

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 Bachelor-Studiengang Ur- und Frühgeschichte”, dated 14 April 2011 [published in the President’s bulletin (Mitteilungsblatt des Rektors) of 4 May 2011, p. 175], and last amended on 25 July 2013 [President’s bulletin (Mitteilungsblatt des Rektors) of 28 August 2013, p. 715] has legal validity.

## Heidelberg University Examination Rules and Regulations for the Bachelor's Degree Programme in Prehistory and Protohistory

dated 14 April 2011

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## Section I: General provisions

### § 1 Purpose of the academic programme and examination

- (1) The Bachelor's degree programme in Prehistory and Protohistory focuses on the investigation of the prehistoric and protohistoric cultures of Europe and beyond. The programme considers those cultures which are not already the focus of other Archaeological disciplines studied at Heidelberg University. An interdisciplinary approach is taken to teaching specialist knowledge, and equipping students with intercultural skills and the ability to make routine use of contemporary media. The programme thereby aims to impart a combination of cultural and scientific skills. The Bachelor's degree programme enables students to gain an undergraduate 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 Prehistory and Protohistory, have an overview of the interconnections between the individual areas they have studied, and have acquired the basic methodological and practical skills required to enter a profession.

### § 2 Bachelor's degree

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

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

- (1) The standard period of study for the Bachelor's degree programme is six semesters, including examinations. Successful completion of the Bachelor's degree programme requires a total of 180 credits (CP), obtained through both compulsory and elective courses.
- (2) The Bachelor's programme is modular and consists of two major subjects (first major subject worth 74 CP; second major subject worth 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 modules and the corresponding courses and lectures to be completed for Prehistory and Protohistory are listed in Appendix 1. Prehistory and Protohistory may also be studied as a minor subject (35 CP) in combination with a major subject (113 CP).
- (3) Provided that the appropriate courses are offered, subjects studied in Bachelor's degree programmes may generally be freely combined. In accordance with these examination rules and regulations, the Bachelor's

degree is awarded to those who have passed the prescribed examination components in both subjects and in the cross-disciplinary skills, and who have completed the Bachelor's thesis (in the first major subject) . If the student only completes one subject, the University will not award a Bachelor's degree. A final oral examination is not taken in Prehistory and Protohistory studied as a first or second major subject, nor as a minor subject. The final examination components in both subjects and, if relevant, for the cross-disciplinary skills, must be completed within eight months. If the final examination components referred to in clause 4 are completed in or before the fourth semester, this deadline will not apply.

- (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 § 20. 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 is taken as an integrated part of the course of study, and consists of successful participation in one of the two preparatory seminars entitled "Introduction to Prehistory and Protohistory I/II". If the orientation examination is not passed or is considered not to have been passed, it is possible to retake it once during the following semester by successfully completing the preparatory seminar. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless the student is not responsible for the deadline being exceeded.
- (6) The preparatory seminars, "Introduction to Prehistory and Protohistory I/II" are offered every second semester and may be taken in any order. An accompanying tutorial must be taken in parallel to the preparatory seminars. Successful participation in the preparatory seminars requires that students sit a written examination of 90 minutes for each seminar. Each examination must be graded as "sufficient" (4.0) or better.

Participation in an intermediary seminar requires prior completion of at least one preparatory seminar. Participation in a main seminar requires prior completion of both preparatory seminars.

- (7) The orientation examination is a preliminary part of the Bachelor's examination.
- (8) Proof of the following language skills must be submitted for participation in the Bachelor's degree programme in Prehistory and Protohistory:

Ancient languages: the "Latinum" qualification in Latin (for first major subject only).

Modern foreign languages: The ability to read English and French (proven by provision of a diploma or reference to foreign language literature in oral presentations). If a student completes a period of study abroad, French may be replaced by an alternative modern European language.

If the required knowledge of Latin, as specified in these examination rules and regulations, cannot be proven by presentation of the student's university entrance qualification, the student will be given one semester in which to learn it and this semester will be discounted from the standard period of study.

Proof of the "Latinum" qualification in Latin must be submitted before the student receives a topic for the Bachelor's thesis.

- (9) If students are given a semester of leave, in particular for a period of study at another university in Germany or abroad, this semester will not be counted as an academic semester. This is the case regardless of whether the credits gained during this period of study abroad are, or are not, recognised. Wherever possible, credits gained during a period of study at another university in Germany or abroad will be recognised as equivalent.
- (10) Students must participate in archaeological training excavations for a total of 30 days if Prehistory and Protohistory is studied as a first or second major subject, and for a total of 15 days if it is studied as a minor subject. Students who study another Archaeological discipline as their first major subject may spend 15 of these days completing archaeological training excavations in this subject area. Archaeological training excavations cannot be recognised twice for two different subjects.
- (11) Only field trips offered by members of the University's teaching staff are recognised as such. Field trips attended by students as part of other degree programmes may be recognised, provided that these have not already been credited for another degree programme, and mainly areas and/or objects of prehistoric and protohistoric interest were visited.
- (12) Generally, the language of instruction and examination is German. Lectures and courses and their examination components may also be conducted in English. On the submission of a duly justified request, examinations may also be completed 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. Modules consist not only of lectures and courses, but also of the examination prerequisites necessary for the successful completion of the module.
- (2) The Bachelor's thesis is regarded as an individual module.
- (3) A distinction is made between:
  - compulsory modules: to be completed by all students, and
  - compulsory elective modules: to be selected by the student from a

limited subject area.

- (4) In order for a module to be passed, all of its courses and lectures must be taken. The introductory module consists of two courses or lectures; all other modules consist of only one course or lecture. In all cases, these courses or lectures must be graded as “sufficient” (4.0) or better (final module grade), for the 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) Grades that are to be recognised as having been earned during the course of study may only be submitted once and only in one subject area. If two subjects require that the same course is completed, permission to have it counted for both subjects may be granted. This decision will be made by the responsible examinations boards.
- (7) A transcript of records will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.

## § 5 Examinations board

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

- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners, and observers are obliged to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions made by the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.
- (8) The Joint Examination Office supports the examinations board and executes its decisions.

## **§ 6 Examiners and observers**

- (1) In general, examinations which are not completed 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 associates who, on the basis of longstanding teaching experience, have been granted the right to conduct examinations. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there are not enough faculty members available, who are authorised to conduct examinations.
- (2) Examinations held as an integrated part of a course or lecture during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (4) Candidates can propose an examiner for their Bachelor's thesis; 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 State Public Service Law (Landesbeamtengesetz - LBG) remains unaffected.

- (2) Preliminary and intermediate examinations taken at other German universities in the same degree programme or in a similar degree programme will be recognised. Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for credits to be recognised. The office conducting the recognition procedure is responsible for proving that an application does not fulfil the requirements.
- (4) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, clause 5 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz - LHG), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (5) Examination components are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes studied at Heidelberg University, or at other universities, to be recognised. This also applies to credits gained at universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills acquired outside of the higher education system are to be recognised for a degree programme at a higher education institution if:
  1. the requirements for university admission are fulfilled at the time of recognition,
  2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
  3. the criteria for recognition have been verified in an accreditation.Knowledge and skills gained outside of the higher education system may not replace more than 50% of the university degree programme. Universities provide further details in the examination rules and regulations. In particular, the conditions under which, and the extent to which, knowledge and skills gained outside the higher education system can be recognised, are clarified. The examination rules and regulations may require 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, 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 absences, withdrawal, deception and breaches of regulations**

- (1) An examination is graded as "failed" (5.0) if a candidate fails to attend and is unable to provide a valid reason for their absence, or if the candidate withdraws after the examination has started. The same applies if the candidate fails to complete a written examination by the established deadline, unless the candidate is not responsible for the deadline being exceeded.
- (2) Reasons for withdrawal or absence in accordance with paragraph 1 must be plausible and must be immediately submitted to the examinations board in writing. If the candidate, or a child for whom the candidate is generally the sole carer, is ill, a medical certificate must be provided. In the event of doubt, the University can request a medical certificate from a designated doctor. If the reasons stated are accepted, a new examination date will be scheduled. In this case, examination results that are already available will be taken into account.
- (3) When deciding whether the candidate is responsible for exceeding a deadline for registering for, or taking, an examination, the examinations board must respect the provisions stated in the Maternity Protection Act (Mutterschutzgesetz) and the legal 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 - in particular, plagiarism - or by using unauthorised aids, the examination components concerned will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, they may be excluded from continuing the examination by the examiner or examination supervisor, in which case the examination will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) In accordance with paragraph 4, clauses 1 and 2, the candidate may request, within a period of one week, that the decision is reviewed by the examinations board. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

## **§ 9 Types of examination component completed during the course of study**

- (1) Examination components completed during the course of study are:
  1. oral examinations

2. written examinations (electronically, where applicable).

- (2) If the candidate provides a medical certificate which plausibly proves that they are not able to take examination components in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination in an alternative form. The same applies for other course requirements.

### § 10 Oral examination components completed during the course of study

- (1) In oral examination components, candidates are required to show that they are able to identify interconnections within the examined subject matter, and that they are able to relate specific problems to these interconnections. In addition, candidates should demonstrate that they have adequate fundamental knowledge relating to their academic programme.
- (2) Oral examinations may be held as individual or group examinations.
- (3) Oral examinations taken by individual candidates are of a duration of between 15 and 45 minutes. Group examinations last for between 60 and 90 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 45 and 90 minutes.
- (3) If a written examination component is taken as a term paper or submitted as written documentation, the candidate must provide a supplementary sheet guaranteeing, in writing, that they are the author of their own work, and that no sources or aids other than those indicated have been used.
- (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;

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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.
<p>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.</p>		
<p>(2) A final module grade for the introductory module is calculated from the unrounded sub-module grades achieved in both preparatory seminars.</p>		
<p>(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 § 18, paragraph 2, using the module grades, which are weighted according to the corresponding number of credits they are worth.</p>		
<p>(4) Grading for the final module grade, the subject grade, and overall Bachelor's examination grade is as follows:</p>		
	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
<p>(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.</p>		
<p>(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.</p>		
<p>(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:</p>		
A	the top 10%	
B	the following 25%	
C	the following 30%	
D	the following 25%	

E the following 10%

Depending on the size of the graduating cohort, the grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group. An ECTS grade must be stated along with the final degree grade, and, if possible and relevant, may be provided for individual modules.

## Section II: Bachelor's examination

### § 13 Bachelor's examination admission requirements

- (1) Admission to the Bachelor's examination for Prehistory and Protohistory is only authorised for students who:
  1. are enrolled in the Bachelor's degree programme in Prehistory and Protohistory at Heidelberg University,
  2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme in Prehistory and Protohistory.
- (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, courses and lectures listed in Appendix 1. At least 130 CP must be gained in the first major subject, second major subject and the cross-disciplinary skills.
  3. the required language skills, as set forth in § 3, paragraph 7.

### § 14 Admission procedure

- (1) The application for admission to the examination must be made in writing, and addressed to the chair of the examinations board. The following must be included in the application:
  1. evidence of fulfilment of the admission requirements stated in § 13, paragraph 1, and
  2. a declaration from the candidate confirming whether they have previously failed a Bachelor's examination in a Bachelor's degree programme in Prehistory and Protohistory, or whether they are currently involved in an examination procedure in such a degree programme.
- (2) If the candidate is unable to provide evidence in the prescribed form, the examinations board may accept alternative documents as proof.
- (3) The examinations board decides whether to admit the candidate on the basis of the application. Rejections must be substantiated and notified in writing

along with instructions for appeal.

- (4) The application for admission to the examination may only be rejected if:
1. the requirements outlined in § 13, 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 Prehistory and Protohistory, 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 Prehistory and Protohistory consists of:
1. successful completion of the courses and lectures for the modules listed in Appendix 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 the examination components and provides this information no later than at the beginning of the lecture or course.

## § 16 Bachelor's thesis

- (1) The Bachelor's thesis should demonstrate that the candidate is able to work independently, within a given period of time and using academic methods, to address a problem from the field of Prehistory and Protohistory.
- (2) The Bachelor's thesis may be assigned and supervised by any authorised examiner as stated in § 6, paragraph 1, clause 1.
- (3) The candidate must begin work on the Bachelor's thesis no later than 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 the candidate fails to observe this deadline, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not responsible for exceeding the time limit.
- (4) The topic of the Bachelor's thesis will be determined by the thesis supervisor, in consultation with the candidate. If an application for assignment of a topic is submitted, the chair of the examinations board will ensure that the candidate receives a topic for the Bachelor's thesis in due time. The candidate is

permitted to propose topics; however, this does not constitute legal entitlement to a particular topic. The topic of the Bachelor's thesis may be related to the content of a course or lecture. The student may not, however, have already addressed the topic in an oral presentation or a term paper. The chair of the examinations board assigns the thesis topic; the date of assignment must be recorded.

- (5) The thesis must be submitted nine weeks after the date on which it is started. In exceptional cases, the examinations board may extend this deadline by up to three weeks. If the deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded. The topic may only be rejected once, and only within the first two weeks following its assignment.
- (6) The topic, task and scope of the Bachelor's thesis must be limited in such a way that the candidate is able to complete the thesis within the given period.
- (7) The Bachelor's thesis may be written in German or English. Upon approval from the examinations board, the thesis may be written in other languages.

## **§ 17 Submission and assessment of the Bachelor's thesis**

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

## **§ 18 Passing the examination and overall grade**

- (1) The Bachelor's examination in Prehistory and Protohistory is passed when all examination components according to § 15, paragraph 1, have been graded as "sufficient" (4.0) or better.

- (2) For the calculation of the subject grades in accordance with § 12, paragraph 3, the module grades are weighted according to the number of credits they are worth. In accordance with § 12, paragraph 4, the numerical values of all module grades are considered before rounding in the calculation of the overall grade.
- (3) The overall grade for the Bachelor's examination is calculated in accordance with § 12, paragraph 6.

## § 19 Retaking an examination component and deadlines

- (1) Failed examinations, or examinations deemed failed may be retaken once. This includes examinations failed at other universities. A second retake is only permitted in exceptional circumstances and only for a maximum of two examination components completed during the course of study. A second retake for the Bachelor's thesis is not authorised.
- (2) Examination components which have been successfully passed may not be retaken.
- (3) Failed examination components must be retaken as soon as possible. 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 bears the date on which the last examination component was completed. It must be signed by the dean of the faculty of the first major subject and by the chair of the examinations board.
- (2) A "Diploma Supplement" in German and English is also provided, containing additional information about the course content and the course of study. The content complies with the European Diploma Supplement Model.
- (3) A bilingual Bachelor's certificate in German and English is issued with the

diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Bachelor of Arts". The certificate is signed by the dean of the faculty 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, the missing examination components required to obtain the Bachelor's degree, and a statement indicating that the final attempt of the Bachelor's examination was unsuccessful.

### Section III: Final provisions

#### § 21 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may correct the examination results for the affected examination components accordingly and may declare the examination to be partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) The candidate will be given the opportunity to provide an explanation before the decision is made.
- (4) The incorrect examination certificate must be confiscated, and, where applicable, a new certificate must be issued. If the examination has been graded as "failed" due to cheating or deception, the Bachelor's certificate will be confiscated along with the incorrect examination certificate. Decisions made in accordance with paragraph 1 and paragraph 2, clause 2, may not be made more than five years after the date indicated on the examination certificate.

#### § 22 Access to examination documents

Once the examination procedure has been concluded, the candidate has the right to request access to examination documents within a reasonable period of time. 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 will

decide when such access will be given.

### § 23 Coming into force and transitional provisions

- (1) These examination rules and regulations come into force on 1 September 2011. At this point, they supersede the examination rules and regulations for the Bachelor's degree programme in Prehistory and Protohistory dated 8 February 2007 (President's bulletin dated 14 February 2007, p. 539), last amended on 20 November 2008 (President's bulletin dated 28 November 2008, p. 883).
- (2) Examination prerequisites which were completed before the winter semester 2011/12 in the Bachelor's degree programme in Prehistory and Protohistory will be transferred in full to the new module structure. The provisions contained in § 4, paragraph 4 and § 12, paragraph 2 of the examination rules and regulations dated 20 November 2008 apply accordingly to the transfer of examination prerequisites. Upon written request, students who enrolled in the Bachelor's degree programme in Prehistory and Protohistory at Heidelberg University before the winter semester 2011/12, may continue their studies in accordance with the examination rules and regulations dated 20 November 2008 for a period of three years.

**Appendix 1: Modules, lectures and courses for the Bachelor's  
degree programme in Prehistory and Protohistory  
- Curriculum -**

A. PREHISTORY AND PROTOHISTORY AS A FIRST MAJOR SUBJECT: 50% (74  
CP+12 CP)

**A 1. Introductory Module (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Preparatory seminar I (PS)	2	1st - 2nd	Compulsory	5 (3CPF+2WE)
*Preparatory seminar II (PS)	2	1st - 2nd	Compulsory	5 (3CPF+2WE)
Tutorial I (T)	2	1st - 2nd	Compulsory	1 (1CPF)
Tutorial II (T)	2	1st - 2nd	Compulsory	1 (1CPF)

**A 2. Foundation Module 1: 'Sources, Epochs, Regions I' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
Lecture (L)	2	2nd - 3rd	Compulsory elective	2 (2CPF)
*Intermediary seminar (IS)	2	2nd - 3rd	Compulsory elective	5 (2CPF+1OP+2TP)
Field trip (FT)	1	1st - 3rd	Compulsory elective	1 (1CPF)

**A 3. Foundation Module 2: 'Methods, Archaeological Practice I' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Archaeological Surveying - Practice class I (PC)	2	2nd - 3rd	Compulsory	5 (2CPF+2WE+1OP)
Practice class / Seminar (PC/S)	2	2nd - 3rd	Compulsory elective	3 (2CPF/PC+1OP)
Archaeological training excavation (TE)	8 (3 weeks)	1st - 3rd	Compulsory	4 (1C+3PC)

**A 4. Specialised Module 1: 'Sources, Epochs, Regions II' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Intermediary seminar (IS)	2	3rd - 4th	Compulsory elective	5 (2CPF+1OP+2TP)
Lecture (L)	2	3rd - 4th	Compulsory elective	2 (2CPF)
Practice class / Seminar (PC/S)	2	3rd - 4th	Compulsory elective	3 (2CPF/PC+1OP)

**A 5. Specialised Module 2: 'Sources, Epochs, Regions III' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Main seminar (MS)	2	4th - 5th	Compulsory elective	8 (2CPF+2OP+4TP)
Lecture (L)	2	4th - 5th	Compulsory elective	2 (2CPF)

**A 6. Specialised Module 3 'Methods, Archaeological Practice II' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Archaeological Surveying - Practice class II (PC)	2	4th - 5th	Compulsory	5 (2CPF+2PC+1OP)
Archaeological training excavation (TE)	8 (3 weeks)	4th - 5th	Compulsory	4 (1C+3PC)

**A 7. Specialised Module 4: 'Sources, Epochs, Regions IV' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Main seminar (MS)	2	4th - 5th	Compulsory elective	8 (2CPF+2OP+4TP)
Major field trip (MFT)	2	2nd - 3rd	Compulsory elective	4 (3CPF+1OP)
Field trip	1	4th - 5th	Compulsory elective	1 (1CPF)

**A 8. Cross-Disciplinary Skills**

Type of course	Recomm. sem.	CP
2-8 courses and lectures in cross-disciplinary skills - Professional Skills, Interdisciplinary Skills, Intercultural Skills, Organisational, Pedagogical and Social Skills.	2nd - 5th	10

**A 9. Final Module (compulsory module)**

Type of course	WCH	Recomm. sem.	CP
*Bachelor's thesis		6th	12

Calculation of credits. TP: Term paper; C: Contact; CPF: Contact, preparation/ follow-up; WE: Written examination; OP: Oral performance; WD: Written documentation; PC: Practice class; T: Tutorial

\*Lectures and courses involve an examination component

**B. PREHISTORY AND PROTOHISTORY AS A SECOND MAJOR SUBJECT:  
50% (74 CP)**

**B 1. Introductory Module (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Preparatory seminar I (PS)	2	1st - 2nd	Compulsory	5 (3CPF+2WE)
*Preparatory seminar II (PS)	2	1st - 2nd	Compulsory	5 (3CPF+2WE)
Tutorial I (T)	2	1st - 2nd	Compulsory	1 (1CPF)
Tutorial II (T)	2	1st - 2nd	Compulsory	1 (1CPF)

**B 2. Foundation Module 1: 'Sources, Epochs, Regions I' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
Lecture (L)	2	2nd - 3rd	Compulsory elective	2 (2CPF)
*Intermediary seminar (IS)	2	2nd - 3rd	Compulsory elective	5 (2CPF+1OP+2TP)

Field trip (FT)	1	1st - 3rd	Compulsory elective	1 (1CPF)
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**B 3. Foundation Module 2: 'Methods, Archaeological Practice I' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Archaeological Surveying - Practice class I (PC)	2	2nd - 3rd	Compulsory	5 (2CPF+1OP+2PC)
Practice class / Seminar (PC/S)	2	2nd - 3rd	Compulsory elective	3 (2CPF/PC+1OP)
Archaeological training excavation (TE)	8 (3 weeks)	1st - 3rd	Compulsory	4 (1C+3PC)

**B 4. Specialised Module 1: 'Sources, Epochs, Regions II' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Intermediary seminar (IS)	2	3rd - 4th	Compulsory elective	5 (2CPF+1OP+2TP)
Lecture (L)	2	3rd - 4th	Compulsory elective	2 (2CPF)
Practice class / Seminar (PC/S)	2	3rd - 4th	Compulsory elective	3 (2CPF/PC+1OP)

**B 5. Specialised Module 2: 'Sources, Epochs, Regions III' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Main seminar (MS)	2	4th - 5th	Compulsory elective	8 (2CPF+2OP+4TP)
Lecture (L)	2	4th - 5th	Compulsory elective	2 (2CPF)

**B 6. Specialised Module 3: 'Methods, Archaeological Practice II' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Archaeological Surveying - Practice class II (PC)	2	4th - 5th	Compulsory	5 (2CPF+1OP+2PC)
Archaeological training excavation (TE)	8 (3 weeks)	4th - 5th	Compulsory	4 (1C+3PC)

**B 7. Specialised Module 4: 'Sources, Epochs, Regions IV' (compulsory module)**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Main seminar (MS)	2	4th - 5th	Compulsory elective	8 (2CPF+2OP+4TP)
Major field trip (MFT)	2	2nd - 3rd	Compulsory elective	4 (3CPF+1OP)
Field trip	1	4th - 5th	Compulsory elective	1 (1CPF)

**B 8. Cross-Disciplinary Skills**

Type of course	Recomm. sem.	CP
2-8 courses and lectures in cross-disciplinary skills - Professional Skills, Interdisciplinary Skills, Intercultural Skills, Organisational, Pedagogical and Social Skills.	2nd - 5th	10

Calculation of credits. TP: Term paper; C: Contact; CPF: Contact, preparation/ follow-up; WE: Written examination; OP: Oral performance; WD: Written documentation; PC: Practice class; T: Tutorial

\* Lectures and courses involve an examination component

**C. PREHISTORY AND PROTOHISTORY AS A MINOR SUBJECT:  
25% (35 CP)**

**C 1. Introductory Module**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Preparatory seminar I (PS)	2	1st - 2nd	Compulsory	5 (2CPF+2WE+1OP)
Tutorial (T) I	2	1st - 2nd	Compulsory	1 (1CPF)
Lecture (L)	2	2nd - 4th	Compulsory elective	2 (2 CPF)

**C 2. Foundation Module**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
*Preparatory seminar II (PS)	2	1st - 2nd	Compulsory	5 (2CPF+2WE+1OP)
Tutorial II (T)	2	1st - 2nd	Compulsory	1 (1CPF)
Practice class / Seminar (PC/S)	2	1st - 4th	Compulsory elective	3 (2CPF/PC+1OP)
Archaeological training excavation (TE)	8 (3 weeks)	2nd - 5th	Compulsory	4 (1C+3PC)

**C 3. Specialised Module**

Type of course	WCH	Recom. sem.	Compulsory/ elective	CP
Practice class / Seminar (PC/S)	2	1st - 4th	Compulsory elective	3 (2CPF/PC+1OP)
*Intermediary seminar (IS)	2	2nd - 4th	Compulsory elective	5 (2CPF+1OP+2TP)
Lecture (L)	2	4th - 5th	Compulsory elective	2 (2CPF)
Major field trip (MFT)	2	2nd - 4th	Compulsory elective	4 (3CPF+1OP)

Calculation of credits. TP: Term paper; C: Contact; CPF: Contact, preparation/ follow-up; WE: Written examination; OP: Oral performance; WD: Written documentation; PC: Practice class; T: Tutorial

\* Lectures and courses involve an examination component

## **Appendix 2: Cross-disciplinary skills: Bachelor's degree programme in Prehistory and Protohistory**

### Preamble

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. For this cross-disciplinary skills component, the Faculty of Philosophy provides a structured course offering across various disciplines and degree programmes. This offering includes courses in four areas: Professional Skills,

Interdisciplinary Skills, Intercultural Skills and Organisational, Pedagogical and Social Skills.

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

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

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

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

### **I. Professional Skills (primarily subject-specific):**

1. *Work placement*: up to **10 CP**; performance will be assessed on the basis of a detailed work placement report.
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 practice*: **3-5 CP**: Contact time, preparation and follow-up 2 CP; course performance 1-3 CP, depending on specific requirements.

6. *Rhetoric*: **3-5 CP**: Contact time, preparation and follow-up 2 CP; course performance 1-3 CP, depending on specific requirements.

7. *University introduction to electronic media (e.g. databases, special data processing programmes, PowerPoint presentations, e-learning)*: **3 CP**: Contact time, preparation and follow-up 2 CP; course performance 1 CP.

## II. Interdisciplinary Skills:

1. *Acquisition of basic interdisciplinary knowledge in Cultural Studies, e.g. in the fields of History, Art History, Mythology, Antiquity, Religious Studies, Media and Communication, Philosophy, Literary Studies, Anthropology, Sociology, Psychology, Law, Economics and 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.

3. *Course series based on the profile of the degree programme e.g. General Studies, lecture series*: **2 CP**: Contact time 1 CP; course performance based on written documentation, thesis, or equivalent 1 CP

## III. Intercultural Skills:

1. *Period of study at a university abroad*: **up to 5 additional CP** may be awarded for intercultural skills where students successfully complete a period of study at a university abroad and are able to prove the acquisition of at least 15 CP or ECTS in one or both subjects studied, by submitting a detailed report and an evaluation/diploma issued by a supervising lecturer.

2. **3 - 5 CP** may be awarded for the acquisition of additional career-related language skills (provided that knowledge of the chosen language is not already required for the student's second subject of study or degree programme e.g. the "Latinum" qualification in Latin). Contact time, preparation and follow-up 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 component may be recognised for the additional language. This does not apply to languages which are already included on the student's university entrance qualification.

## IV. Organisational, Pedagogical and Social Skills:

1. *Upon approval from a representative of the relevant institute, who is also a full-time employee of Heidelberg University*, **approximately 3 - 6 CP** may be awarded for participation in cross-disciplinary courses e.g. training programmes offered by the Department for Key Skills and Didactics (*Abteilung Schlüsselkompetenzen*) or by other university institutions. Credits are awarded based on the actual workload.

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