

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 Master-Studiengang Ur- und Frühgeschichte", dated 14 April 2011 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 4 May 2011, p. 233], last amended on 28 September 2016 [President's bulletin (Mitteilungsblatt des Rektors) of 28 September 2016, p. 803] has legal validity.

Heidelberg University Examination Rules and Regulations for the Master'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 Master's degree programme in Prehistory and Protohistory focuses on the cultural and archaeological investigation of prehistorical, protohistorical and

historical cultures. The programme considers those cultures which are not already the focus of other disciplines studied at Heidelberg University. Building on a Bachelor's degree programme with prehistory and protohistory accounting for at least 50 percent of the programme, the Master's degree programme combines a focus on subject-specific research with interdisciplinary approaches from other disciplines within the humanities and natural sciences. The Master's degree programme aims to extend the study of prehistorical and protohistorical sources and methods, and deepen knowledge of theoretical approaches from within cultural, social and history studies, which can help understand prehistorical and protohistorical questions.

- (2) The purpose of the "Master of Arts" examinations is to assess whether students have mastered the interrelationships between the individual disciplines of their subject, are able to apply advanced scientific methods and findings, and are able to work independently, employing scientific 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) The standard period of study for the Master's degree programme is four semesters, including examinations and the Master's thesis.
- (2) Lectures and courses in the Master's degree programme run for three semesters: The Master's thesis and examinations are to be completed during the fourth semester at the latest. Successful completion of the Master's degree programme requires a total of 120 credits (CP- credit points) for both compulsory and elective courses.
- (3) The Master's programme is a modular programme. Of the 120 credits, 70 credits are allocated for subject-specific major subject courses, 20 credits for a minor subject and 30 credits for the master's thesis. The degree programme in Prehistory and Protohistory may also be studied as minor subject in combination with another major.
- (4) Generally, any subject may be chosen as the minor subject, provided that the respective master's-level programme is offered.
- (5) Generally, the language of instruction and examinations is German. Classes may also be held and examinations taken partially or completely in English.
- (6) 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.

- (7) The excavation with an overall duration of 60 or 40 days in the major subject or 15 days in the minor subject must be completed at university research institutions dealing with prehistory and protohistory or departments of the German Archaeological Institute or similar institutions.
- (8) 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.

§ 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 final oral examination are considered individual modules.
- (3) A distinction is made between:
 - compulsory modules, which must be completed by all students
 - compulsory elective modules, which students can select from a limited range of modules.
- (4) In order for a module to be passed, all of its courses and lectures must be taken. Each module consists of one graded course or lecture, which 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) A transcript of records will be issued at the end of each semester, listing all module and sub-module examinations passed by the student, 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 is made up of two professors, a research assistant representative, and a student, who serves in an advisory capacity. 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 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 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 its meetings and has the deciding vote in the event of a tie vote.
- (4) The examinations board may confer further tasks on its chairperson, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.
- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners, and observers are obliged to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.
- (8) The Joint Examination Office 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, associate professors, or research associates who have been granted the right to conduct examinations in the Master's degree programme. 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 Master's examination or equivalent.
- (4) The candidate may suggest an examiner for the Master's thesis and the final oral examination; however, this does not constitute legal entitlement to be examined by a particular examiner.
- (5) The chairperson 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 have been 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, provided that the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that they are intended to replace. 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 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 if:
 1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the 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 university degree programme may not replace more than 50% of the university degree programme. A Master's thesis will not be recognised. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the examinations board may request the completion of a placement test.
- (7) For refresher courses, credits may be given for courses and examinations. 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, 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 responsible for exceeding a deadline for registering for, or taking, an examination, the examinations board must respect the provisions stated in the Maternity Protection Act (Mutterschutzgesetz) and the legal provisions concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic illnesses, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz).
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids – in particular, plagiarism – 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) 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 examinations completed during the course of study

- (1) Examination components completed during the course of study are:
 1. oral examinations
 2. written examinations (electronically, where applicable).
- (2) If candidates provide a medical certificate 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. Furthermore, candidates should demonstrate that they have adequate fundamental knowledge relating to their academic programme.
- (2) An oral examination lasts between 15 and 30 minutes.

§ 11 Written examination components completed during the course of study

- (1) In written examination components, candidates should demonstrate that they are able to recognise problems relating to their subject and find solutions for them using subject-specific methods within limited time and using limited resources.
- (2) A written examination lasts between 60 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 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 the assessment of examinations:

1 = very good	=	an outstanding performance;
2 = good	=	a performance which lies substantially above average requirements;
3 = satisfactory	=	a performance which fulfils average requirements;
4 = sufficient	=	a performance which, despite deficiencies, still meets the requirements;
5 = failed	=	a performance which, due to considerable deficiencies, does not meet the requirements.

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

- (2) Final module grades and the overall Master's examination grade are:

for an average of 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

- (3) 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 grade for the Master's examination is calculated in accordance with § 19, paragraph 2.
- (4) 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 for the top 10 %
 B for the following 25 %
 C for the following 30 %
 D for the following 25 %
 E for 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

§ 13 Master's examination admission requirements

- (1) Admission to the individual examinations for the Master's examination will only be authorised for those who:
- are enrolled in the Masters's degree programme in Prehistory and Protohistory at Heidelberg University,
 - have not lost their entitlement to take the final examinations in the Master's degree programme in Prehistory and Protohistory or a similar degree programme.
- (2) For admission to the Master's thesis, certificates to prove the following must also be presented:
- successful completion of modules set forth in Appendix 1, comprising a total of at least 50 credits in the major subject;
 - passed modules, lectures and courses in the minor subject comprising a total of at least 10 credits.
- (3) The Master's thesis must be submitted prior to taking the final oral examination.

§ 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 either the Prehistory and Protohistory degree programme or in a similar discipline, and whether they are currently undergoing an examination procedure in such a 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 made in writing, stating the reasons and providing information on the procedure for appeal.
- (4) The application for admission to the examination may only be rejected if:
 1. the requirements outlined in § 13 are not fulfilled, or
 2. the documents set forth in paragraph 1 are incomplete, and have not been completed upon request, or
 3. the candidate has failed their final attempt at the Master's examination in Prehistory and Protohistory or has 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. successful completion of the examinations for the modules and courses for the minor subject,
 3. the Master's thesis,
 4. the final oral examination.
- (2) The examinations referred to in paragraph 1, item 1 are taken as an integrated part of the respective graded 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. For examinations in the minor subject, the respective programme rules and regulations apply.
- (3) The components of the Master's examination must be taken in the following order: examinations completed during the course of study (paragraph 1, item 1) and

examinations in the minor subject (paragraph 1, item 2)
Master's thesis (paragraph 1, item 3)
final oral examination (paragraph 1, number 4).

- (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, to address a problem from the field of Prehistory and Protohistory.
- (2) In accordance with § 6, paragraph 1, sentence 1, the Master's thesis may be assigned and supervised by any authorised examiner in the Prehistory and Protohistory department. The assignment and supervision of a qualified examiner from another department at Heidelberg University requires the prior consent of the examinations board. 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, number 1, the candidate must begin work on the Master's thesis no later than two weeks after the 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 the 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 timely fashion. 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 at fault 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) Upon request of the candidate and approval of the supervisors, the Master's thesis may be completed in German or English. 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 hard copies and one digital copy of the Master's thesis must be submitted to the examinations board in due time; the date of submission must be put on record. 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 shall apply 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 Final oral examination

- (1) The purpose of the final oral examination is for candidates to prove that they have mastered the interconnections between the individual disciplines of their subject, and are able to assess specialist problems accordingly. Additionally, the purpose of the oral examination is to assess whether the candidate has profound basic and specialised knowledge in specific fields of the subjects to be examined.
- (2) The final oral examination will be held by one examiner and one qualified observer. The candidate is permitted to make a proposal; however, this does not constitute entitlement to be examined by a particular examiner. The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.
- (3) In accordance with § 15, paragraph 1, item 3, candidates must take the final oral examination no later than four weeks after submission of the Master's thesis. If this deadline is not met, the final oral examination will be graded as "failed" (5.0), unless the candidate is not at fault for exceeding the deadline.
- (4) The candidate must propose three topics, which must have received prior approval from the examiners; however, the content of the examination will not be limited to those topics.
- (5) The final oral examination in the major subject lasts approximately 60 minutes. The examination in the minor subject lasts around 30 minutes.
- (6) The final oral examination will be held in German or, upon request of the candidate and approval by the examiners, in English. The validity of § 3, paragraph 5 remains unaffected.

- (7) Important content and the results of the oral examination shall be recorded in the minutes. Candidates must be notified of examination results immediately following the oral examination.
- (8) Students seeking to take the same examination at a later date may be allowed to observe the examination, provided that there is enough space available. The student observers may not be present for the assessment or announcement of the examination results. Upon the candidate's request, or for other valid reasons, observers may be prohibited from attending the examination.

§ 19 Passing the examination and overall grade

- (1) The Master's examination is passed if all examination components as set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) When calculating the overall grade, and in accordance with § 12 paragraph 3, the module grades will be weighted according to the number of credits earned. To this end, the numerical values of the module grades, before rounding, will be added together and weighted according to the number of credit points earned.
- (3) When calculating the overall grade, the Master's thesis and the final oral examination will be weighted by a factor of 2.

§ 20 Retaking an examination and deadlines

- (1) If examination components are not passed or are considered not to have been passed, they 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. A second retake must be approved by the examinations board. A second retake is not permitted for the Master's thesis or for the final oral examination.
- (2) Retaking an examination that has been graded as passed is not permitted.
- (3) Failed examinations 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 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.

§ 21 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 bilingual Master'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 "Master of Arts". The Master's certificate is signed by the dean and the chairperson of the examinations board. It bears the faculty 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 that 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

§ 22 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 deceive and this is not discovered until after the diploma has been issued, the passed examination will be considered a 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) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deceit, the Master'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.

§ 23 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 chair of the examinations board will decide when and where such access will be given.

§ 24 Coming into force and transitional provisions

- (1) These examination rules and regulations come into force on 1 September 2011. At that point, they supersede the Heidelberg University examination rules and regulations for the Master's degree programme in Prehistory and Protohistory dated 25 July 2007 (President's bulletin (Mitteilungsblatt des Rektors) dated 16 July 2007, p. 2731).
- (2) Examination prerequisites which were completed before the winter semester 2011/12 in the Master'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 25 July 2007 apply accordingly to the transfer of examination prerequisites. Upon informal written request, students who enrolled in the Master's degree programme in Prehistory and Protohistory at Heidelberg University before the winter semester 2011/12, may continue their studies in accordance with the formerly applicable examination rules and regulations for a period of two years.

**Modules, lectures and courses of the Master's degree programme:
Master's degree programme in Prehistory and Protohistory**

- Curriculum -

A. PREHISTORY AND PROTOHISTORY AS A MAJOR SUBJECT: 75% (70 CP+30CP)

A 1. Specialisation Module 1: `Sources, Eras, Regions` (compulsory module)

Type of course	WCH	Recommended sem.	CP
*Main seminar (MS)	2	1st - 3rd	8 (2CPF+2OP+4TP)
Lecture (L)	2	1st - 3rd	2 (PT)
Research Colloquium	2	1st - 3rd	3 (2CPF+1WD)

A 2a. Specialisation Module 2a: `Archaeological Practice` (compulsory elective module)

Type of course	WCH	Recommended sem.	CP
Excavation (12 weeks) (WG)	30	1st - 3rd	16
Major field trip (MFT)	2	1st - 3rd	4 (2CPF+1WD+1PC)
*Archaeological Surveying: CAD or GIS (PC)	2	1st - 3rd	5 (2CPF+1OP+2WD/TP)

A 2b. Specialisation Module 2b: `Archaeological Practice` (compulsory elective module)

Type of course	WCH	Recommended sem.	CP
Excavation (8 weeks) (TE)	20	1st - 3rd	11
Practical museum or monument conservation placement (4 wks)	10	1st - 3rd	5
Major field trip (MFT)	2	1st - 3rd	4 (2CPF+1OP+PC)
*Archaeological Surveying: CAD or GIS (PC)	2	1st - 3rd	5 (2CPF+1OP+2WD/TP)

A 3. Interdisciplinary module (compulsory module)

Type of course	WCH	Recommended sem.	CP
*Main seminar (MS)	2	1st - 3rd	8 (2CPF+2OP+4TP)
Lecture (L)	2	1st - 3rd	2 (PT)

A 4. Specialisation module 3 (compulsory module)

Type of course	WCH	Recommended sem.	CP
Research Colloquium	2	4th sem.	3 (2CPF+1OP)
*Main seminar (MS)	2	1st - 3rd	8 (2CPF+2OP+4TP)
Practice class / Seminar (PC/S)	2	1st - 3rd	3 (2CPF+1OP)

A 5. Final Module (compulsory module)

Type of course	WCH	Recommended	CP

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Coding reference

Last amended

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		sem.	
MA thesis		4th sem.	30
Oral Final examination		4th sem.	8

B. PREHISTORY AND PROTOHISTORY AS A MINOR SUBJECT: 25% (20 CP)

B 1. Specialisation module (compulsory module)

Type of course	WCH	Recommended sem.	CP
Lecture (L)	2	1st - 3rd	2 (PT)
*Main seminar (MS)	2	1st - 3rd	8 (2CPF+2OP+4TP)
Excavation (3 weeks)	7	1st - 3rd	4
Field trip	1	1st - 3rd	1 (CPF)
Field trip	1	1st - 3rd	1 (CPF)

B 2. Final Module (compulsory module)

Type of course	WCH	Recommended sem.	CP
*Oral Final examination		4th	4

Calculation of credits:

TP: term paper;

CPF: Contact, preparation/follow-up;

Wr: Written examination;

Or: Oral Performance;

WD: Written documentation;

PC: Practice class;

*Lectures or courses involve an examination component

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