

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung der Universität Heidelberg für den Bachelorstudiengang Klassische Philologie: Latinistik" dated 26 March 2015 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 17 April 2015, p. 185ff] has legal validity.

Heidelberg University examination rules and regulations for the Bachelor's degree programme in Classical Philology: Latin studies

of 26 March 2015

Section I: General provisions

- § 1 Purpose of the academic programme and examination
- § 2 Bachelor's degree
- § 3 Standard period of study, programme structure and range of courses offered
- § 4 Modules, credits and transcript of grades
- § 5 Examinations board
- § 6 Examiners and observers
- § 7 Recognition of course credits, examination results and academic degrees
- § 8 Unexcused absence, withdrawal, deception and breaches of regulations
- § 9 Types of examinations completed during the course of study
- § 10 Oral examination components completed during the course of study
- § 11 Written examination components completed during the course of study
- § 12 Assessment of examination components

Section II: Bachelor's examination

- § 13 Bachelor's examination admission requirements
- § 14 Admission procedure
- § 15 Scope and nature of the examination
- § 16 Bachelor's thesis
- § 17 Submission and assessment of the Bachelor's thesis
- § 18 Passing the examination and overall grade
- § 19 Retaking an examination and deadlines
- § 20 Bachelor's diploma and certificate

Section III: Final provisions

- § 21 Invalidity of examinations
- § 22 Access to examination documents
- § 23 Coming into force

Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Bachelor's degree programme Classical Philology: Latin studies focuses on ancient Latin texts. The goal is to convey a comprehensive philological understanding of these texts under consideration of aspects of the Latin language and its history, of the Roman literature constituted by the texts as well as its effects, and Roman culture as the context of the literature. 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. The Bachelor's degree programme is intended to enable students to gain a first degree that qualifies them to enter a profession and provide them with the required skills to solve problems independently.
- (2) The purpose of the Bachelor's examination is to assess whether students have mastered the basics of the subject Classical Philology: Latin studies, have an overview of the interrelationships between the individual disciplines, and have acquired the necessary fundamental skills, both methodological and practical, to enter a profession.

§ 2 Bachelor's degree

Heidelberg University awards the academic degree of "Bachelor of Arts" (abbreviated to B.A.) to students 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) in both compulsory and elective courses.
 - (2) The Bachelor's programme is a modular programme and contains two major subjects (1st major subject 74 CP; 2nd major subject: 74 CP) and cross-disciplinary skills (20 CP). The Bachelor's thesis is worth 12 CP and is completed in the first major subject. The compulsory modules and associated courses are listed in Attachment 1. Please consult Attachment 2 for information on how to achieve the points in the cross-disciplinary skills. The subject Classical Philology: Latin studies can also be taken as a minor subject (35 CP) in combination with another major (113 CP).
- (2a) When choosing the Teaching Degree option for later orientation of the Bachelor's degree programme towards a Master of Education which leads to a teaching position at secondary (grammar) schools (Gymnasien) in Germany, the student must choose to study two subjects with a weighting of 50% each. In this case, these examination rules and regulations as well as the "Framework regulations for the Teaching Degree option in Bachelor's programmes at Heidelberg University" (Rahmenregelung zur Lehramtsoption in den Bachelor-Studiengängen der

Universität Heidelberg) must be observed.

- (3) Generally, subjects from Bachelor's degree programmes may be freely combined, provided that the subjects in question are offered and paragraph 2a does not contain any restrictions. The Bachelor's degree is awarded, in accordance with the regulations, to those who have passed the prescribed examination components in both major subjects and in the cross-disciplinary skills and who have completed the Bachelor's thesis. Graduation in only one major subject does not entitle students to a Bachelor's degree.
- (4) The faculty of the first major subject is responsible for verifying adherence to the regulations set forth in paragraph 3, and for issuing the diploma and degree certificate 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 at the end of the second semester. This examination will be taken during the course of study, and consists of successful completion of the course "Reading Latin: Introduction to literary texts (potential orientation examination)". Successful participation includes completion of a 90 minute written examination, in which the grade "sufficient" (4.0) or better must be obtained. After the examination, there is an obligatory orientation meeting.
- (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 subsequent semester. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless the student is not responsible for exceeding the deadline.
- (7) The orientation examination is a preliminary component of the Bachelor's examination.
- (8) Prerequisites for admission to the degree programme are: certificate Latin (Latinum), certificate Ancient Greek (Graecum), reading proficiency in English and one additional modern Romance language (e.g., French, Italian, Spanish).
 - a) The university entrance qualification or other corresponding diplomas are considered proof of the certificate Latin (Latinum), which is a prerequisite for participation in all courses and modules in the 4th, 5th and 6th academic semester. Therefore, proof must be submitted at the beginning of the 4th academic semester at the latest.
 - b) The university entrance qualification or other corresponding diplomas are considered proof of the certificate Ancient Greek (Graecum), which is a prerequisite for participation in the module Latin literary studies II. Therefore, proof must normally be submitted at the beginning of the 4th academic semester at the latest.
 - c) The university entrance qualification, other corresponding diplomas, or participation in courses that issue respective certificates are considered

proof of knowledge in the modern foreign languages. Proof of reading proficiency in the modern foreign languages must be submitted prior to participation in the literary studies main seminar at the latest.

- (9) If the required certificate Latin or Ancient Greek cannot be established through the university entrance qualification, up to two semesters per language can be discounted in the calculation of the standard period of study.
- (10) Generally, the language of instruction and examination is German. Lectures and courses may also be held in English.

§ 4 Modules, credits and transcript of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. It not only comprises the lectures and courses attended, but also the components necessary for a passing grade in the module.
- (2) The Bachelor's thesis is regarded as an individual module.
- (3) A distinction is made between
 - compulsory modules: must be completed by all students
 - compulsory elective modules: students may select these from a limited subject area
 - elective modules: students may freely choose these from the modules offered in their subject.
- (4) All components within a module must be graded as "sufficient" (4.0) or higher to pass the complete module (=sub-module grades).
- (5) Credits are awarded for successfully completed modules, including their individual components. One credit (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. The decision on this matter will be taken by the examination boards in question.
- (7) The joint faculty examinations board takes the decision on recognition of assessments from other subjects to be included as components in the modules of the subject Classical Philology: Latin studies.
- (8) A transcript of records is 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 examinations and the tasks defined in 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 to further improve the curriculum and the examination rules and regulations. It appoints the examiners and observers involved in examinations. The examinations board may delegate these appointments to its chairperson or to another person authorised by the Institute. This decision may be revoked at any time. The board may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility to 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 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 as an integrated part of courses and lectures during the course of study may only be carried out by professors, lecturers, associate professors, or research assistants who, on the basis of longstanding teaching experience, have been granted the right to conduct examinations. Research assistants or research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to

conduct examinations under exceptional circumstances; when there are not sufficient faculty members available, who have the right to conduct examinations.

- (2) Examinations held during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (4) Candidates can propose an examiner for their Bachelor's thesis; however, this does not constitute a legal entitlement to be examined by a certain 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) 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 to be 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 LBG (State Public Service Law) remains unaffected.
- (2) Preliminary and intermediate examinations taken at other German universities in the same degree programme or in a similar degree programme will be recognised. Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (4) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (State Law of Baden-Württemberg on Higher Education), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (5) Examination results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that equivalence is

established.

- (6) Knowledge and skills acquired outside of the higher education system are to be recognised for a degree programme at a higher education institution if
1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
 3. the criteria for recognition have been verified in an accreditation procedure.
- Knowledge and skills gained outside of a university degree programme may not replace more than 15 credit points in a 50% BA programme, or 7 credit points in a 25% BA programme. A Bachelor's thesis will not be recognised. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the examinations board may request the completion of a placement test.
- (7) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5, as well as paragraph 6, sentence 1, number 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 appear to the examination 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 complete a written examination by the established deadline, unless the candidate is not at fault for exceeding the deadline.
- (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 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 are accepted, a new appointment will be scheduled. In this case, examination results that are already available will be taken into account.
- (3) When deciding whether the candidate is at fault for exceeding a deadline for registration, or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic diseases, or for students with dependent relatives, in accordance with § 7, paragraph 3 of the Pflegezeitgesetz (Home Care Leave Act).

- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination results will be graded as "failed" (5.0). If candidates disrupt the proper course of the examination, they may be excluded from further taking part in the examination by the examiner or examination supervisor, in which case the examination result will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) Within a period of one week, the candidate may request that the decision be validated by the examinations board in accordance with paragraph 4, sentences 1 and 2. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examinations completed during the course of study

- (1) Examination components completed during the course of study are:
1. oral examinations
 2. written examinations (electronically where applicable).
- (2) If candidates provide a medical certificate which plausibly proves that they are not able to take examination components in the form prescribed, completely or partially, due to permanent or sustained 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. Additionally, the purpose of the oral examination is to assess whether the candidate has adequate basic knowledge in the field of study.
- (2) An oral examination lasts between 15 and 60 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 using subject-specific methods within a limited time period and using limited resources.
- (2) A written examination component lasts between 30 and 120 minutes.

- (3) If a written examination component is taken as a term paper, candidates must assure that they are the authors of their work and have used no sources or aids other than those indicated.
- (4) The evaluation period for written examinations should not exceed four weeks.

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

- (2) The final module grade is calculated on the basis of the unrounded values of module examination components, weighted according to the number of credits earned. If a final examination is to be completed within a module, this final module examination grade constitutes the grade for this module.
- (3) A subject grade is awarded for each subject (1st major subject; 2nd major or minor subject). The subject grades will be calculated in accordance with § 18, paragraph 2, on the basis of the module grades, which will be weighted according to the corresponding number of credits earned.
- (4) Grading for the final module grade, the subject grade, and overall Bachelor's examination grade is as follows:

for an average up to 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) In accordance with paragraph 4, when calculating final module grades, subject

grades and the overall grade for the Bachelor's examination, only the first digit after the decimal point is taken into account, without rounding.

- (6) The Bachelor's examination is passed when all required examination components in both subjects, as well as the cross-disciplinary skills and the Bachelor's thesis, 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 without rounding, and weighted according to the number of credits earned.
- (7) In addition to the German-system grades, students who have passed the examinations will also be awarded a relative grade according to the following scale:
- A top 10 %
 - B the following 25%
 - C the following 30%
 - D the following 25%
 - E the following 10%

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

Section II: Bachelor's examination

§ 13 Bachelor's examination admission requirements

- (1) Admission to the Bachelor's examination in Classical Philology: Latin studies will only be authorised for students who
1. are enrolled at Heidelberg University in the Bachelor's degree programme Classical Philology: Latin studies, and
 2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme Classical Philology: Latin studies.
- (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 Attachment 1, equating to 68 credits
 3. certificate Latin (Latinum) and certificate Ancient Greek (Graecum)
 4. successful completion of modules and courses in the second major subject equating to at least 66 credits.

- (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 modules set forth in Attachment 1, comprising a total of at least 68 credits,
 3. certificate Latin (Latinum) and certificate Ancient Greek (Graecum)
 4. successful completion of modules and courses in the second major subject equating to at least 66 credits.
- (3) In the modules "Basic module Greek", or "Basic module Latin", "Greek literary studies I" or "Latin literary studies I" and "Greek linguistics" or "Latin linguistics", students who study Latin studies and Greek studies as their two major subjects take the courses "Introduction to Classical Philology" (basic module), "Introduction to Literary Studies" (Literary Studies I) and "Introduction to Linguistics" (Linguistics) in only one of the two subjects. In the other subject, they take an additional specialised introduction, reading course or practice class equating to 3 CP instead of aforementioned introductions.

§ 14 Admission procedure

- (1) The application for admission to the examination must be made in writing, and addressed to the chairperson of the examinations board. The following must be included in the application:
1. evidence of fulfilment of the admission requirements outlined in § 13, paragraph 1,
 2. a declaration stating whether a Bachelor's examination in the Classical Philology: Latin studies Bachelor's programme has previously been failed, or whether they are currently undergoing an examination procedure in such a programme.
- (2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the examination may only be rejected if:
1. the requirements outlined in § 13, paragraph 1 are not fulfilled, or
 2. the documents set forth in paragraph 1 are incomplete, and have not been completed upon request, or
 3. candidates have failed their final attempt at the Bachelor's examination in Classical Philology: Latin studies, or have lost the 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 Classical Philology: Latin studies consists of
 1. successful completion of the examinations in the modules set forth in Attachment 1,
 2. the Bachelor's thesis (in the 1st major subject).
- (2) The examinations referred to in paragraph 1, number 1 are taken as an integrated part of the respective lectures or courses. They may be in written or oral form. The lecturer responsible for a course determines the nature and duration of the examination components and provides this information no later than at the beginning of the course.

§ 16 Bachelor's thesis

- (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, on a problem from the field of Classical Philology: Latin studies.
- (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 three months after successful completion of the last examination completed during the course of study, or must have submitted an application for assignment of a topic to the chairperson of the examinations board by that 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 exceeding the deadline.
- (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 the Bachelor's thesis in due time. The candidate is permitted to propose topics; however, this does not constitute entitlement to a particular topic. The chairperson 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. 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 exceeding the deadline. 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 is able to complete the thesis within the given period.
- (7) The Bachelor's thesis must be written in German. Other languages may be approved by the examinations board.

§ 17 Submission and assessment of the Bachelor's thesis

- (1) Four copies of the Bachelor's thesis must be submitted to the examinations board by the 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 evaluation 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 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 Passing the examination and overall grade

- (1) The Bachelor's examination in Classical Philology: Latin studies is passed when all examination components according to § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.
- (2) When calculating the subject grade in accordance with § 12, paragraph 3, the module grades are weighted according to the credits gained. When calculating the overall grades, the numerical values of all module grades shall be considered without rounding, in accordance with § 12, paragraph 4.
- (3) The overall grade for the Bachelor's examination is calculated in accordance with § 12, paragraph 6.

§ 19 Retaking an examination and deadlines

- (1) If examinations are not passed, or are considered not to have been passed, they may be retaken once. This includes failed examinations at other universities. A

second retake is only granted in duly substantiated cases and upon application for examinations completed during the course of study that are contingent upon a translation examination (see § 19 paragraph 2). The decision on admission to a second retake of examinations completed during the course of study in substantiated cases is taken by the examinations board. A second retake of the Bachelor's thesis is not authorised.

- (2) A second retake of the orientation examination is not authorised; a second retake of the module ÜblntL I is also not authorised.
- (3) It is not permitted to retake an examination component which has been graded as passed.
- (4) 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 exceeding the deadline.
- (5) 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) Once the Bachelor's examination in both subjects is 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 contain details of cross-disciplinary skills and the Bachelor's thesis. The diploma is dated with the day of the last examination component. It must be signed by the chairperson of the examinations board.
- (2) A "Diploma Supplement" in English and German will also be provided. This contains additional information about course content and the period of study. The content complies with the European Diploma Supplement Model.
- (3) A Bachelor's certificate in German is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Bachelor of Arts". The degree certificate will be signed by the chairperson of the examinations board and bears 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 the Bachelor's examination was not passed on the final attempt.

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 accordingly correct the examination results for the affected examination components and may declare the examination to be partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled without any intent to deceive on the candidate's part, and this is only discovered after the diploma has been issued, the passed examination is considered compensation for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) Before a decision is made, candidates will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deception, the Bachelor's certificate will be confiscated along with the fraudulent examination diploma. In accordance with paragraph 1 and paragraph 2, sentence 2, a decision may not be taken more than five years after the date indicated on the examination diploma.

§ 22 Access to examination documents

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

§ 23 Coming into force

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

Attachment 1: Modules, lectures, and courses of the Bachelor's degree programme

List of modules BA Classical Philology: Latin studies - outline plans for model syllabi, types of courses

Overview:

BA Classical Philology: Latin studies (50%)

	Module	Abbreviation
1	Basic module Latin studies	LBAS
2	Latin style I	LStil I
3	Latin style II	LStil II
4	Latin style III	LStil III
5	Latin literary studies I	LLit I
6	Latin linguistics	LSpr
7	Latin literary studies II	LLit II
8	Elective module	
9	Translation and interpretation of Latin texts I	ÜblntL I
10	Latin literary studies III	LLit III
11	Written Bachelor's thesis	SPBA
12	Cross-disciplinary skills	ÜKomp

BA Latin studies (25%)

1	Basic module Latin studies (25%)	LBAS (25%)
2	Latin literary studies I (25%)	LLit I (25%)
3	Latin linguistics (25%)	LSpr (25%)
4	Latin literary studies II (25%)	LLit II (25%)

List of modules BA Latin studies 50%

Note: All modules, with the exception of those that are separately marked, are compulsory modules.

1. Basic module Latin studies

Lectures and Courses	Semester	WCH	CP individual	CP Total
----------------------	----------	-----	---------------	----------

- Introduction to Classical Philology (see § 13 paragraph 3 of the examination rules and regulations) - Lecture (literary studies) - Reading Latin Introduction to literary texts (potential orientation examination)		2	3	9
	1st -	2	3	
	2nd	2	3	

2. Latin style I

Lectures and Courses	Semester	WCH	CP individual	CP Total
-Latin style I	1st -	4	4	4

3. Latin style II

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Latin style II	3rd-4th	2	3	3

4. Latin style III

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Latin style III	5th-6th	2	3	3

5. Latin literary studies I

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Introduction to Literary Studies (see § 13 paragraph 3 of the examination rules and regulations) - Latin preparatory seminar (literary studies) - Latin lecture (literary studies)	2nd -	2	3	11
	3rd	2	5	
		2	3	

6. Latin linguistics

Lectures and Courses	Semester	WCH	CP individual	CP Total
----------------------	----------	-----	---------------	----------

- Introduction to Linguistics		2	3	
- Latin preparatory seminar (linguistics)	3rd-4th	2	5	11
- Latin lecture (linguistics)		2	3	

7. Latin literary studies II

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Latin preparatory seminar (literary studies/comparative literature)	4th -	2	5	8
- Latin lecture (literary studies) / reading course / practice class	5th	2	3	

8. Elective module

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Elective (practice class/colloquium/lecture/field trip)	1st - 6th	variable	variable	11

9. Translation and interpretation of Latin texts I

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Reading Latin	4th -	2	4	4

10. Latin literary studies III

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Latin main seminar (literary studies/comparative literature)	5th - 6th	2	7	10
- Latin lecture (literary studies/comparative literature)		2	3	

11. Written Bachelor's thesis

Lectures and Courses	Semester	WCH	CP individual	CP Total
Written Bachelor's thesis	6th		12	12

12. Cross-disciplinary skills

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Elective (see module handbook for criteria)	1st - 5th			10

Model syllabus BA Classical Philology: Latin studies 50%

Semester	1st sem.	2nd sem.	3rd sem.	4th sem.	5th sem.	6th sem.	WCH	CP
1 Basic module Latin studies	- Lecture (literary studies) - Introduction to Classical Philology - Reading course (orientation exam)						2 2 2	3 3 3
2 Latin style I	Latin style practice class I						4	4
3 Latin style II		Latin style practice class II					2	3
4 Latin style III						Latin style III	2	3
5 Latin literary studies I		- Introduction to literary studies - Lecture (literary studies) - Preparatory seminar (literary studies)					2 2 2	3 3 5
6 Latin linguistics				- Introduction to linguistics - Lecture (linguistics) - Preparatory seminar (linguistics)			2 2 2	3 3 5

A 05-21-1

26-03-15

04-21

Coding reference

Last amended

Edition – Page

7 Latin literary studies II			- Practice class/ reading course/ lecture (literary studies)		-		2	3
			- Preparatory seminar (literary studies)				2	5
8 Elective module			e.g. two lectures or practice classes		e.g. preparatory seminar in a related discipline		6	11
9 Translation and interpretation of Latin texts I				Reading course			2	4
10 Latin literary studies III					- Lecture (literary studies/ comparative literature)		2	3
					- Main seminar (literary studies /comparative literature)		2	7
Bachelor's Thesis						(BA thesis)		(12)
WCH	10	8	10/8	8	6	2	44/42	
CP	13	14	14	15	15	3 + (12)		74 (86)

List of modules BA Classical Philology: Latin studies (25%)

Note: All modules are compulsory modules.

Module (description)**1. Basic module Latin studies (25%)**

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Lecture (literary studies) - Introduction to Classical Philology - Reading Latin Introduction to literary texts (potential orientation examination)	1st - 2nd	2 2 2	3 3 4	10

2. Latin literary studies I (25%)

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Introduction to literary studies - Latin preparatory seminar (literary studies) - Latin lecture (literary studies)	2nd - 3rd	2 2 2	3 5 3	11

3. Latin linguistics (25%)

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Introduction to linguistics - Lecture (linguistics)	3rd-4th	2 2	3 3	6

4. Latin literary studies II (25%)

Lectures and Courses	Semester	WCH	CP individual	CP Total
- Latin preparatory seminar (literary studies) - Latin reading course or lecture (literary studies)	4th - 5th	2 2	5 3	8

Model syllabus BA Classical Philology: Latin studies 25%

Semester	1st sem.	2nd sem.	3rd sem.	4th sem.	5th sem.	6th sem.	WCH	CP
1 Basic module Latin (25%)	- Lecture (literary studies) - Introduction to Classical Philology - Reading course (orientation exam)						2 2 2	3 3 4
2 Latin literary studies I (25%)		- Introduction to literary studies - Lecture (literary studies)	- Preparatory seminar (literary studies)				2 2 2	3 3 5
3 Latin linguistics (25%)			- Introduction to Linguistics	- Lecture (linguistics)			2 2	3 3
4 Latin literary studies II (25%)				- Reading course or Latin lecture (literary studies)	- Preparatory seminar (literary studies)		2 2	3 5
WCH	6	4	4	4	2		20	
CP	10	6	8	6	5			35

Types of courses, workload and credits:

Course	WCH	Assessment* (OE, WE, OP, SP, LWA, EWA, MI)	Workload (hours)	CP
Lecture (with exam)	2	OE/WE/MI	90 (60+30)	3 (2+1)
Main seminar	2	EWA + SP/MI/OE	210 (60+90+60)	7 (2+3+2)
Preparatory seminar	2	LWA + SP	150 (60+60+30)	5 (2+2+1)
Reading course	2	WE/OE/ SP/MI	90 (60+30)	3 (2+1)
Reading course (ÜblntL I)	2	WE	120 (90+30)	4 (3+1)
Reading course (orientation exam)	2	WE	90 (60+30)	3 (2+1)
Reading course (orientation exam) (25%)	2	WE+SP	120 (90+30)	4 (3+1)
Introduction	2	WE	90 (60+30)	3 (2+1)
Practice class	2	WE/OE/SP/MI	90 (60+30)	3 (2+1)
Research colloquium	3	MI/OP	90 (75+15)	3 (2.5+0.5)
Language course 4h	4	WE	120 (90+30)	4
Language course 2h	2	WE	90 (60+30)	3 (2+1)
Certificate Ancient Greek (Graecum)	6	WE + OE	180	6
Certificate Latin (Latinum) I or II	4	WE + OE	180	6

* Abbreviations

OE = Oral examination

WE = Written examination (test)

OP = Oral presentation (extensive, approx. 60-90 min.)

SP = Short oral presentation (approx. 10-20 min.)

LWA = Longer written assignment (12-18 p., e.g. seminar paper preparatory seminar)

EWA = Extensive written assignment (20-30 p., extensive seminar paper, e.g. main seminar)

MI = Minutes

Attachment 2: Cross-disciplinary skills - Guidelines

(The department-specific requirements are listed in the module handbook under the module “cross-disciplinary skills”.)

Guidelines of the Faculty of Philosophy for the cross-disciplinary skills segment

Version of 21.1.2015

Preamble

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

The subjects and credit points that may be chosen from the various degree programmes can be found in the Attachments of the 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 within the cross-disciplinary skills component are indicated in the course catalogue or module handbooks. The goals of the qualifications and skills to be acquired are described in these documents. For students pursuing one or more specific degree programmes, in addition to modules in the primary discipline, a cross-disciplinary pool of courses or modules from all departmental degree programmes or subjects will be developed, which is available to students in all participating degree programmes. It is intended that this cross-disciplinary pool will include courses outside of the Faculty of Philosophy.

The Faculty of Philosophy 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 Faculty of Philosophy 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 the Faculty of Philosophy regulations, the following guidelines, which may be restricted within a particular degree programme, have been

established for awarding credits within the cross-disciplinary skills component in the following four areas: professional qualification (I), interdisciplinary competence (II), interculturality (III), organisational, pedagogical, and social competence (IV):

I. Professional qualification (primarily intradisciplinary):

1. *Internship (e.g. museum, excavation, editorial, archaeobotanical, or other internship that provides a professional orientation): up to 10 CP; course performance will be assessed on the basis of a detailed internship report*
2. *Project work: 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 or 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; 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*
8. *Specialised Didactics: 1-5 CP: courses related to specialised didactics in the chosen subjects: Contact time, preparation and follow-up, 1-2 CP; course performance 1-3 CP, depending on specific requirements*

II. . Interdisciplinary Competence:

1. *Acquisition of basic interdisciplinary knowledge in cultural sciences, 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 CP: 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 CP: Contact time, preparation and follow-up, 2 CP: course performance, 1-3 CP, depending on specific requirements*
Course series based on the degree programme profile, e.g. general studies course, lecture series: 2 CP: Contact time 1 CP, assessment based on e.g. minutes, thesis, or equivalent 1 CP

III. Interculturality:

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 or both subjects that are being studied, up to an additional 5 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. Latin):* **3-5 CP:** 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 cross-disciplinary skills course segment may be recognised for the additional language. This does not apply for languages that have already been certified in the university entrance qualification.

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. CPs will be awarded based on the actual workload.
2. *Participation in educational science courses:* **1- 10 CP:** Contact time, preparation and follow-up, 1-4 CP; course performance, 1- 8 CP, depending on the specific requirements of the subject area.

Attachment 3: “Cross-disciplinary skills” for the Teaching Degree option of the Bachelor’s programme Classical Philology: Latin Studies

Teaching Degree option with Classical Philology: Latin studies. If students choose the teaching degree option in order to orientate the Bachelor’s degree programme towards a later completion of a Master of Education to train to teach at German secondary schools (Gymnasium), the student must begin developing teaching skills during the Bachelor’s degree programme. This entails gaining a total of 20 CP within the cross-disciplinary skills, which can be recognised across subjects/separately (cf. Framework regulations for the Teaching Degree option).

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 (6CP)
- 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)

=====

Published in the President’s bulletin (Mitteilungsblatt des Rektors) of 26 April 2007, p. 885, modified on 28 May 2008 (President’s bulletin (Mitteilungsblatt des Rektors) of 20 June 2008, p. 403), modified on 22 April 2013 (President’s bulletin (Mitteilungsblatt des Rektors) of 31 May 2013, p. 267ff) and on 26 March 2015 (President’s bulletin (Mittelungsblatt des Rektors) of 17 April 2015, S. 185ff).