

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 Internationalen Master-Studiengang Kunstgeschichte und Museologie (IMKM)", dated 28 March 2007 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 30 May 2007, p. 1499], last amended on 22 April 2013 [President's bulletin (Mitteilungsblatt des Rektors) of 31 May 2013, p. 267ff] has legal validity.

Heidelberg University examination rules and regulations for the International Master's degree programme in Art History and Museology

dated 28 March 2007

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Section I: General provisions

§ 1 Purpose of the academic programme and examinations

- (1) The objective of the International Master's degree programme in Art History and Museology is the study of the history of the visual arts, architecture, applied arts, photography and modern media in European cultures from early medieval times until the present, as well as the study of museology.
- (2) The purpose of the Master of Arts examination is to assess whether students have an overview of the interconnections within their subject, have the ability to apply in-depth academic methods and knowledge, and are able to work independently according to sound, academic principles.
- (3) Admission to the academic programme is subject to separate admissions regulations.

§ 2 Master's degree

Upon successful completion of the Master's examination, Heidelberg University will confer the academic degree of "Master of Arts" (abbreviated to M.A.).

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

- (1) This degree programme is jointly organised by the École du Louvre and Heidelberg University. Of the four total semesters, two are spent at the École du Louvre, and two at Heidelberg University: Students spend the first and second semester at the École du Louvre and the third and fourth semester at Heidelberg University. The course begins in Paris in the winter semester. The examinations in the first two semesters are subject to the examination regulations of the École du Louvre. The standard period of study is four semesters. Lectures and courses in the Master's degree programme are held in the first three semesters. Students must attend the Master's colloquium and complete the Master's thesis in the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP) in both compulsory and elective courses.
- (2) The Master's programme is a modular programme. Of the 120 credits, 60 credits are allocated to subject-specific lectures and courses at the École du Louvre in the first and second semester, while 60 credits must be earned in subject-specific lectures and courses at Heidelberg University in the third and fourth semesters.
- (3) Generally, the language of instruction and examinations at Heidelberg University is German. Lectures and courses may be also given and examinations taken partially or completely in English or French.

§ 4 Modules, credits and transcript of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. Modules consist of not only lectures and courses, but also the examination prerequisites necessary for the successful completion of the module.
- (2) The Master's thesis and the Master's colloquium are considered 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, or with "successful participation", for the complete module to be passed.
- (5) Credits are awarded for successfully completed modules, including their individual components. One credit (CP) corresponds to a workload of 30 hours.
- (6) 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 examinations and the tasks required by the examination rules and regulations. It consists of two professors, a representative of the research assistants, and a student in an advisory capacity. 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 must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improvement of the curriculum and the examination rules and regulations. It also appoints examiners and observers. The examinations board may confer responsibility for appointing examiners and observers to its chairperson. Any questions regarding examinations may be referred to the examinations board.
- (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 responsibilities 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 about the execution of these tasks on a regular basis.
- (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 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 may only be carried out by professors, lecturers, as well as research assistants, research associates, academic councillors, and temporary academic councillors who, on the basis of long-standing teaching experience, have been granted the right to conduct examinations. Research assistants, research associates, academic councillors and temporary academic councillors, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations in exceptional circumstances; when there are not enough faculty members available, who are authorised to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the teacher of the respective course.
- (3) Observers must have sat the corresponding Master's examination or equivalent.
- (4) Candidates may propose an examiner for their Master'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 university 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. § 15, paragraphs 3 and 4, State Public Service Law (Landesbeamtengesetz, LBG) remain 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 existing agreements 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 for recognition of credits from equivalent or similar degree programmes studied at Heidelberg University, or at other universities. This also applies to credits gained at universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills gained outside a university degree programme may be recognised for such a programme, as long as
 1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
 3. the criteria for recognition have been verified through an accreditation procedure.

Knowledge and skills gained outside of the higher education system may not replace more than 50% of the university degree programme. Universities shall specify the details in the examination rules and regulations, in particular the extent to which knowledge and skills gained outside of the higher education system can be recognised and the preconditions that must be fulfilled. The examination rules and regulations may require the completion of a placement

test.

- (7) Credits may be awarded for examination prerequisites and 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, clause 1, item 1, apply accordingly. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

§ 8 Unexcused absences, withdrawal, exceeding of deadlines and deception

- (1) An examination is graded as "failed" (5.0) if candidates fail to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started. The same applies if a written examination is not completed within the specified time limit, unless the candidate is not responsible for exceeding the time limit.
- (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 caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a university-designated physician may be required. If the reasons 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 at fault for exceeding a deadline for registration or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions.
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, they may be excluded from continuing the examination by the examiner or examination supervisor, in which case the examination will be graded as "failed" (5.0). In severe cases, the examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, clauses 1 and 2, the candidate may request that the decision be validated by the examinations board within a period of 7 days. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examination components 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 that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination. The same applies to other course requirements.

§ 10 Oral examination components completed during the course of study

- (1) The purpose of oral examination components is to assess whether candidates are able to identify interconnections within the examination matter and relate specific problems to these interconnections. Additionally, the purpose of the oral examination is to assess whether the candidate has a broad knowledge of the fundamental principles of his or her 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 within a limited time, using subject-specific methods and limited resources.
- (2) A written examination lasts between 30 and 240 minutes. Multiple choice questions are permitted.
- (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 assessment 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 the assessment of examinations:

1 = very good	=	an outstanding performance;
2 = good	=	a performance which lies substantially above average requirements;

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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 results, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades above 4.0 may not be used.

(2) The final module grade is calculated on the basis of the unrounded values of module examinations, weighted according to the number of credits earned. If a final examination is to be completed within a module, the grade from this final module examination constitutes the grade for this module.

(3) Grading for the final module grade, and the overall Master'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

(4) When calculating final module grades and the overall examination grade, only the first decimal after the point is taken into account, without rounding. The overall Master's grade is assessed in accordance with § 18, paragraphs 2 and 3.

(5) In addition to the German-system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:

A	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. For degree grades, the ECTS grade must be included. For individual modules, the ECTS grade may be listed where possible and necessary.

Section II: Master's examination

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§ 13 Master's examination admission requirements

- (1) Admission to the Master's examination will only be authorised for those who
1. are enrolled in the International Master's degree programme in Art History and Museology at Heidelberg University,
 2. have not lost their entitlement to take the final examinations in the International Master's degree programme in Art History and Museology, or a similar degree programme.
- (2) For admission to the Master's thesis, certificates must be presented with proof of the following:
- successful completion of the modules, lectures and courses listed in Appendix 1, comprising the total number of credits stated in § 3.

§ 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. proof of fulfilment of the admission requirements stated in § 13, paragraph 1,
 2. declarations from candidates, stating whether they have previously failed a Master's examination in the International Master's degree programme in Art History and Museology or in another related degree programme, and 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 examinations board decides whether to admit the candidate on the basis of the application. Rejections must be presented in writing, stating the reasons and providing information on the appeals procedure.
- (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 Master's examination in the International Master's degree programme in Art History and Museology 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 Master's examination consists of:
 1. successful completion of the examinations for the modules and courses listed in Appendix 1,
 2. the Master's colloquium and the Master's thesis.
- (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 lecturer responsible for a lecture or course determines the nature and duration of the integrated examination and provides this information no later than at the beginning of the lecture or course.
- (3) The components of the Master's examination must be taken in the following order:

examinations completed during the course of study (paragraph 1, number 1), Master's colloquium and Master's thesis (paragraph 1, number 3).
- (4) § 9, paragraph 2 applies accordingly.

§ 16 Master's thesis

- (1) The purpose of the Master'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 European Art History and to present their results in an appropriate manner.
- (2) In accordance with § 6, paragraph 1, clause 1, the Master's thesis may be assigned and supervised by any authorised examiner in the European Art History department. With the prior consent of the examinations board, the Master's thesis may be completed at an institution outside of Heidelberg University; provided that it is supervised by an examiner authorised in accordance with clause 1.
- (3) In accordance with § 15, paragraph 1, numbers 1 and 2, the candidate must begin work on the Master's thesis no later than four weeks after the successful completion of the last examination completed during the course of study, or must have by that time submitted an application to the chairperson of the examinations board for assignment of a topic. If the deadline is not met, the Master'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 Master's thesis will be determined by the thesis supervisor. 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 Master'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 thesis topic will be assigned by the chairperson of the examinations board; The date of assignment must be recorded.

- (5) The deadline for submission of the thesis is five months following assignment of the topic. In exceptional cases, the examinations board, in consultation with the supervisor, may extend this deadline by up to two months. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not responsible for exceeding the deadline.
- (6) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate is able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment.
- (7) The Master's thesis is normally written in German. Upon approval of the examinations board, the thesis may also be written in other languages.

§ 17 Submission and assessment of the Master's thesis

- (1) Three copies of the Master'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 Master'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 Master's thesis will be assessed by two examiners, one of whom must be a professor. The first examiner will be the thesis supervisor. 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 point, the examinations board will determine the Master'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 Master's examination is passed when all examination components as set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher, or

with “successful participation”.

- (2) When calculating the overall grade for the Master's examination in accordance with § 12, paragraph 3, the numerical values of all compulsory, compulsory elective and elective module grades in the major subject shall be considered without rounding in accordance with § 12, paragraph 4, and shall be weighted according to their respective number of credits.

§ 19 Retaking an examination component and deadlines

- (1) Failed examinations, or examinations deemed failed may be retaken once. Any unsuccessful examination attempts at other universities are to be counted towards this retake limit. A second retake is only permitted in exceptional circumstances and only for a maximum of two examination components completed during the course of study. Approval must be granted by the examinations board. A second re-examination is not permitted for the Master's thesis.
- (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 exceeding the deadline.
- (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 Master's diploma and certificate

- (1) Once the Master's examination has been passed, a diploma will be issued within four weeks, listing all individual modules with their respective grades (graded in accordance with § 12 paragraph 3, and numerical value) and credits, as well as the grade and topic of the Master's thesis, and the overall grade of the Master's examination. The diploma bears the date of the last completed examination component. It must be signed by the dean and the chairperson of the examinations board.
- (2) A "Diploma Supplement" in German and English will also be issued, containing additional information about the course content and the course of study. The content complies with the European Diploma Supplement Model.
- (3) A Master's certificate in English and German is issued with the diploma. It will bear the same date as the diploma. It certifies the conferment of the academic degree "Master of Arts". The Master's certificate is signed by the dean and the

chairperson of the examinations board. It bears the university seal.

- (4) If the Master'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 on presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued listing all completed examination components and their respective grades, as well as the examination components still required to pass the Master's examination. The certificate indicates that the Master's examination has not been passed.

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, but without any intent on the candidate's part to deceive and this is not discovered until after the diploma has been issued, the passed examination will be considered 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 will be confiscated, and, where applicable, a new certificate must be issued. If the examination has been graded as "failed" due to cheating or deceit, the Master's certificate will be confiscated along with the incorrect examination certificate. The statute of limitations for rendering a decision such as described in paragraph 1 and paragraph 2, sentence 2, is five years from the date on the examination diploma.

§ 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. Requests must be submitted in writing, and must be submitted within one year of completion of the examination procedure. The chairperson of the examinations board will decide when and where such access will be granted.

§ 23 Coming into force

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

Appendix 1: Modules, lectures and courses in the Master's degree programme

Master international d'histoire de l'art et muséologie / Internationaler Master für Kunstgeschichte und Museologie / International Master's degree programme in Art History and Museology
 Institute for European Art History at Heidelberg University (3rd-4th semester: 30 + 30 CP)

Module	to be taken in	the area of	Lectures and Courses	Type of examination	CP
Module 1: Methodology Module 5 CP	3rd semester	Lab	Seminar: Methodology of Art History	Regular and active participation (1), preparation and follow-up with reading list (1), homework (1), examination (2)	5
Module 2: Advanced Module 9 CP	3rd semester	CE	Lecture	Regular and active participation (1), preparation and follow-up with reading list (1)	2
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3)	5
			Tutorial: Methods of academic work	regular and active participation (1), exercises (1)	2

Module 3: Specialisation Module 10 CP	3rd semester	CE	Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3), term paper (25 pages) (5)	10
Module 4: Elective module 6 CP	3rd semester	W	May be freely selected from: Work placement (min. 4 weeks plus report) / Project work / Teaching assignment / Tutorials / Field trips / Advanced seminar or lectures from the courses offered at Heidelberg University	Will be determined by the individual subjects.	6
Module 5: Examination Module 30 CP	4th semester	CE	Master's Colloquium Master's Thesis	Regular and active participation, oral presentation 60 pages	30

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