant to the required historical period are offered, they may also be taken in historical methodology, regional history, economic and social history, American history, Eastern European history, South Asian history or Jewish history.
- Successful completion of the main seminar requires prior completion of the basic module in one of the historical periods, as well as submission of proof of the required language skills for courses in the given historical period.

8. Extension modules:

- The two extension modules each consist in a lecture and a practice class pertaining to the same historical period. The extension module to be taken in “Ancient/Medieval History” must be completed for the historical period which was not studied in the corresponding specialised module in “Ancient/Medieval History”. Similarly, the second extension module in “Modern/Contemporary History” must be taken in the historical period which was not studied in the corresponding specialised module in “Modern/Contemporary /History”.
- Students must sit an examination for each of the two lectures. One of these is to be taken as a written examination, and the other as an oral examination.
- If possible, the two extension modules should be completed in the fourth and sixth semesters. The modules may be completed in any order.

9. Examination module:

If History is studied as a first major subject, the Bachelor’s thesis is completed in this subject area. Students complete the Bachelor’s thesis on a topic relevant to one of the historical periods in which they completed one of three specialised modules. They thereby demonstrate that they possess specialist knowledge in this particular area of History and that they have the skills required to work independently on a topic, using academic methods. The scope of the Bachelor’s thesis is determined by the module description. Students have nine weeks in which to complete the Bachelor’s thesis. Before registering for the Bachelor’s thesis, students must, as a minimum, have successfully completed the main seminars for each of their two ‘full’ specialised modules. See the examination rules and regulations for further details.

10. Calculation of the overall Bachelor’s grade for History:

The grades for all History modules are considered in the calculation of the overall subject grade. The grades are weighted according to the number of credits they are worth. The module, "Theory and Methods", however, is instead weighted by a factor of 0.75 and the specialised modules are weighted by a factor of 1.25. If the Bachelor's thesis is completed in History, the grade for the thesis is weighted by a factor of 2 in the calculation of the overall Bachelor's grade.

11. Cross-disciplinary skills:

All Bachelor's degree programmes require that 20 CP are gained in cross-disciplinary skills (Übergreifende Kompetenzen - ÜK). These 20 CP do not count towards the credits gained in subject-specific modules. The cross-disciplinary part of the degree course consists in elective modules. Students must select these from the four areas: (I) Professional Skills, (II) Interdisciplinary Skills, (III) Intercultural Skills, or (IV) Organisational, Pedagogical and Social Skills. In accordance with certain guidelines governing the allocation of credits, students may select lectures and courses or modules which particularly complement the content of their degree programme. Students have the freedom to combine various modules, and weight modules from any of the four areas, as they see fit. Students are also free to decide when, in which of their six semesters of study, they wish to complete the modules or take the relevant lectures and courses. For a Bachelor's degree programme in which two subjects with a 50% weighting are studied, the guidelines for the allocation of credits state that half of the 20 CP, i.e. 10 CP, is gained for each of the two subjects studied with a 50% weighting. Appendix 2 contains guidelines pertaining to History studied as a first or second major subject with a 50% weighting. A minimum of five of the 20 CP must be gained in (I) Professional Skills/work placement. This means that a work placement of at least four weeks is mandatory.

Provisions pertaining to the allocation of credits where students have selected the "Teaching Degree option" are contained in the "Framework Regulations for the Teaching Degree option in Bachelor's programmes at Heidelberg University", and in Appendix 3. Students planning to subsequently pursue a Master's degree should consider the admission requirements for that degree programme when selecting courses in cross-disciplinary skills.

1b) B.A. Curriculum History Studied as a First or Second Major Subject (50% weighting) (74 CP, second major subject, or 86 CP, first major subject)

Module	Recomm. Semester	Lectures and Courses	Assessment	CP
Basic module - Ancient History 11 CP / compulsory module	1st–3rd	Preparatory seminar / tutorial	Regular and active participation (2); preparation and follow-up (including a written examination, 60 minutes) (2); a minor oral or written assignment (1); term paper (3).	8 CP
		Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
Basic module - Medieval History 11 CP / compulsory module	1st–3rd	Preparatory seminar / tutorial	Regular and active participation (2); preparation and follow-up (including a written examination, 60 minutes) (2); a minor oral or written assignment (1); term paper (3).	8 CP
		Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
Basic module - Modern and Contemporary History 11 CP / compulsory module	1st–3rd	Preparatory seminar / tutorial	Regular and active participation (2); preparation and follow-up (including a written examination, 60 minutes) (2); a minor oral or written assignment (1); term paper (3).	8 CP
		Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
“Theory and Methods” 8 CP / compulsory module	1st–3rd	Practice class - “Theory and Methods”	Regular and active participation (1); preparation and follow-up (1); a minor oral or written assignment (1); oral examination (approximately 15 minutes), written examination (120 minutes) or term paper (approximately 6 - 8 pages) (1).	4 CP
		Source-based	Regular and active participation (1); preparation and follow-up	2 CP

		practice class - Ancient <i>or</i> Medieval History	(including a minor oral and/or written assignment) (1).	
		Source-based practice class - Modern <i>or</i> Contemporary History	Regular and active participation (1); preparation and follow-up (including a minor oral and/or written assignment) (1).	2 CP

Module	Recomm. Semester	Lectures and Courses	Assessment	CP
Specialised module - Ancient <i>or</i> Medieval History (specific to a historical period) 10 CP / compulsory module	4th-5th semester	Main seminar	Regular and active participation (1); preparation and follow-up (1); oral presentation (2); term paper (approximately 15 pages) (4).	8 CP
		Practice class	Regular and active participation (1); preparation and follow-up (including a minor oral and/or written assignment) (1).	2 CP
Specialised module - Modern <i>or</i> Contemporary History (specific to a historical period) 10 CP / compulsory module	4th-5th semester	Main seminar	Regular and active participation (1); preparation and follow-up (1); oral presentation (2); term paper (approximately 15 pages) (4).	8 CP
		Practice class	Regular and active participation (1); preparation and follow-up (including a minor oral and/or written assignment) (1).	2 CP
Extension module - Ancient <i>or</i> Medieval History (specific to a historical period) 6 CP / compulsory module	4th-6th semester	Lecture	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) or written examination (120 minutes) (1).	4 CP
		Practice class	Regular and active participation (1); preparation and follow-up (including a minor oral and/or written assignment) (1).	2 CP
Extension module - Modern <i>or</i> Contemporary History (specific to a historical period) 6 CP / compulsory module	4th-6th semester	Lecture	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) or written examination (120 minutes) (1).	4 CP
		Practice class	Regular and active participation (1); preparation and follow-up (including a minor oral and/or written assignment) (1).	2 CP

Field Trip 1 CP / compulsory module	1st–6th	Field Trip	Active participation in a field trip of at least one day (including a short oral and/or written assignment) (1)	1 CP
Examination module 12 CP / compulsory module (in first major subject)	6th semester	Bachelor's thesis	Written assignment	12 CP

1c) Preliminary Remarks and Explanations Pertaining to the Curriculum for the Bachelor's Degree Programme in History History as a Minor Subject with a Weighting of 25%

1. The Bachelor's degree programme in History (25% weighting) covers the three major historical periods - ancient history (AH), medieval history (MV) and modern and contemporary history (MH and CH). In addition, it ranges across specialist areas and regional histories including historical methodology (HM), regional history (RH), economic and social history (ESH), American history (AmH), Eastern European history (EEH), South Asian history (SAH), Jewish history (JH). For the purpose of the specialised and extension modules, modern and contemporary history is split into two periods; modern history (1500 - 1900) and contemporary history (from 1900 onward).
2. Required language skills:
 - For students who choose to take basic module I in ancient or medieval history: The "Latinum" qualification in Latin, as well as proof of knowledge of Latin and an additional modern foreign language.
 - For students who choose to take basic module I in modern and contemporary history: Proof of knowledge of English and an additional modern foreign language.
 - Language examinations form part of the preparatory seminars. For the preparatory seminars in ancient history and medieval history, knowledge of Latin must be proven. For the preparatory seminars in modern and contemporary history, knowledge of at least English, or another modern foreign language must be proven.
 - The "Latinum" qualification in Latin, proof of knowledge of Latin and of a modern foreign language are required for participation in the main seminar in ancient or medieval History. Knowledge of English and an additional modern foreign language must be proven for participation in a main seminar in the specialised module in modern and contemporary History. It is therefore generally necessary for students to submit proof of the required language skills by the beginning of their fourth academic semester.
3. Basic modules:
 - Students must select one of the three historical periods (ancient history, medieval history, modern and contemporary history) in which to take Basic Module I.
 - For Basic Module II, students must choose an introductory lecture in each of the two historical periods which they did not choose to study in Basic Module I.
4. Orientation examination:

An orientation examination must be taken no later than at the end of the second semester. The orientation examination is taken during the course of study and consists in the successful participation in basic module I worth 11 CP.
5. Specialised modules:
 - Specialised Modules I + II are completed in the historical period which was chosen for basic module I. If a student selects modern and contemporary history, both historical periods must be studied.
 - Specialised Module I consists of a lecture with an examination component and a source-based practice class. Specialised Module II consists of a main seminar (reduced, i.e. a shorter term paper) and a lecture without an examination component. Students must sit an examination for each of the lectures in Specialised Module I

and the extension module. One of these is a written examination (120 minutes) and the other is an oral examination (approximately 15 minutes). In place of the lecture for which a written examination must be taken, students may choose to take a practice class (in Extension Module or Specialised Module I) which involves a written examination component.

6. Extension module:

The Extension Module consists of one lecture with an examination component and one lecture without an examination component. Students must select one of the two historical periods which they studied in Basic Module II in which to take the Extension Module. Both historical periods must thereby be studied. Students must sit an examination for each of the lectures in the Extension Module and Specialised Module I. One of these is a written examination (120 minutes) and the other is an oral examination (approximately 15 minutes). Provided that students have supplied proof of the necessary language skills, they may choose to take a practice class which involves a written examination component in place of the lecture for which a written examination must be taken (in Extension Module or Specialised Module I).

7. Calculation of the overall Bachelor's grade for History:

The grades for all History modules are considered in the calculation of the overall subject grade. The grades are weighted according to the number of credits they are worth. The grade of the Extension Module is weighted by a factor of 0.75.

1c) B.A. Curriculum for History Studied as a Minor Subject (25% weighting, 35 CP)

Module	Recomm. Semester	Lectures and Courses	Examination prerequisites (EP) or examination components completed during the course of study (EC)	CP
Basic Module I 11 CP / compulsory module	1st–2nd semester	Preparatory seminar / tutorial	Regular and active participation (2); preparation and follow-up (including a written examination, 60 minutes) (2); a minor oral or written assignment (1); term paper (3).	8 CP
		Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
Basic Module II 6 CP / compulsory module	2nd–3rd semester	Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
		Introductory lecture	Regular and active participation (1); preparation and follow-up (1), written examination (60 minutes) (1).	3 CP
Specialised Module I 6 CP / compulsory module	3rd–4th semester	Lecture	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) <i>or</i> written examination (120 minutes) (1)	4 CP
		Practice class	[Regular and active participation (1); preparation and follow-up (1); a minor oral or written assignment (1); oral examination (approximately 15 minutes); written examination (120 minutes) <i>or</i> term paper	[4 CP]

		Source-based practice class	(approximately 6 - 8 pages) (1)]. Regular and active participation (1); preparation and follow-up (including a minor oral and/or written assignment) (1).	2 CP
Specialised Module II 6 CP / compulsory module	4th-5th semester	Main seminar (reduced)	Regular and active participation (1), preparation and follow-up (1), oral presentation with written documentation (6 - 8 pages) (2)	4 CP
		Lecture	Regular and active participation (1); preparation and follow-up (1).	2 CP
Extension Module 6 CP / compulsory module	5th-6th semester	Lecture	Regular and active participation (1); preparation and follow-up (1); study of a relevant literary canon (1); oral examination (approximately 15 minutes) <i>or</i> written examination (120 minutes) (1)	4 CP
		<i>Or</i>		
		Practice class	[Regular and active participation (1); preparation and follow-up (1); a minor oral or written assignment (1); oral examination (approximately 15 minutes); written examination (120 minutes) <i>or</i> term paper (approximately 6 - 8 pages) (1)].	[4 CP]
		Lecture	Regular and active participation (1); preparation and follow-up (1).	2 CP

Appendix 2: Framework Guidelines for the "Cross-Disciplinary Skills" Component of the Bachelor's Degree Programme in History (75%, 50%, 25%)

Preamble

In accordance with the Senate decision dated 19 July 2005, all future Bachelor's degree programmes must include 20 credits (CP) in *cross-disciplinary skills*, which will not be counted in the total of subject-related credits, but will instead be listed separately. For this cross-disciplinary skills component, the Faculty of Philosophy provides a structured course offering across various disciplines and degree programmes. This offering includes courses in four areas: *Professional Skills*, *Interdisciplinary Skills*, *Intercultural Skills*, and *Organisational, Pedagogical and Social Skills*.

The subjects and credits that may be chosen from the various degree programmes are stated in the Appendices of the examination rules and regulations for the corresponding subject area, or in the degree programme descriptions of the various faculties. All modules that may be selected and recognised for the *cross-disciplinary skills component* are indicated in the course catalogue or module handbooks. The qualification goals and skills to be gained in each module are also described in these documents. Modules and courses from degree programmes offered within the faculty will be pooled together and made available to the students of the contributing degree programmes. Students pursuing a degree in one or more of the specified programmes may complete courses and modules from this pool in addition to the modules in their primary discipline. It is intended that this cross-disciplinary pool will include courses offered by faculties other than the Faculty of Philosophy.

The Faculty of Philosophy defines the cross-disciplinary component as an elective component, where students may freely combine courses relevant to their individual subject areas, and weight them in accordance with their interests. In some degree programmes, there may be limitations on which of the offered courses may be taken, and on the weightings of the courses offered. Such limitations are defined in the examination rules and regulations for the given degree programme.

The examinations board of the Faculty of Philosophy delegates responsibility for taking decisions on matters relating to the degree subjects to the full-time employees at the Institute. The names of these staff members must be given to the faculty and the examinations board. The examinations board reserves the right to revoke the decisions made in individual cases.

In accordance with framework regulations determined by the Faculty of Philosophy, the following guidelines have been established for awarding credits within the cross-disciplinary skills component of the **Bachelor's degree programme** in History in the following four areas: *Professional Skills (I)*, *Interdisciplinary Skills (II)*, *Intercultural Skills (III)*, *Organisational, Pedagogical, and Social Skills (IV)*.

I. Professional Skills (primarily subject-specific):

1. *Work placement*: up to **10 CP**; performance will be assessed on the basis of a detailed work placement report. If History is studied as a first or second major subject with a 50% weighting, at least five of the 20 CP in cross-disciplinary skills must be gained for a work placement or placements.

2. *Project*: approximately **1-5 CP**: Contact time, preparation and follow-up 1-2 CP; course performance 1-3 CP, depending on specific requirements and workload.
3. *Career-related practice classes or seminars*: approximately **1-10 CP**: Contact time, preparation and follow-up 1-4 CP; course performance 1-8 CP, depending on specific requirements.
4. *Writing workshop*: approximately **1-5 CP**: Contact time, preparation and follow-up 1-2 CP; course performance 1-3 CP, depending on specific requirements.
5. *Publishing practice*: approximately **1-5 CP**: Contact time, preparation and follow-up 1-2 CP; course performance 1-3 CP, depending on specific requirements.
6. *Rhetoric*: approximately **1-5 CP**: Contact time, preparation and follow-up 1-2 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)*: approximately **1-5 CP**: Contact time, preparation and follow-up 1-2 CP; course performance 1-3 CP, depending on specific requirements.
8. *Didactics*: approximately **1-5 CP**: Contact time, preparation and follow-up 1-2 CP; course performance 1-3 CP, depending on specific requirements.

II. Interdisciplinary Skills:

1. *Acquisition of basic interdisciplinary knowledge in Cultural Studies, e.g. in the fields of Art History, Studies of the Ancient World, Religious Studies, Media and Communication, Philosophy, Literary Studies, Anthropology, Sociology, Psychology, Law, Economics and Sciences*: approximately **1-10 CP**: Contact time, preparation and follow-up 1-4 CP; course performance 1-8 CP, depending on specific requirements.
2. *Interdisciplinary courses based on the profile of the degree programme*: **1-5 CP**: Contact time, preparation and follow-up 1-2 CP; course performance 1-3 CP, depending on specific requirements.

A maximum of **10** of the total 20 CP to be gained for cross-disciplinary skills can be gained in lectures and courses in Interdisciplinary Skills.

III. Intercultural Skills:

1. *Period of study at a university abroad*: **5 CP** may be awarded for intercultural skills where students successfully complete a period of study at a university abroad and are able to prove the acquisition of at least 15 CP or ECTS in one or both subjects studied, by submitting a detailed report and an evaluation/diploma issued by a supervising lecturer.
2. *Approximately 1-10 CP may be awarded for the acquisition of additional career-related language skills (provided that knowledge of the chosen language is not already required for the student's second subject of study or degree programme e.g. the "Latinum" qualification in Latin)*. Contact time, preparation and follow-up 1-4 CP; course performance 1-8 CP, depending on specific requirements.
This does not include languages which are already included on the student's

university entrance qualification or which must be studied as part of the student's chosen degree programme. Only advanced-level language courses which focus on language skills for specific uses may be taken for these languages. This generally means that courses must be above the level of Advanced Course II (Aufbaukurs II, the final course for elementary level) or above level B1 of the Common European Framework of Reference. See details of the relevant language courses offered by the Language Centre (Zentrale Sprachlabor - ZSL).

IV. . Organisational, Pedagogical and Social Skills:

1. *Upon approval from a representative of the relevant institute, who is also a full-time employee of Heidelberg University, approximately 1-5 CP may be awarded for participation in cross-disciplinary courses, e.g. training programmes offered in the Department for Key Skills and University Didactics (Abteilung Schlüsselkompetenzen) by the Central Student Advisory Office and Centre for Continuing Education or by other university institutions. Credits are awarded based on the actual workload.*
2. *Approximately 1-10 CP will be awarded for participation in courses and lectures in Education Studies. Contact time, preparation and follow-up 1-4 CP; course performance 1-8 CP, depending on the specific requirements in the chosen subject.*

Appendix 3: “Cross-Disciplinary Skills” for the Teaching Degree Option of the Bachelor’s Degree Programme in History

If students choose the Teaching Degree option and study History with a 50% weighting with the aim of later completing a Master of Education and going on to teach in a German secondary school (Gymnasium), they must develop skills relevant to teaching during the Bachelor’s degree programme. This entails gaining a total of 20 CP in cross-disciplinary skills, which can be recognised across subjects/separately (see “Framework Regulations for the Teaching Degree option in Bachelor’s programmes at Heidelberg University”).

The 20 CP consist of the following:

- Specialised didactics in subject 1 (2 CP)
- Specialised didactics in subject 2 (2 CP)
- Introduction to School Pedagogy/Pedagogical Psychology (6 CP)
- Basics of Education Studies (4 CP)
- Vocational work placement (3 weeks) in a school (3 CP)
- Vocational work placement (3 weeks) in an educational institution or school (3 CP)

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