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

dated 28 March 2007

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 examination component 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 Examination 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 in Semitic Studies focuses on the study of Semitic languages and cultures, ranging from the first written records (ca. 2600 BC) to the present day. The **area** in which these languages are spoken extends across three continents, ranging from the Atlantic in the West to Uzbekistan and Afghanistan, and from the Mediterranean to Ethiopia. The approximate 70 languages and numerous dialects studied include **languages representative of major cultures**, such as Akkadian and Phoenician, upon which the letters in the western alphabet are based, and Hebrew, Aramaic and Arabic, which are closely associated with the monotheistic religions, Judaism, Christianity and Islam. The Bachelor's degree programme enables students to gain their first degree, which qualifies them to enter a profession and equips them with the skills required to solve problems independently.
- (2) The purpose of the Bachelor's examination is to assess whether students have mastered the fundamentals of Semitic Studies, have an overview of the interconnections between the individual disciplines, and have acquired the basic skills necessary, both methodological and practical, to enter a profession.

§ 2 Bachelor's degree

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

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

- (1) The standard period of study for the Bachelor's 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.
- (2) The Bachelor's programme is modular and consists of two major subjects (first major subject: 74 CP; second 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 required modules and the corresponding courses and lectures are listed in Annex 1. Semitic Studies can also be studied as a minor subject (35 CP) in combination with another major subject (113 CP).
- (3) Generally, subjects studied in Bachelor's degree programmes may be freely combined, provided that the respective courses are offered. Any restrictions on the combinations in which subjects can be studied are stated in Annex 2. The Bachelor's degree is awarded, in accordance with the regulations, 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. Completion of only one major subject does not entitle students to 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 § 21. 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. This examination is taken during the course of study, and consists of successful completion of the preparatory seminar entitled "Introduction to Semitic Languages".

- (6) If the orientation examination is not passed or is considered not to have been passed, it is possible to retake it once. 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 they are not responsible for the deadline being exceeded.
- (7) The orientation examination is a preliminary part of the Bachelor's examination.
- (8) Generally, the language of instruction and examination is German. Lectures and courses may also be held in other languages.

§ 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: 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 within the subject.
- (4) All components within a module must be graded as "sufficient" (4.0) or better for the module to be passed (sub-module grades).
- (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 achieved during the course of study may only be submitted once and only in one subject area. If two subjects require the same course to be completed, permission to have it counted for both subjects may be granted. This decision will be made by the relevant 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 examinations and the execution of the tasks defined in these 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 chairperson, 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. It may delegate this task to its chairperson or to another person authorised by the Institute. Any questions regarding examinations may be referred to the examinations board.
- (3) The chairperson manages the business of the examinations board, prepares and chairs its 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) Its members 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 taken 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) Generally, examinations, which are not completed during the course of study as part of individual courses or lectures, 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 is not enough qualified faculty personnel available 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 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 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 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. 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 LHG (Act on Higher Education of the Land of Baden-Württemberg), 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 recognition criteria have been reviewed in the context of an accreditation.
- Knowledge and skills gained outside of the higher education system may not replace more than 50% of the university degree programme. A Bachelor's thesis will not be recognised. 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 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 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 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. This also applies if a written examination is not completed within the specified timeframe, unless the candidate is not responsible for exceeding the time limit.
- (2) Reasons for withdrawal or absence must be plausible in accordance with paragraph 1, and must be submitted immediately 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 regulations 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 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 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) The candidate has seven days to request that the decision be validated by the examinations board in accordance with paragraph 4 clauses 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 examination component completed during the course of study

- (1) Examination components completed during the course of study include:
 1. oral examinations
 2. written examinations (electronically, where applicable).
- (2) If the candidate provides 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 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.
- (2) An oral examination lasts 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 using subject-specific methods within a limited period of time and using limited resources.
- (2) Written examinations last between 45 and 240 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 six 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 they are worth. If a final examination is to be taken as part of a module, the grade from this final module examination constitutes the overall grade for the module.
- (3) A subject grade is awarded for each subject (first major subject; second major subject; minor subject). These subject grades are calculated in accordance with § 19, paragraph 2, 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 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 between 3.6 and 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 required examination components in both subjects, 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 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 for the top 10%
B for the subsequent 25%
C for the subsequent 30%
D for the subsequent 25%
E for the subsequent 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 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 in Semitic Studies is only authorised for those who:
 1. are enrolled in the Bachelor's degree programme in Semitic Studies at Heidelberg University,
 2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme in Semitic Studies.
- (2) Certificates proving the following must also be provided for admission to the Bachelor's thesis:
 1. successful completion of the orientation examination, and
 2. acquisition of at least 130 credits of the required 180 credits.

§ 14 Examination 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. evidence of fulfilment of the admission requirements outlined in § 13 paragraph 1, and
 2. a declaration from the candidate confirming whether they have previously failed a Bachelor's examination in the Bachelor's degree programme in Semitic Studies, or whether they are currently involved in 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. the candidate has failed their final attempt at the Bachelor's examination in Semitic Studies, 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 the Semitic Studies degree programme consists of:
 1. successful completion of the modules listed in Annex 1,
 2. the Bachelor's thesis (in the first major subject)
- (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 its examination components. This information is announced at the beginning of the course at the latest.

§ 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 Semitic Studies.
- (2) The Bachelor's thesis may be assigned and supervised by any authorised examiner as stated in § 6 paragraph 1 sentence 1.
- (3) The candidate must begin work on the Bachelor's thesis no later than one week 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 this deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.
- (4) The topic of the Bachelor's thesis will be determined by the thesis supervisor in consultation with the candidate. If an application for assignment of a topic is submitted, the 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 make topic suggestions; however, this does not constitute 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. If the deadline is exceeded, the Bachelor's thesis will be graded as "failed", unless the candidate is not responsible for missing the deadline. The topic may only be rejected once, and only within the first two weeks following 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. The scope of the thesis depends on the type of topic assigned.
- (7) The Bachelor's thesis may be written in German or English.

§ 17 Submission and assessment of the Bachelor's thesis

- (1) Three hard copies and one digital copy of the Bachelor's thesis are to be submitted to the examinations board by the deadline; the date of submission 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 is assessed by two examiners, one of whom must be a professor. The first examiner should be the supervisor of the thesis. The second examiner is 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 consult both examiners and subsequently determine the grade to be awarded for the thesis. In such cases, a third examiner may be consulted.

§ 18 Passing the examination and overall grade

- (1) The Bachelor's examination in Semitic Studies is passed when all examination components according to § 15 paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) When calculating the subject grade in accordance with § 12, paragraph 3, the module grades are weighted according to the number of credits they are worth. In accordance with § 12, paragraph 4, the numerical values of the module grades, without rounding, are used for this calculation.
- (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 examinations failed at other universities. A second retake is only permitted under 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) It is not permitted to retake an examination component which has been graded as passed.
- (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 will also contain details of cross-disciplinary skills and the Bachelor's thesis. The diploma will be dated with the date of the last examination component. It must be signed by the dean of the faculty of the first major subject and the chair 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 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 first major 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 to have been ultimately failed, 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, missing examinations that are 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 decide on the action required.

- (3) Before a decision is made, the candidate will be given the opportunity to provide an explanation.
- (4) The fraudulent examination diploma 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, clause 2, a decision may not be made 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 submitted in writing, and within a period of up to one year after completion of the examination process. The chair of the examinations board decides when such access will be given.

§ 23 Entry into force

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

Annex 1:

Sample curriculum for B.A. **Semitic Studies: first major subject (50% = 96 CP)**. The course of study for the **second major subject (50% = 84 CP)** is the same but does not include the Bachelor's thesis.

Semester					
1st sem. (WS)	Language course Spoken Arabic I (EinArab-1)	PS Introduction to Semitic Languages (EinSem-1)	L/PS Islamic Culture (EinArab-3)		
	4 WCH	2 WCH	2 WCH		8 WCH
	6 CP	3 CP	4 CP		13 CP
2nd sem. (SS)	Language course Spoken Arabic II (EinArab-2)	Seminar Semitic Studies		Cross-disciplinary Skills (ÜKSem)	
	4 WCH	2 WCH			6 WCH
	6 CP	5 CP		3 CP	14 CP
3rd sem. (WS)	Language course Written Arabic I (AufArab-1)	Language course Aramaic I (EinAram-1)		Cross-disciplinary Skills (ÜKSem)	
	4 WCH	2 WCH			6 WCH
	6 CP	6 CP		3 CP	15 CP
4th sem. (SS)	Language course Written Arabic II (AufArab-2)	Language course Aramaic II (EinAram-2)	Seminar Arabic (AufArab-3)		
	4 WCH	2 WCH	2 WCH		8 WCH

	6 CP	6 CP	4 CP		16 CP
5th sem. (WS)	Language Seminar Aramaic III (AufAram-1)	Seminar Aramaic Studies (EinAram-3)		Cross-disciplinary Skills (ÜKSem)	
	2 WCH	2 WCH			4 WCH
	6 CP	5 CP		4 CP	15 CP
6th sem. (SS)	Language Seminar Aramaic IV (AufAram-2)	Seminar Aramaic (AufAram-3)	B.A. thesis (BA-Sem)		
	2 WCH	2 WCH	9 weeks		4 WCH
	6 CP	5 CP	12 CP		23 LP
					36 WCH
					96 WCH

Sample curriculum for B.A. **Semitic Studies: minor subject (25% = 35 CP)**

Semester					
1st sem. (WS)	Language course Spoken Arabic I (EinArab-1)	PS Introduction to Semitic Languages (EinSem-1)			
	4 WCH	2 WCH			6 WCH
	6 CP	3 CP			9 CP

2nd sem. (SS)	Language course Spoken Arabic II (EinArab-2)				
	4 WCH				4 WCH
	6 CP				6 CP
3rd sem. (WS)	Language course Written Arabic I (AufArab-1)	L/PS Islamic Culture (EinArab-3)			
	4 WCH	2 WCH			6 WCH
	6 CP	4 CP			10 CP
4th sem. (SS)	Language course Written Arabic II (AufArab-2)				
	4 WCH				4 WCH
	6 CP				6 CP
5th sem. (WS)	Seminar Arabic (AufArab-3)				
	2 WCH				2 WCH
	4 CP				4 CP
6th sem. (SS)					
					22 WCH

					35 CP
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Annex 2: Subject Combinations

Major Islamic Studies (75%) / Minor Semitic Studies (25%)

If Semitic Studies is chosen as a minor subject (25%) in combination with B.A. Islamic Studies as a major subject (75%), with Arabic studied as either language A or B, “Arabic III and IV” from the Semitic Studies programme must be replaced with the language course, “Aramaic I and II”.

Annex 3: Cross-disciplinary Skills

Preamble

In accordance with the Senate decision dated 19 July 2005, all Bachelor’s degree programmes must in the future require 20 credits to be gained in cross-disciplinary skills (ÜK). These credits are not subject-related credits, and are therefore 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, Interdisciplinarity, Interculturality, and Organisational, Pedagogical, and Social Skills.

The subjects and credits that may be chosen from the various degree programmes are stated in the Annexes of the examination rules and regulations for the corresponding subject area, or in the degree programme descriptions of the various faculties. The course catalogue and module handbooks highlight the courses and modules that can be recognised as cross-disciplinary skills. They also list the qualification objectives and skills to be acquired. 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 one or more of the specified programmes can complete courses and modules from this pool in addition to the modules in their primary discipline. It is intended that this pool of cross-disciplinary courses will be extended beyond 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. The examination rules and regulations for certain degree programmes may specify limitations on how courses are combined or detail specific weightings in which courses must be taken.

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.

The Faculty of Philosophy has established the following guidelines, which may be restricted within a particular degree programme, for awarding credits within the four areas of the cross-disciplinary skills component (I. Professional Skills, II. Interdisciplinarity, III. Interculturality, IV. Organisational, Pedagogical, and Social Skills):

I. Professional Qualification (largely disciplinary):

1. *Work placement*: up to **10 CP**; performance will be assessed on the basis of a detailed work placement report
2. *Project*: **4-10 CP**: Contact time: 1-2 CP; preparation and follow-up: 1-2 CP; course performance: 2-6 CP depending on specific requirements and workload
3. *Career-related Practice Classes 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*: **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. *Introduction to Electronic Media for University (e.g. databases, specific data processing programmes, PowerPoint presentations, e-learning)*: **3 CP**: Contact time, preparation and follow-up: 2 CP; course performance: 1 CP

II. Interdisciplinarity:

1. *Acquisition of fundamental cross-disciplinary knowledge in cultural studies, e.g. in the fields of history, art history, mythology, antiquity, religion, media and communication, philosophy, literature studies, anthropology, sociology, psychology, law, economics, and natural sciences*: **3-5 CP**: Contact time, preparation and follow-up: 2 CP; course performance: 1-3 CP depending on specific requirements
2. *Cross-disciplinary 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
3. *Course series based on the profile of the degree programme, e.g. general studies courses, lecture series*: **2 CP**: Contact time, preparation and follow-up: 1 CP; course performance e.g. protocol, thesis, or equivalent: 1 CP

III. Interculturality:

1. *Period of study at a university abroad*: completion of a successful period of study at a university abroad with proof of at least 15 CP or ECTS obtained in one or both subjects studied, and submission of a detailed report along with an evaluation by a supervising professor or a transcript: **up to an additional 5 CP** can be awarded for the acquisition of intercultural skills.
2. *Additional language acquisition relevant to the professional objective pursued by the student (unless this language is already part of the second major subject or is a requirement for the 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 **maximum of 10 CP** of the 20 CP to be obtained in the ÜK course segment may be recognised for the additional language. This does not apply for languages that have already been certified on the university entrance qualification.

IV. Organisational, Pedagogical and Social Skills:

1. *Participation in cross-disciplinary courses such as training programmes run by the Department for Key Skills or other university institutions following consultation with an institutional representative who is a full-time employee at Heidelberg University: ca. 3-6 CP.* Credits are awarded based on the actual workload.

V. Recommendations and Specifications:

The completion of introductory courses from the fields of Literary Studies and Linguistics, and introductory courses in methodology from fields such as Religious Studies, Anthropology, Sociology, Theology etc., is recommended for the “Interdisciplinarity” area.

The acquisition of a non-Semitic Middle Eastern language, such as Ancient Egyptian, Coptic, Sumerian, Persian, Kurdish, Turkish, or a modern European language, such as French, Spanish, Italian or Russian, is also recommended.

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