

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung für den Bachelor-Studiengang "Translation Studies for Information Technologies" an der Universität Heidelberg und der Hochschule Mannheim" dated 12 August 2016 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 20 September 2016, p. 673] has legal validity.

Examination Rules and Regulations for the Bachelor's Degree Programme in Translation Studies for Information Technologies at Heidelberg University and the Hochschule Mannheim - University of Applied Sciences

dated 12 August 2016

On the basis of § 32 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), last amended by the law on equal opportunities for men and women in public service in Baden-Württemberg and the amendment to the LHG dated 23 February 2016 (GBl. dated 26 February 2016, p. 108), the Senate of Heidelberg University and the Senate of the Hochschule Mannheim issued the following examination rules and regulations for the Bachelor's degree programme in Translation Studies in Information Technologies on 27 October 2015 and 21 April 2016 respectively.

The President of Heidelberg University confirmed his agreement on 12 August 2016.

Preamble

All titles in this document, be they official, job, status or functions, are used in masculine form, however, they refer to men and women equally and may also be used in the corresponding feminine form. This also applies to university degrees and academic titles.

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Bachelor's degree programme focuses on the study of English as a target language in relation to German as a source language. Additional areas of study include Linguistics and Translation studies with a particular focus on text linguistics for translation and translation technologies. The second part of the curriculum focuses on Computer Science and Engineering. On completion of the Bachelor's degree programme, students are awarded an initial degree enabling them to embark on a career and equipping them, in particular, with the skills necessary to translate technical texts.
- (2) The Bachelor of Arts examination is designed to establish whether students have grasped the principles of Translation Studies for Information Technologies as an academic discipline, whether they appreciate the connections between the individual disciplines they have studied, and whether they have acquired the basic knowledge and the methodological and practical skills required to successfully embark on a professional career in the field of translation.
- (3) Admission to this academic programme is subject to separate admission regulations.

§ 2 Bachelor's degree

Upon successful completion of the Bachelor's examination, Heidelberg University will confer the academic degree of "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. Teaching extends over the six semesters of the Bachelor's degree programme. In the sixth semester, however, teaching is restricted to a period of two months. Successful completion of the Bachelor's degree programme requires a total of 180 credits (CP) in both compulsory and elective courses.
- (2) As part of the academic programme, students must complete either a six-week work placement in Germany or abroad, or must spend a period of study relevant to their subject in an English-speaking country (see also § 12 and Appendix 2 "Cross-disciplinary skills").
- (3) An orientation examination must be taken no later than at the end of the second semester. This examination will be taken during the course of study, and consists of successful participation in the following courses and lectures:
 1. Introduction to the Theories, Methods and Practical Aspects of Translation Studies
 2. Computer Science 1Successful participation consists in the completion of a first written examination lasting 60 minutes and a second written examination lasting 120 minutes, each of which must be graded as "satisfactory" (4.0) or better.
- (4) If the orientation examination is not passed or is considered not to have been passed, it may be retaken once during the following semester. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless they are not responsible for the deadline being exceeded.
- (5) The orientation examination is a preliminary component of the Bachelor's examination.
- (6) The languages of instruction and examination are English and German.

§ 4 Modules, credits and transcript of grades

- (1) Modules are learning and teaching units limited to a specific topic and time, and generally comprising multiple courses as well as the corresponding coursework and examination components. The relevant coursework and examination components must be completed in order for modules to be successfully completed and credits awarded.

- (2) The Bachelor's thesis and the final oral examination are regarded as individual modules.
- (3) A distinction is made between:
 - compulsory modules, which must be completed by all students;
 - compulsory elective modules, which students select from a limited range of modules depending on the number of modules required for their chosen degree programme;
 - elective modules, which students may select freely from the modules offered within the subject area.
- (4) In order to pass a module, all sub-module components must be graded as "sufficient" (4.0) or better, or must be graded as "passed" (sub-module grades).
- (5) Credits are awarded for the satisfactory completion of coursework and examination components. One credit corresponds to a student workload of 30 hours.
- (6) A transcript of records will be issued at the end of each semester. It lists all (sub-) module examinations together with the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board is responsible for organising examinations and for completing the tasks defined in these examination rules and regulations. It consists of two university professors (one from the Institute of Translation and Interpreting and one from the Hochschule Mannheim), and a representative of the research assistants. A student may also be accepted onto the examinations board in an advisory role. The chairperson and the deputy chairperson, as well as all additional members of the examinations board, are elected by the faculty council of the Faculty of Modern Languages of Heidelberg University and by the faculty council of the Faculty of Electrical Engineering of the Hochschule Mannheim for a period of three years. The student member is elected for a period of one year. The chairperson and the deputy chairperson must be professors. The university professors must have an absolute majority of the votes.
- (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. The examinations board reports to the respective faculties on a regular basis regarding changes to examinations, study periods and grading. It appoints the examiners and observers for examinations. The examinations board may assign the task of appointing examiners and observers to a full-time member of the teaching staff at the Institute of Translation and Interpreting or the Hochschule Mannheim. The board may be called upon to answer all questions regarding

examinations.

- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility to its chairperson or to another full-time member of the teaching staff at the Institute of Translation and Interpreting or the Hochschule Mannheim, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed about the execution of these tasks on a regular basis.
- (5) Members of the examinations board have the right to attend examinations. The student representative may attend examinations only with the consent of the candidate.
- (6) Members of the examinations board, examiners, and observers as well as the administrative staff members involved in examination procedures 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.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study as part of individual courses or lectures, may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to examine on the basis of longstanding teaching experience. Senior research associates, research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations in exceptional circumstances; if there are not enough qualified faculty members available 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) Only persons who have completed the respective Bachelor's examination or an examination at least equivalent to a Bachelor's examination may be appointed as an observer.
- (4) The candidate is permitted to suggest an examiner for the Bachelor's thesis and the final oral examination; this does not, however, constitute entitlement

to be examined by a particular examiner.

- (5) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (6) With their consent, authorised examiners may be called to conduct an examination for a period of up to two years after they have left Heidelberg University or the Hochschule Mannheim.

§ 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) Orientation examinations taken at another equivalent German university in the same or in a related degree programme will be recognised. Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (4) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, 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) If credits and examination results are recognised, the grades, provided that

the grading schemes are comparable, must be transferred and used when calculating subject grades and the overall grade in accordance with these examination rules and regulations. If grading systems are not comparable, examination prerequisites and results are graded as "passed". A note indicating where credits have been recognised may be included in the transcript of records.

- (7) 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. A Bachelor's thesis cannot 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.

- (8) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). Paragraphs 2 and 5, as well as § 7, clause 1, item 1 apply for the recognition of credits acquired in refresher courses for transfer to a university degree programme. Paragraph 7 applies for the recognition of knowledge and skills acquired outside of the higher education system for transfer to refresher courses.
- (9) Decisions pursuant to § 7 are taken by the examinations board or by an individual designated by the examinations board in accordance with § 5, paragraph 4.

§ 8 Unexcused absence, withdrawal, deception and breaches of regulations

- (1) If a candidate fails to attend an examination without good reasons, or if he or she withdraws from an examination after it has begun without good reason, the examination will be graded as "failed" (5.0). This also applies if a written examination is not completed within the specified time frame, unless the candidate is not responsible for exceeding the time limit.
- (2) Students who have registered for an examination may withdraw from the examination without providing reasons for up to one week prior to the examination taking place; students wishing to withdraw after this time limit must provide reasons in accordance with paragraph 3.
- (3) Reasons for withdrawal or absence 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 cases of doubt, a medical certificate may be requested from a doctor of the University's choice. If the reasons are accepted, a new date for the examination shall be scheduled. In this case, examination results that are already available will be taken into account.

- (4) When deciding whether the candidate is responsible for exceeding a deadline for registering for, or for 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. This also applies to students with disabilities or chronic illnesses, and to students with dependent family members in accordance with § 7, paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz).
- (5) If a candidate attempts to influence an examination result through deceit or by using unauthorised aids, the relevant examination will be graded as "failed" (5.0). A candidate who disrupts the orderly execution of the examination process may be excluded from continuing the examination by the authorised examiner or examination supervisor; in such cases, the examination will be graded as "failed" (5.0). In severe cases, the examinations board may exclude the candidate from all further examinations.
- (6) With regard to paragraph 4, sentences 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 Assessment of examinations

- (1) The examination components are:
 1. oral examination components completed during the course of study
 2. written examination components completed during the course of study (in digital form where applicable)
 3. the Bachelor's thesis
 4. the final oral examination
- (2) If the candidate provides a medical certificate that plausibly proves that he or she is 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 examinations 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. Furthermore, the examination should determine whether the candidate has acquired adequate basic knowledge of the subject area.

- (2) Oral examinations completed during the course of study are of a duration of between 10 and 30 minutes, depending on the course in which the examination is taken.
- (3) The candidate must be informed of his or her examination result immediately following the oral examination.

§ 11 Written examinations during the course of study

- (1) In written examinations completed during the course of study, candidates should prove that they are able to recognise problems relating to their subject, and find solutions for these within a limited time and using subject-specific methods. Furthermore, the examination should determine whether the candidate has acquired adequate basic knowledge of the subject area.
- (2) Written examinations completed during the course of study are of a duration of between 45 and 180 minutes. Multiple choice questions are permitted.
- (3) Multiple choice questions are generally set by the lecturer responsible for a course or lecture, as appointed by the examinations board. The examination questions must correspond to the knowledge imparted in the course or lecture, and must provide reliable examination results. Before determining the final examination result, the person responsible, as named in clause 1, must ensure that the questions included in the examination meet the requirements set forth in clause 2. If the examiner finds that individual examination questions are incorrect, these questions are to be disregarded in the determination of examination results. The total number of examination questions is reduced accordingly and assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

If an examination consists of multiple choice questions, it is considered passed when at least 50% of the questions have been answered correctly, or when the number of questions correctly answered by the candidate is no less than 22% of the average number of questions answered correctly by all examination candidates (norm-referenced grading, Gleitklausel).

If a candidate has correctly answered the number of questions required to pass the examination, the multiple choice examination must be assessed as follows: If norm-referenced grading is used, the scale for assessment is moved linearly by the difference between the absolute and relative thresholds for passing.

% corresponds to grade

≥ 50 – 55	4.0
> 55 – 60	3.7
> 60 – 65	3.3
> 65 – 70	3.0
> 70 – 75	2.7
> 75 – 80	2.3
> 80 – 85	2.0
> 85 – 90	1.7
> 90 – 95	1.3
> 95 – 100	1.0

- (4) If a written examination component is taken as a term paper, the candidate must assure that he or she is the author of their own work and that no sources or aids other than those indicated were used. Examiners may employ appropriate technical procedures to check for plagiarism.
- (5) The assessment period for written examination components should not exceed four weeks.

§ 12 Period abroad/work placement

- (1) In accordance with § 3, paragraph 2, the Bachelor's degree programme includes a six-week work placement or period abroad, generally to be completed after the lecture period in the fourth semester.
- (2) Students must produce a report about the work placement or the period they have spent abroad. In addition, they must submit a record of activity issued by the institution at which they completed their work placement, or certification of the period spent abroad. The decision as to whether the student has successfully completed the period abroad or the work placement will be made on the basis of the report and the record of activity or certification of the period abroad.
- (3) Students are ultimately responsible for securing a place for their period abroad or their work placement. Prior to commencement of the work placement or period abroad, the student should clarify with the responsible academic advisor which certificates will be required for the period to be recognised as having been successfully completed.

§ 13 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 does not meet the requirements due to considerable deficiencies.

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 for sub-module examinations, weighted according to the number of credits earned. If a final examination is to be taken as part of a module, the grade from this final module examination constitutes the grade for this module.

(3) Students are given a grade for the two parts of the curriculum (the first part consists of modules in Translation Studies and language for special purposes, completed at the Institute of Translation and Interpreting, and the second part consists of modules in Engineering and technical training in information technologies, completed at the Hochschule Mannheim). These two grades are calculated on the basis of the grades awarded for the modules in the relevant part of the curriculum. Grades are weighted according to the number of credits they are worth.

(4) Final module grades, subject grades and the overall grade for the Bachelor's examination are:

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

If the overall grade for the Bachelor's examination is "very good" (1.0), it will be awarded the commendation, "with distinction".

(5) The overall grade for the Bachelor's examination will be calculated on the basis of the unrounded grades for the Bachelor's thesis, the final oral examination and the two parts of the curriculum - the Translation Studies component completed at the Institute of Translation and Interpreting (examination components completed during the course of study = first subject grade), and the Engineering component completed at the Hochschule Mannheim (examination components completed during the course of study =

second subject grade). The unrounded grades will be weighted according to the number of credits they are worth. The grades for the Bachelor's thesis and for the final oral examination are weighted by a factor of two.

- (6) When calculating final module grades, subject grades and the overall examination grade, only the first decimal after the point is taken into account. The other decimals are dropped without rounding.
- (7) In addition to the grade awarded in accordance with the German system, students who have passed the corresponding examination will receive a relative grade (ECTS grade) pursuant to the following assessment scale:
- A the top 10%
 - B the following 25%
 - C the following 30%
 - D the following 25%
 - E the following 10%

The grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group, depending on the size of the graduating cohort.

Section II: Bachelor's examination

§ 14 Bachelor's examination admission requirements

- (1) Admission to examinations in the Bachelor's degree programme in Translation Studies for Information Technologies may only be granted to individuals who:
1. are enrolled at Heidelberg University and the Hochschule Mannheim for the Bachelor's degree programme in Translation Studies for Information Technologies, and
 2. have not lost their entitlement to take examinations in the Bachelor's degree programme in Translation Studies for Information Technologies.
- (2) Admission to examinations to be taken throughout the course of study is granted within the context of the corresponding individual courses or modules.
- (3) Proof of the following must also be provided before the student is allocated a topic for the Bachelor's thesis:
1. successful completion of the orientation examination,
 2. successful completion of the examinations taken as part of the courses and lectures listed in Appendix 1, equating to 140 credits,
 3. successful completion of the work placement or period abroad.

- (4) The final oral examination may only be taken, once:
1. all outstanding modules, courses and lectures listed in Appendix 1 have been successfully completed,
 2. 20 credits have been acquired in the field of cross-disciplinary skills in accordance with Appendix 2, and
 3. the Bachelor's thesis has been submitted.

§ 15 Admission procedure for the Bachelor's thesis and for final oral examination

- (1) An application for admission to the Bachelor's thesis and to the final oral examination must be made in writing, addressed to the chair of the examinations board. The following must be enclosed with the application:
1. evidence of fulfilment of the admission requirements stated in § 14,
 2. a declaration stating whether the candidate has previously failed an orientation examination or a Bachelor's examination in a Bachelor's degree programme in Translation Studies for Information Technologies, or whether he or she is currently involved in an examination procedure for such a degree programme.
- (2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.
- (3) The examinations board decides whether the candidate may be admitted to the examination or thesis on the basis of the application. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission may only be rejected if:
1. the requirements pursuant to § 14 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 ultimately failed the orientation examination or the Bachelor's examination for the Bachelor's degree programme in Translation Studies for Information Technologies, or has lost his or her entitlement to take the examinations, or
 4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 16 Scope and nature of the Bachelor's examination

- (1) The Bachelor's examination consists of:
1. successful completion of the examinations taken as part of the lectures and courses (modules) listed in Appendix 1,

2. the Bachelor's thesis,
 3. the final oral examination.
- (2) Examinations referred to in paragraph 1, item 1 are taken as an integrated part of the relevant lecture or course, or module, and may be taken in written and/or oral form. The combination of examinations listed in Appendix 1 is proposed as standard. With the agreement of the professor who is a representative on the examinations board, examinations may be taken in alternative combinations. The lecturer or professor responsible for the course decides on the form of the examination component and announces this information at the beginning of the course at the latest.

§ 17 Bachelor's thesis

- (1) The Bachelor's thesis serves to demonstrate that the candidate is able to work independently on a problem from the field of Translation Studies for Information Technologies, within a given time limit and using academic methods.
- (2) The Bachelor's thesis may be assigned and supervised by any authorised examiner as defined in § 6, paragraph 1, clause 1.
- (3) The candidate must begin work on the Bachelor's thesis no later than two weeks following completion of the last examination taken as an integrated part of the course of study, or must have by that time submitted an application for 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 is determined by the 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 their Bachelor's thesis in due time. The candidate must be given the opportunity to propose a topic for the Bachelor's thesis. This does not, however, constitute a legal entitlement to the suggested topic. The topic for the Bachelor's thesis will be assigned by the chair of the examinations board; the date of assignment must be recorded.
- (5) The period for completion of the Bachelor's thesis (from the date of assignment of a topic to the submission of the thesis) is nine weeks. In exceptional cases, and having consulted the relevant supervisor, the examinations board may extend this period by up to two weeks. If the Bachelor's thesis is not submitted by the deadline, it is graded as "failed" (5.0), unless the candidate is not responsible for exceeding the deadline.
- (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 topic may only be rejected once, and only within the first two weeks after the date of assignment. On assignment of the new topic, the period for completion starts anew.

- (7) The Bachelor's thesis may be written in German or English.

§ 18 Submission and assessment of the Bachelor's thesis

- (1) One hard copy and one digital copy of the Bachelor's thesis is to be submitted to the examinations board by the deadline; the date of submission must be recorded. The thesis should contain a summary of approximately 5 - 10% of the total thesis in length.
- (2) On submission of the Bachelor's thesis, the candidate must assure in writing that the thesis is his or her own work, that no sources or aids other than those stated were used, and that all material quoted from existing literature is indicated as such and is appropriately referenced. The examinations board will determine whether any part of the thesis was plagiarised. If any part of the thesis is found to have been plagiarised, the thesis will be considered to have been failed. Examiners may employ appropriate technical procedures to check for plagiarism.
- (3) The Bachelor's thesis is assessed by two examiners; one of whom must be a professor. The thesis supervisor should be the first examiner. The second examiner is designated by the examinations board. The candidate is permitted to make a proposal. This does not, however, constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed a period of four weeks.
- (4) The grade is calculated as the average of the two assessments; § 13 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.
- (5) A Bachelor's thesis graded as "failed" may be retaken once. The candidate must begin work on the retake of his or her thesis within two weeks of receiving notification that the initial Bachelor's thesis was failed. Upon request, the chair of the examinations board shall ensure that the candidate receives a new topic. If the candidate fails to observe this deadline, the Bachelor's thesis will be graded as "failed" (5.0) and the Bachelor's examination will be ultimately failed, unless the candidate is not at fault for the deadline being exceeded. The topic may only be returned within the time limit set forth under § 17, paragraph 6 and only if the candidate did not exercise this right when working on the initial Bachelor's thesis.

§ 19 Final oral examination

- (1) In the final oral examination, the candidate should demonstrate that he or she is able to defend the results of the Bachelor's thesis during a discussion.
- (2) The final oral examination lasts for approximately 45 minutes, in which time the Bachelor's thesis should be presented and defended. For admission to the final oral examination, the Bachelor's thesis must have been graded as "satisfactory" (4.0) or better.
- (3) The final oral examination must be taken no later than four weeks following submission of the Bachelor'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 the deadline being exceeded.
- (4) The final oral examination is held by two examiners or by one examiner in the presence of a qualified observer. The grade is determined by the examiners. If the grade proposed by the two examiners differs, the average of these two grades will be taken. The candidate may propose examiners, however, this does not constitute a legal entitlement to be examined by a particular examiner.
- (5) Important content and the results of the oral examination must be recorded in the minutes. The candidate must be informed of his or her examination result immediately following the oral examination.
- (6) Students seeking to take the same examination at a later date may be permitted to observe the examination, provided that there is enough space available. Student observers may not be present for the assessment or announcement of the examination results. Such observers may be prohibited from attending the examination upon the candidate's request or for other valid reasons.

§ 20 Passing the examination and overall grade

- (1) The Bachelor's examination is passed when all examination components in accordance with § 16, paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) The subject grades are calculated in accordance with § 13, paragraph 3; the overall grade is calculated in accordance with § 13, paragraph 5.

§ 21 Retaking examinations, deadlines

- (1) Failed examinations or examinations deemed as 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 examinations taken during the course of study. A second retake must be approved by the examinations board. A second retake is not permitted for the

Bachelor's thesis or for the final oral examination.

- (2) Passed examinations may not be retaken.
- (3) Failed examinations must be retaken no later than during the following semester. If the candidate fails to meet this deadline, he or she will lose their entitlement to take the examination, unless they are not responsible for the deadline being exceeded.
- (4) If a compulsory module is failed on the final attempt, the candidate will be excluded from the degree programme. Failure of a compulsory elective module may be compensated by successful completion of an alternative compulsory elective module. Failure of an elective module may be compensated by successful completion of any other module.

§ 22 Bachelor's diploma and certificate

- (1) Within four weeks of the Bachelor's examination having been passed, and following presentation of all assessments, a diploma will be issued in English and German. It will state the subject grades and the overall grade. The diploma will also indicate the topic of the Bachelor's thesis. Upon request, the number of academic semesters taken to complete the Bachelor's examination may also be indicated on the diploma. The diploma bears the date on which the last examination component was completed. It must be signed by the deans of the two participating faculties.
- (2) A bilingual Bachelor's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies conferment of the academic degree "Bachelor of Arts". The certificate is signed by the dean of the Faculty of Modern Languages at Heidelberg University, the dean of the Faculty of Electrical Engineering at the Hochschule Mannheim and the chair of the examinations board. It bears the seals of the Hochschule Mannheim and the Faculty of Modern Languages at Heidelberg University.
- (3) 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.
- (4) If the Bachelor's examination is ultimately failed or considered to have ultimately been failed, 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 lists any completed examination components and their respective grades as well as the examination components still required to pass the Bachelor's examination. The certificate indicates that the Bachelor's examination has been ultimately failed.

Section III: Final provisions

§ 23 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 that were affected by the deception 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 to compensate 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.

§ 24 Access to examination documents

- (1) If the candidate so requests, he or she must be informed of the results from components of the Bachelor's examination before completion of the entire examinations procedure.
- (2) After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing, and 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.

§ 25 Coming into force and transitional provisions

- (1) These examination rules and regulations become effective on the first day of the month following their publication in the President's bulletin (Mitteilungsblatt des Rektors). They thereby supersede the examination rules and regulations for the Bachelor's degree programme in Translation Studies for Information Technologies at Heidelberg University and the Hochschule Mannheim from

28 July 2003 (President's bulletin dated 30 September 2003, pg. 649).

- (2) Students who are already enrolled in the Bachelor's degree programme in Translation Studies for Information Technologies at Heidelberg University and the Hochschule Mannheim at the point that these examination rules and regulations enter into force, may request that the former examination rules and regulations from 28 July 2003 remain applicable for a period of up to three years.

Appendix 1

The course of study encompasses the following modules:

a. Modules in Translation Studies and language for special purposes at the Institute of Translation and Interpreting, within the subject area *Translation Studies*, equating to 52 WCH and 73 CP.

- Module 1: Fundamentals of Linguistics and Translation Studies
- Module 2: Fundamentals of Specialised Translation
- Module 3: Specialised Translation I
- Module 4: Specialised Translation II
- Module 5a: Further Linguistic Competencies
- Module 5b: Further Specialist Competencies
- Module 6: Terminology I
- Module 7: Terminology II
- Module 8: Software Localisation

b. Modules in Engineering and technical training in the field of *Information Technologies* at the Hochschule Mannheim, equating to 50 WCH and 71 CP.

- Module 9: Computer Science
- Module 10: Theories of Computer Science and Mathematics
- Module 11: Fundamentals of Communication Technology
- Module 12: Project Management and Software Engineering
- Module 13: Internet Applications and Computer Networks
- Module 14: Electrical Engineering and Building Automation using KNX
- Module 15: Building Automation using LON
- Module 16: Automation Technology

c. Joint offer

- Module 17: Cross-Disciplinary Skills (20 CP)
- Module 18: Colloquium (preparatory course for Bachelor's thesis) (2 WCH, 2 CP)
- Module 19: Bachelor's Thesis (12 CP)
- Module 20: Final Oral Examination (2 CP)

 Total: 180 CP

Key:

Lang. = Language (G = German; E = English; F = French; S = Spanish)

Ass = Assessment

WE = Written examination

LP = Laboratory practical (the laboratory practical must be successfully passed for admission to the corresponding written examination)

DP = Documented programme

WE, PC = Written examination, practice class (laboratory practical)

OP = Oral presentation

AE = Academic essay

TRN = Translation

ATT = Attestation

WCH = Weekly contact hours

Sem = Semester

CP = Credits

L = Lecture

PC = Practice class

S = Seminar

(a) Modules in specialised technical translation, completed at the Institute of Translation and Interpreting

1. Module: Fundamentals of Translation Studies (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Introduction to the Theories, Methods and Practical Aspects of Translation Studies with a Focus on the Translation of Specialist Technical Texts.	L	2	3	1st	G	WE
Modern Translation Theories and their Application to Translating Technical Texts	PC	2	2	1st	E	OP/WE /AE
Introduction to Models used in Linguistics and Translation Studies and their Application in the Translation of Technical Texts	S	2	5	2nd	G	OP + AE
		6 WCH	10 CP			

2. Module: Fundamentals of Specialised Translation (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass

Fundamentals of Technologies used in Specialised Translation I (databases, terminology management systems, Translation Memory systems, text analysis programmes etc.)	PC	2	2	1st	G	OP/WE /AE
Fundamentals of Media Technologies used in Specialised Translation II (machine translation, corpus analyses)	PC	2	2	2nd	G	OP/WE /AE
Introduction to Text Linguistics for Translation: Specialist Text Types Relevant to Specialised Technical Translation	S	2	5	3rd	G	OP + AE
		6 WCH	9 CP			

3. Module: Specialised Translation I (language B) (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Specialised Translation I: Instruction Manuals E-G	PC	2	3	1st	G	TRN
Specialised Translation II: Instruction Manuals G-E	PC	2	3	1st	E	TRN
Specialised Translation III: Web Publishing E-G	PC	2	3	2nd	G	TRN
Specialised Translation IV: Web Publishing G-E	PC	2	3	3rd	E	TRN
		8 WCH	12 CP			

4. Module: Specialised Translation II (language B) (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Specialised Translation V: Electrical Engineering E-G	PC	2	3	4th	G	TRN
Specialised Translation VI: IT and Electronics G-E	PC	2	3	5th	E	TRN
Specialised Translation VII: Computer Science Texts E-G	PC	2*	3	6th	G	TRN
		6 WCH	9 CP			

*Due to the shorter duration of the lecture period, the contact time for courses in the sixth semester is reduced.

Module 5a: Further Linguistic Competencies (French or Spanish) (compulsory elective module) *

Course	Type	WCH	CP	Sem	Lang.	Ass
Text Production for Translation I	PC	2	2	2nd	F/S	OP/AE
Text Production for Translation II	PC	2	2	3rd	F/S	OP/AE
Translation of General Language Texts (into German)	PC	2	3	4th	G	TRN
Specialised Translation (into German)	PC	2	3	5th	G	TRN
		8 WCH	10 CP			

* For participation in module 5a, proficiency of level B1 in French or Spanish, as according to the Common European Framework of Reference for Language, must be proven.

Module 5b: Further Specialist Competencies* (compulsory elective module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Supplementary Field of Study	PC	2	2	2nd	G	WE
Supplementary Field of Study	PC	2	2	3rd	G	WE
Supplementary Field of Study	PC	2	3	4th	G	WE
Specialised Translation English - German in Relevant Supplementary Field of Study	PC	2	3	5th	G	TRN
		8 WCH	10 CP			

* Depending on the subjects offered, generally law, economics or medicine.

6. Module: Terminology I (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Fundamentals of Multilingual Terminology Management for Translation	PC	2	2	3rd	G	TRN /OP/WE
Terminology Databases, Terminology Management Systems and Translation Memory Systems	PC	2	2	3rd	G	TRN /OP/WE
Applied Terminology Management I	PC	2	3	4th	G	TRN /OP/WE
		6 WCH	7 CP			

7. Module: Terminology II (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Applied Terminology Management II	PC	2	3	5th	G	TRN /OP/AE
Terminology Management for Projects - Seminar on Lexicography and Terminology	S	2*	5	6th	G	OP + AE
		4 WCH	8 CP			

*Due to the shorter duration of the lecture period, the contact time for courses in the sixth semester is reduced.

8. Module: Software Localisation (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Fundamentals of Software Localisation	PC	2	2	4th	G	OP
Software Localisation E-G	PC	2	3	5th	G	TRN
Software Localisation with Company Excursion G-E	PC	4*	3	6th	E	TRN /OP
		8 WCH	8 CP			

*Due to the shorter duration of the lecture period, the contact time for courses in the sixth semester is reduced.

(b) Modules in Electrical Engineering at the Hochschule Mannheim

9. Module: Computer Science (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Computer Science 1	L+PC	6	8	1st	G/E	WE + LP
Computer Science 2	L+PC	6	8	2nd	G/E	WE + LP
		12 WCH	16 CP			

10. Module: Theories of Computer Science and Mathematics (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Theories of Computer Science and Mathematics	L+PC	4	6	1st	G/E	WE
		4 WCH	6 CP			

11. Module: Fundamentals of Communication Technology (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Fundamentals of Communication Technology	L+PC	4	5	2nd	G/E	WE + LP
		4 WCH	5 CP			

12. Module: Project Management and Software Engineering (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Project Management and Software Engineering	L+PC	6	9	3rd	G/E	DP + OP
		6 WCH	9 CP			

13. Module: Internet Applications and Computer Networks (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Internet Applications	L+PC	4	6	3rd	G/E	WE + LP
Computer Networks	L+PC	4	6	4th	G/E	WE + LP
		8 WCH	12 CP			

14. Module: Electrical Engineering and Building Automation using KNX (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Fundamentals of Electrical Engineering	L+PC	2	4	4th	G/E	WE + LP
Building Automation using KNX	L+PC	4	5	4th	G/E	WE + LP
		6 WCH	9 CP			

15. Module: Building Automation using LON (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Building Automation using LON	L+PC	6	8	5th	E/G	WE + LP
		6 WCH	8 CP			

16. Module: Automation Technology (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Automation Technology	L+PC	4	6	6th	E/G	WE + LP

		4 WCH	6 CP			
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c) Joint offer

17. Module: Cross-Disciplinary Skills (20 CP) (compulsory elective module)

see Appendix 2

18. Module: Colloquium (compulsory module)

Course	Type	WCH	CP	Sem	Lang.	Ass
Colloquium (preparatory course for Bachelor's thesis)		2	2	5th	E/G	OP
		2 WCH	2 CP			

19. Module: Bachelor's Thesis (12 CP) (compulsory module)

20. Module: Final Oral Examination (2 CP) (compulsory module)

Appendix 2: Cross-Disciplinary Skills

In line with the recommendations by the Senate of Heidelberg University from 19 July 2005, cross-disciplinary skills are understood to encompass personal and professional key skills, as well as additional general and professional skills. Cross-disciplinary skills include, in particular communication skills (e.g. rhetoric, presentation skills, moderation, specialised didactics and speech training) and intercultural and interdisciplinary studies as well as the acquisition of foreign language skills and professional experience. A distinction is made between:

- key skills (personal and professional skills, including self-determination, behavioural, learning and social skills) and
- additional skills (general and professional skills, including for example information technology skills, media and job-related foreign language skills, General Studies, etc.)

Provided that credits have not yet been awarded, the recognition of the activities listed below (and, where applicable, of further activities) and their quantification in credits is performed in accordance with the provisions of these examinations rules and regulations. Each 30 hour workload is worth one credit.

A student may receive credits for accomplishments even if these are not graded. Regular participation in General Studies courses is not, however, sufficient for the receipt of credits.

The 20 credits must be earned within the two categories “key skills” and “additional skills”, with each category accounting for at least five of the 20 credits required for the Bachelor’s degree programme.

On presentation of the relevant proof, a maximum of 8 credits may be awarded for accomplishments achieved prior to commencement of the course of study. Accomplishments achieved whilst the student was attending school cannot be recognised.

Credits may be gained in the field of cross-disciplinary skills for the following:

A: Key Skills:

1. Compulsory elective: Documentation (e.g. application documents, documented learning experience, final report, portfolio, job reference) of a work placement, a placement as an observer (Hospitation) or similar experiences aimed at acquiring professional experience must be submitted to the responsible departmental representative. He or she will determine whether the relevant experience will be recognised and 1.5 CP will be awarded per week of full-time activity, with a maximum of 8 CP awarded per placement. For further details see § 12.
2. Compulsory elective: In accordance with the framework provisions of Heidelberg University, periods spent in a non-German-speaking country relevant to the student’s subject of study, as well as periods of at least three months spent in non-German-speaking countries with no relevance to the student's subject, may be credited with a maximum of 1.5 credits per month, and a total maximum of 8 credits. Recognition will be determined by the responsible departmental representative, following submission of the necessary documentation (learning report, detailed report of experience etc.). Additional accomplishments, such as the acquisition of professional experience in accordance with item 1 via the completion of a work placement abroad, may be credited separately. For further details see § 12.
3. Compulsory: The course, “Ethics, Law and Data Protection” offered by the Hochschule Mannheim is compulsory for all students and is worth 6 credits.
4. Elective: Participation in courses offered by the Language Centre (Zentrales Sprachlabor, ZSL), in the "Speech Training/Linguistics" section, in the sub-disciplines speech and voice training, rhetorical communication, communicating via spoken word, phonetics and disruptions in the communication process, may be recognised as cross-disciplinary skills and will be credited with an appropriate number of credits depending on the student workload, as specified by the Language Centre. A maximum of 4 credits will be awarded per course.
5. Elective: Participation in courses/modules offered by the Central Student Advisory Office and the Career Service of Heidelberg University, or in courses offered by the Hochschule Mannheim, which are intended to enable students to acquire cross-disciplinary skills (key skills relevant to a specific field of work,

media skills, didactic training for tutors, presentation and academic writing skills, time management, starting-up businesses etc.) may also be recognised and on presentation of the relevant proof, students may be awarded up to 8 credits.

6. Elective: Following prior consultation with the individual responsible for a module or with the relevant academic advisor, project work that is completed on a student's own initiative and which is reviewed by the department (preparation, completion and follow-up of a (company) excursion, of a theatre visit, of interviews with persons engaged in the cultural sector, completion of a translation project etc.), or project work aimed at acquiring media and computer skills that are directly relevant to the chosen field of study (notation programmes, bibliography software, data bases etc.), may also be credited. Students must submit appropriate proof and will be awarded up to 4 credits depending on the workload.
7. Elective: Following prior consultation with the individual responsible for the module or with the relevant academic advisor, and provided that the amount of time spent can be verified and that the work is directly related to the student's academic development, artistic project work (theatre productions, creative writing etc.) will also be credited in accordance with item 6. Students must submit appropriate proof and will be awarded up to 4 credits.

B: Additional Skills:

8. Elective: The acquisition of additional or enhanced foreign language skills (e.g. to serve as language C), i.e. foreign language skills that are not part of the curriculum of the student's academic programme, may be acquired during the course of study, for example through foreign language courses offered at Heidelberg University's Language Centre (ZSL). Credits will be awarded in view of the student's workload. This will be assessed by either the lecturer running the course, or by the relevant department on presentation of records of assessment.
9. Elective: Any course or lecture included in the interdisciplinary pool of courses offered by the humanities faculties at Heidelberg University and listed within the field of cross-disciplinary skills, or further approved courses offered by Heidelberg University or the Hochschule Mannheim, may be attended, and will be recognised at the discretion of the relevant department. The department will award credits according to the student's workload, as determined by the course leader. Lectures and courses offered by the student's home department are excluded. Courses in the following fields are strongly recommended:
 - Courses/seminars in Computational Linguistics (e.g. in machine translation)
 - Preparatory courses and lectures at Heidelberg University for the relevant supplementary field of study (depending on the subjects offered, generally medicine, economics or law)
 - Courses or lectures at the Hochschule Mannheim in the fields of Computer Science, IT for Business and Economics, Medical Informatics (e.g. software ergonomics and usability, databases, the fundamentals of knowledge processing, operational application systems)

10. Elective: On presentation of the relevant records of assessment (e.g. protocol, short report, confirmation of attendance by the person running the course), the relevant department may recognise regular participation in General Studies lectures, in lecture series and lectures given by guest lecturers etc. as cross-disciplinary skills. Students will be awarded up to 2 credits depending on their workload.
11. Elective: Courses in cross-disciplinary skills offered by the Institute of Translation and Interpreting (IÜD) at Heidelberg University or by the Faculty of Electrical Engineering or the Faculty of Computer Science at the Hochschule Mannheim, or by other institutes or departments of Heidelberg University or the Hochschule Mannheim (e.g Heidelberg University Computing Centre, URZ, or the University Library, UB), specifically aimed at enabling students to acquire interdisciplinary skills, may be recognised and credited with a maximum of 3 credits per course, in view of the student's workload.

It is the responsibility of the student to select courses from those offered. The admission requirements of any Master's degree programme in which the student later hopes to enrol should be taken into account. Students are strongly encouraged to consult the person responsible for the respective module, or the relevant academic advisor, even where this is not explicitly required.

Heidelberg, 12 August 2016
Professor Bernhard Eitel

Mannheim, 12 August 2016,
Professor Dieter Leonhard
President

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Published in the President's bulletin (Mitteilungsblatt des Rektors) dated 20 September 2016, pg. 673.