

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung für den Bachelorstudiengang Übersetzungswissenschaft" dated 21 July 2016 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 28 August 2016, p. 981] has legal validity.

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

dated 21 July 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 issued the following examination rules and regulations for the Bachelor's degree programme in Translation Studies on 19 July 2016.

Approved by the President on 21 July 2016.

### Preamble:

Any employment and occupational titles mentioned in these regulations refer to both women and men and may be used in the corresponding feminine form. This also applies to university degrees and academic titles.

### Section I: General provisions

- § 1 Purpose of the academic programme and examination
- § 2 Bachelor's degree
- § 3 Standard period of study, programme structure and range of courses offered
- § 4 Modules, credits and transcript of grades
- § 5 Examinations board
- § 6 Examiners and observers
- § 7 Recognition of course credits, examination results and academic degrees
- § 8 Unexcused absence, withdrawal, deception and breaches of regulations
- § 9 Types of examination during the course of study
- § 10 Oral examinations during the course of study
- § 11 Written examinations during the course of study
- § 12 Assessment of examination components

### Section II: Bachelor's examination

- § 13 Bachelor's examination admission requirements
- § 14 Bachelor's thesis admission procedure
- § 15 Scope and nature of the examination
- § 16 Bachelor's thesis

- § 17 Submission and assessment of the Bachelor's thesis
- § 18 Passing the examination and overall grade
- § 19 Retaking examinations, deadlines
- § 20 Bachelor's diploma and certificate

### **Section III: Final provisions**

- § 21 Invalidity of examinations
- § 22 Access to examination documents
- § 23 Coming into force

### **Section I: General provisions**

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

- (1) The degree programme focuses on the study of two foreign languages (languages B and C) in relation to German as a native language (language A). Further areas of study include Linguistics and Translation Studies, translation as cultural negotiation, and the translation of technical or specialist texts. In addition, students choose a supplementary field of study and complete a module in cross-disciplinary skills. Students may select one of the following three areas as a supplementary field of study:
  - Science and technology
  - Economics, social science and law
  - Life sciences and medicine.
- (2) Languages which may be studied (either as language B or language C) are English, French, Italian, Portuguese, Russian and Spanish.
- (3) Following successful completion of the Bachelor's degree programme in Translation Studies, graduates are awarded a "Bachelor of Arts" degree, qualifying them to embark on a professional career.
- (4) The Bachelor of Arts examination is designed to establish whether students have grasped the principles of Translation Studies as an academic discipline, whether they appreciate the connections between the individual disciplines they have studied, and whether they have acquired the basic and specialist subject knowledge as well as the methodological and practical skills required to successfully embark on a professional career in the field of translation.
- (5) 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), obtained through both compulsory and elective courses.
- (2) Students may be admitted for part-time study upon request. Details are subject to the applicable version of the regulations on part-time study at Heidelberg University (Teilzeitstudienordnung - TeilzeitstudienO). Admission to part-time study extends the standard period of study and the deadlines for taking examinations for the first time in accordance with the provisions in the TeilzeitstudienO. Processing times for written examination components must be observed in line with § 4, paragraph 3 TeilzeitstudienO.
- (3) The Bachelor's degree programme is modular and consists of modules in the field of Translation and Translation Studies equating to 113 CP. In addition, 55 CP are gained in specialist and cross-disciplinary modules, of which 20 CP are gained in cross-disciplinary skills. 12 CP are awarded for the Bachelor's thesis. The modules, lectures and courses which comprise the academic programme are listed in Appendices 1 and 3 (cross-disciplinary skills).
- (4) Orderly completion of the Bachelor's degree programme requires proof that the student has completed all examination components in both Translation Studies and in the relevant supplementary field of study, has acquired the necessary vocational and cross-disciplinary skills, and has successfully completed the Bachelor's thesis.
- (5) Cross-disciplinary skills encompass personal and professional key skills, and additional general and professional skills (see Appendix 3).
- (6) An orientation examination must be taken no later than at the end of the second semester. The orientation examination is taken during the course of study and consists in the acquisition of 20 CP in the field of Translation and Translation Studies (see Appendix 1 or 2, specialist fields, languages B and C). Credits gained for lectures and courses which are only passed following a second retake attempt may not be included in the total for the orientation examination (see § 19, paragraph 1).
- (7) If the student fails the orientation examination, he or she may retake it once in 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 the student is not responsible for the deadline being exceeded.

- (8) The orientation examination is a preliminary part of the Bachelor's examination.
- (9) As part of module 18, cross-disciplinary skills, a work placement of at least six weeks is to be completed in a non-German-speaking country. Further regulations are detailed in Appendix 3 of the examination rules and regulations.
- (10) Where Spanish is studied as language B or language C, students may enrol in the degree programme, "Bachelor Plus - Translation Studies with Spanish". This variant of the Bachelor's degree programme in Translation Studies entails a period of two semesters spent in Spain, for which an additional certificate is provided. Further regulations are detailed in Appendix 2 of the examination rules and regulations.

#### **§ 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 and lectures 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 is regarded as an individual module.
- (3) A distinction is made between:
  - compulsory modules, which must be completed by all students;
  - compulsory elective modules, which students may select from a limited range of modules;
  - elective modules, which students may select freely from the modules offered within the subject area.
- (4) For a module to be considered passed, the module examination or 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 the completion of the tasks defined in these examination rules and regulations. It consists of two professors and a representative of the research assistants. Where possible, a student with an advisory role should also be included in the examinations board. All members of the examinations board are elected by the faculty council for a period of three years. The student member is elected for a period of one year. Members may be re-elected. One of the two professors will be appointed as the chairperson and the other professor as the deputy chairperson. The faculty council may elect a deputy for each member. If possible, the members of the examinations board should each represent a different language studied at the Institute. The board may consult appropriate representatives of other languages studied, if these are not represented by a member of the examinations board. So far as not they are not under any other jurisdiction, the examinations board makes all decisions foreseen in these examination rules and regulations.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers. The examinations board may assign the task of appointing examiners and observers to the chairperson or to a designated member of the Institute's staff. The board may be called upon for all questions regarding examinations. The examinations board reports to the Faculty of Modern Languages on a regular basis regarding changes to examinations, study periods and grading.
- (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 on its chairperson, or another person authorised by the Institute, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed 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 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. 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; 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.

## § 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 paragraph 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 reason, 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 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 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, the University may request a medical certificate from a designated physician. If the reasons are accepted, a new date for the examination will 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). In particularly severe cases, the examinations board may permanently exclude the candidate from the examination without the possibility of a retake. 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 extreme cases, the examinations board may



exclude the candidate from all further examinations.

- (6) The candidate may request, within a period of one week, that the decision be validated by the examinations board in accordance with paragraph 5, clauses 1 and 3. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

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

- (1) Examinations completed as an integrated part of courses or lectures during the course of study may take the following forms:
1. oral examinations and/or
  2. written examinations (in electronic form where applicable).
- (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 the oral examination components taken during the course of study, candidates should prove that they recognise interrelationships within the subject matter examined, and that they are able to relate specialist problems to these interrelationships. 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 60 minutes.
- (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 examination 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 30 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 examination result, the examiner 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 examination 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 examinations should not exceed four weeks.

## § 12 Assessment of examination components

- (1) Grades for the individual examination components are determined by the respective examiners. The following grades must be used for assessment of examinations:

1 = very good	=	an outstanding performance;
2 = good	=	a performance which lies substantially above average requirements;
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 assessments of examination results, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades higher than 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 for this final module examination constitutes the grade for this module.
- (3) Students are given an individual subject grade for language B and language C. These are calculated in accordance with § 18, paragraph 2.
- (4) To determine final module grades, subject grades and the overall grade for the Bachelor's examination, only the first digit after the decimal is taken into account; all other digits are dropped without rounding. The overall grade for the Bachelor's examination is calculated in accordance with § 18, paragraph 3.
- (5) Final module grades, subject grades and the overall grade for the Bachelor's examination are as follows:

“very good” for an average of between 1.0 and up to/including 1.5  
 “good” for an average of between 1.6 and up to/including 2.5  
 “satisfactory” for an average of between 2.6 and up to/including 3.5  
 “sufficient” for an average of between 3.6 and up to/including 4.0

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

- (6) 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) according to the following scale:

A for the best 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.

## **Section II: Bachelor's examination**

### **§ 13 Bachelor's examination admission requirements**

- (1) Admission to examinations in the selected Bachelor's degree programme may only be granted to individuals who:
1. are enrolled at Heidelberg University for the Bachelor's degree programme in Translation Studies,
  2. have not lost their entitlement to take final examinations in the Bachelor's degree programme in Translation Studies or in a related degree programme.
- (2) Admission to examinations to be taken as an integrated part of the course of study is granted in the context of the corresponding individual courses or modules.
- (3) For admission to the Bachelor's thesis, the orientation examination must be successfully passed and additional certificates proving successful completion of the modules, courses and lectures listed in Appendices 1 and 3 (or for the "Bachelor Plus - Translation Studies with Spanish", Appendices 2 and 3) equating to at least 130 credits.

### **§ 14 Bachelor's thesis admission procedure**

- (1) An application for admission to the Bachelor's thesis must be made in writing, addressed to the chair of the examinations board. The following must be enclosed with the application:
1. proof of fulfilment of the admission requirements stated in § 13,
  2. a declaration stating whether the candidate has failed a final examination in a Bachelor's degree programme in Translation Studies or in a similar

degree programme, 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 on the basis of the application. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the Bachelor's examination may only be rejected if:
  1. the requirements pursuant to § 13 are not fulfilled, or
  2. the documents set forth under paragraph 1 or 2 are incomplete and have not been completed upon request, or
  3. the candidate ultimately failed the Bachelor's examination in the Translation Studies degree programme or a similar degree programme or lost his or her entitlement to take the final examinations, or
  4. the candidate is currently involved in an examination procedure in such a degree programme.

## § 15 Scope and nature of the examination

- (1) The Bachelor's examination consists of:
  1. successful completion of the examinations for the modules and courses stated in Appendix 1 or 2, and
  2. the Bachelor's thesis.
- (2) The examinations referred to in paragraph 1, item 1 are taken as part of the respective courses and lectures, or as module examinations, and may be taken in written and/or oral form. 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.
- (3) § 9, paragraph 2 applies accordingly.

## § 16 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, within a given time limit and using academic methods. The Bachelor's thesis is worth a total of 12 credits and is usually completed relative to language A and/or language B.
- (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 three weeks after 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 two months. In exceptional cases, and having consulted the relevant supervisor, the examinations board may extend this period by up to two weeks, or in the case of part-time students, by up to four 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 is completed in German. With the agreement of the relevant supervisor, the Bachelor's thesis may be completed in another language. If the Bachelor's thesis is written in a foreign language, it must contain a summary in German. The summary must be approximately 5-10% of the total thesis in length.

## **§ 17 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.
- (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 has been 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. The first examiner should be the thesis supervisor. 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 four weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the grades differ by more than one grade, the examinations board will determine the final grade for the Bachelor's thesis after consulting both examiners. In such cases, a third examiner may be consulted.
- (5) A Bachelor's thesis graded as "failed" may be retaken once. The candidate must begin work on the retake of his or her Bachelor's thesis within two weeks of receiving notification that the initial Bachelor's thesis was failed. 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 responsible for exceeding the deadline. The chair of the examinations board shall ensure that the candidate receives a new topic for the Bachelor's thesis in due time. The topic may only be returned within the time limit set forth under § 16, paragraph 6 and only if the candidate did not exercise this right when working on the initial Bachelor's thesis.

## § 18 Passing the examination and overall grade

- (1) The Bachelor's examination is passed when all examination components pursuant to § 15, paragraph 1 have been graded as "sufficient" (4.0) or better, or have been graded as "passed", and courses in cross-disciplinary skills have been successfully completed.
- (2) When calculating the subject grades for languages B and C, the numerical values of all module grades for the modules listed in Appendix 1 or 2 respectively shall be considered before rounding, in accordance with § 12, paragraph 4, and weighted according to the number of credits they are worth:
  - For the subject grade for language B: Modules 4, 5, 6, 7, 8, 9
  - For the subject grade for language C: Modules 12, 13, 14
  - For the "Bachelor Plus - Translation Studies with Spanish" variant of the Bachelor's degree programme, modules 19 and 20 are to be completed abroad.
- (3) When calculating the overall grade for the Bachelor's examination, the numerical values of all module grades for the modules listed in Appendix 1; modules 1, 4, 5, 6, 7, 8, 9, 12, 13, 14, 17 and 19 (Bachelor's thesis), shall be considered without rounding in accordance with § 12, paragraph 4, and

weighted according to the number of credits they are worth. The grade for the Bachelor's thesis (module 19) is weighted by a factor of two.

- (4) For the calculation of the overall grade for the Bachelor's examination for the "Bachelor Plus - Translation Studies with Spanish" variant of the Bachelor's degree programme, the numerical values of the module grades for the modules listed in Appendix 2b; modules 1, 4, 5, 6, 7, 8, 9, 12, 13, 14, 17 and 23 (Bachelor's thesis), as well as modules 19 and 20 to be completed abroad, are taken into account without rounding in accordance with § 12, paragraph 4, and are weighted according to the number of credits they are worth. Credits gained for modules completed abroad are transferred in accordance with the conversion table shown in Appendix 2d. The grade for the Bachelor's thesis (module 23) is weighted by a factor of two.

### **§ 19 Retaking examinations, deadlines**

- (1) Failed examinations or examinations deemed failed may be retaken once. This includes examinations failed at other universities. A second retake is only permitted in exceptional circumstances and only for a maximum of two examination components completed during the course of study. A second retake must be approved by the examinations board. A second retake is not permitted for the orientation examination (or for any component of the orientation examination), or for the Bachelor's thesis.
- (2) Passed examinations cannot 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.

### **§ 20 Bachelor's diploma and certificate**

- (1) Within four weeks of the Bachelor's examination having been passed, and following presentation of all assessments (examination components completed during the course of study, Bachelor's thesis and cross-disciplinary skills), a diploma will be issued in English and in German. It will state the subject grades for languages B and C, the relevant credits and the overall grade for the Bachelor's examination. The diploma will also indicate any cross-disciplinary skills, the supplementary field of study and the topic of the Bachelor's thesis. The diploma bears the date on which the last examination component was



completed. It must be signed by the chair of the examinations board. All derogations relevant to the course, "Bachelor Plus - Translation Studies with Spanish" are listed in Appendix 2.

- (2) A "Diploma Supplement" in German and English is also provided, containing additional information about the course content and period of study. The content complies with the "European Diploma Supplement Model".
- (3) A bilingual Bachelor's certificate in German and English will be issued along with the diploma, bearing the same date as the diploma. It certifies the award of the academic degree "Bachelor of Arts". The certificate is signed by the dean of the Faculty of Modern Languages at Heidelberg University and by the chair of the examinations board, and bears the faculty seal.
- (4) If the Bachelor's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and on presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued listing 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

#### § 21 Invalidity of examinations

- (1) If a candidate has cheated on an examination component and this is not discovered until after the diploma has been issued, the examinations board maintains the right to alter the grade awarded for all examination components concerned, and declare the examination 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 deceived in order to gain admission to the examination, 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 was graded as "failed" due to deception, the Bachelor's certificate must also be confiscated along with the incorrect examination certificate. Decisions made in accordance with paragraph 1 and paragraph 2, clause 2, may not be made more than five years after the date indicated on the examination certificate.

## § 22 Access to examination documents

Once the examination procedure has been concluded, the candidate may submit a written request for access to the examination documents. The request must be submitted within one year of completion of the examination procedure. The chair of the examinations board determines when and where access is granted.

## § 23 Coming into force

- (1) The above 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 from 20 May 2010 (President's bulletin dated 21 June 2010, pg. 517), last amended on 18 July 2014 (President's bulletin dated 22 August 2014, pg. 447).
- (2) The examination rules and regulations of 20 May 2010, in the version amended on 18 July 2014, continue to apply for a period of five years for students who are already enrolled in the Bachelor's degree programme in Translation Studies at Heidelberg University at the point at which the above examination rules and regulations enter into force. Upon request, students may transfer to the new examination rules and regulations.

### **Appendix 1: Modular content of the Bachelor's degree programme in Translation Studies**

**Appendix 2: Further regulations pertaining to the "Bachelor Plus - Translation Studies with Spanish" variant of the Bachelor's degree programme, consisting of an obligatory period of study abroad in accordance with § 3, paragraph 10**

### **Appendix 3: Cross-disciplinary skills**

## Appendix 1: Modular content of the Bachelor's degree programme in Translation Studies

### Key:

MS = Main seminar

C = Colloquium

CT = Contact time

ME = Module examination

EP/Ass = Examination preparation/Assessment\*

PS = Preparatory seminar

RS = Recommended semester

WCH = Weekly contact hours

PC = Practice class

L = Lecture

PT = Time taken for preparation and follow-up

\* Examinations and assessments serving to record a student's performance may be completed in oral and/or written form during the semester and/or at the end of the semester or module.

Module	Number / form of the lecture or course	RS	WCH	CT	PT	EP/ Ass	CP
<b>SPECIALISM</b>							
<b>Module 1 (compulsory module)</b>							
<b>Introduction to Linguistics and Translation Studies</b>	<b>1 L, 1 PC, 2 PS</b>	<b>1-3</b>	<b>8</b>	<b>120 hrs.</b>	<b>90 hrs.</b>	<b>240 hrs.</b>	<b>15</b>
Introduction to the Theories and Methods of Linguistics and Translation Studies	1 L	1	2	30 hrs.	0 hrs.	30 hrs.	2
Linguistics and Translation Studies I (language B)	1 PS	1	2	30 hrs.	30 hrs.	90 hrs.	5
Applied Linguistics and Translation Studies	1 PC	2	2	30 hrs.	30 hrs.	30 hrs.	3
Linguistics and Translation Studies II (language C)	1 PS	3	2	30 hrs.	30 hrs.	90 hrs.	5
<b>LANGUAGE B</b>							

<b>Module 2 (compulsory module)</b>							
<b>Linguistic and Cultural Competencies Relevant to Translation (language B)</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Linguistic and Cultural Competencies Relevant to Translation I (language B)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Linguistic and Cultural Competencies Relevant to Translation II (language B)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 3 (compulsory module)</b>							
<b>Translation of General Language Texts I</b>	<b>3 PC</b>	<b>1+2</b>	<b>6</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>9</b>
Translation of General Language Texts I from Language B into Language A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of General Language Texts I from Language A into Language B	1 PC	2	2	30 hrs.	30 hrs.	30 hrs.	3
Specialisation: Translation of General Language Texts I	1 PC	2	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 4 (compulsory module)</b>							
<b>Translation as Cultural Negotiation in Language B</b>	<b>1 PC, 1 PS</b>	<b>3+4</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>8</b>
Translation as Cultural Negotiation	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
Translation as Cultural Negotiation	1 PS	4	2	30 hrs.	30 hrs.	90 hrs.	5
<b>Module 5 (compulsory module)</b>							
<b>Translation of General Language Texts II</b>	<b>3 PC</b>	<b>3+4</b>	<b>6</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>9</b>
Translation of General Language Texts II from Language B into Language A	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of General Language Texts II from Language A into Language B	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
Specialisation: Translation of General Language Texts II	1 PC	4	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 6 (compulsory module)</b>							
<b>Specialised Module in Translation (language B)</b>	<b>2 PC</b>	<b>4+5</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Specialised Module I: Translation (language B)	1 PC	4	2	30 hrs.	30 hrs.	30 hrs.	3
Specialised Module II: Translation (language B)	1 PC	5	2	30 hrs.	30 hrs.	30 hrs.	3

<b>Module 7 (compulsory module)</b>							
<b>Translation of General Language Texts III (from language A into language B)</b>	<b>2 PC</b>	<b>5+6</b>	<b>4</b>	<b>50 hrs.</b>	<b>130 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of General Language Texts IIIa from Language A into Language B	1 PC	5	2	30 hrs.	60 hrs.	0 hrs.	3
Translation of General Language Texts IIIb from Language A into Language B	1 PC	6	2	20 hrs.	70 hrs.	0 hrs.	3
Module examination	Independent study	6		0 hrs.	0 hrs.	30 hrs.	1
<b>Module 8 (compulsory module)</b>							
<b>Specialised Translation: The Integration of CAT Tools</b>	<b>4 PC</b>	<b>5+6</b>	<b>8</b>	<b>100 hrs.</b>	<b>260 hrs.</b>	<b>30 hrs.</b>	<b>13</b>
Specialised Translation I+II from Language A into Language B	2 PC	5+6	4	50 hrs.	130 hrs.	0 hrs.	6
Specialised Translation I+II from Language B into Language A	2 PC	5+6	4	50 hrs.	130 hrs.	0 hrs.	6
Two sub-module examinations	Independent study	6	---	0 hrs.	0 hrs.	30 hrs.	1
<b>Module 9 (compulsory module)</b>							
<b>Translation Studies</b>	<b>1 MS, 1 C</b>	<b>5+6</b>	<b>4</b>	<b>50 hrs.</b>	<b>50 hrs.</b>	<b>110 hrs.</b>	<b>7</b>
Translation Studies	1 MS	5	2	30 hrs.	30 hrs.	90 hrs.	5
Bachelor's colloquium	1 C	6	2	20 hrs.	20 hrs.	20 hrs.	2
<b>LANGUAGE C</b>							
<b>Module 10 (compulsory module)</b>							
<b>Linguistic and Cultural Competencies Relevant to Translation (language C)</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Linguistic and Cultural Competencies Relevant to Translation I (language C)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Linguistic and Cultural Competencies Relevant to Translation II (language C)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 11 (compulsory module)</b>							
<b>Translation of General Language Texts I from Language C into Language A</b>	<b>2 PC</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of General Language Texts Ia from Language C into Language A	1 PC	1	2	30 hrs.	60 hrs.	0 hrs.	3

Translation of General Language Texts Ib from Language C into Language A	1 PC	2	2	30 hrs.	60 hrs.	0 hrs.	3
Module examination	Independent study	2	---	0 hrs.	0 hrs.	30 hrs.	1
<b>Module 12 (compulsory module)</b>							
<b>Translation of General Language Texts II from Language C into Language A</b>	<b>2 PC</b>	<b>3+4</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of General Language Texts IIa from Language C into Language A	1 PC	3	2	30 hrs.	60 hrs.	0 hrs.	3
Translation of General Language Texts IIb from Language C into Language A	1 PC	4	2	30 hrs.	60 hrs.	0 hrs.	3
Module examination	Independent study	4	---	0 hrs.	0 hrs.	30 hrs.	1
<b>Module 13 (compulsory module)</b>							
<b>Specialised Module in Translation (language C)</b>	<b>2 PC</b>	<b>5+6</b>	<b>4</b>	<b>50 hrs.</b>	<b>70 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Specialised Module I: Translation (language C)	1 PC	5	2	30 hrs.	30 hrs.	30 hrs.	3
Specialised Module II: Translation (language C)	1 PC	6	2	20 hrs.	40 hrs.	30 hrs.	3
<b>Module 14 (compulsory module)</b>							
<b>Specialised Translation from Language C into Language A</b>	<b>2 PC</b>	<b>5+6</b>	<b>4</b>	<b>50 hrs.</b>	<b>130 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Specialised Translation I from Language C into Language A	1 PC	5	2	30 hrs.	60 hrs.	0 hrs.	3
Specialised translation II from language C into language A	1 PC	6	2	20 hrs.	70 hrs.	0 hrs.	3
Module examination	Independent study	6	---	0 hrs.	0 hrs.	30 hrs.	1
<b>ADDITIONAL SPECIALIST AND CROSS-DISCIPLINARY SKILLS</b>							
<b>Module 15 (compulsory elective module)</b>							
<b>Further Linguistic and Cultural Competencies Relevant to Translation</b> (For details see module handbook)	<b>4 PC</b>	<b>2-4</b>	<b>8</b>	<b>120 hrs.</b>	<b>120 hrs.</b>	<b>120 hrs.</b>	<b>12</b>

<b>Module 16 (elective module)</b> <b>Professional Skills</b> (For details see module handbook)	Diff.	1-5	For details see module handbook				11
<b>Module 17 (compulsory elective module)</b> <b>Supplementary Field</b> (For details see module handbook)	Diff.	1-5	For details see module handbook				12
<b>Module 18 (elective module)</b> <b>Cross-Disciplinary Skills</b> (for details see Appendix 3 and the module handbook)	Diff.	1-5					20
<b>EXAMINATION MODULE</b>							
<b>Module 19 (compulsory module)</b> <b>Bachelor's Thesis</b>	Independent study	6	---	---	---	360 hrs.	12
<b>Total</b>							180

**Appendix 2: Further regulations pertaining to the “Bachelor Plus - Translation Studies with Spanish” variant of the Bachelor’s degree programme, consisting of an obligatory period of study abroad in accordance with § 3, paragraph 10**

**Appendix 2a: General regulations**

- (1) This variant of the Bachelor’s degree programme in Translation Studies requires that students spend two semesters in Spain, for which an additional certificate is provided. The degree programme is designated as “Bachelor Plus - Translation Studies with Spanish” at both the Institute of Translation and Interpreting and at the relevant partner universities.
- (2) The variant of the Bachelor’s degree programme in Translation Studies, “Bachelor Plus - Translation Studies with Spanish” is modular and, in addition to the 19 modules included in the standard Bachelor’s degree programme in Translation Studies, includes two additional compulsory modules and one or two compulsory elective modules worth a total of 60 credits. These additional modules must be completed abroad (see Appendix 2b). There are four different combinations in which these three or four additional modules may be completed (see Appendix 2c).
- (3) If combination 3 or 4 has been chosen, the semester of practical experience must be of a total duration of at least twenty weeks. Additional work placements which have previously been completed abroad cannot be credited. This semester of practical experience does not exempt students from completing the six-week work placement, which is required as part of the standard Bachelor’s degree programme in Translation Studies.
- (4) An appropriate agreement will be reached for the semester of practical experience. The establishment where the student completes the semester of practical experience will produce an evaluation which serves as proof of the student’s performance. In order to successfully complete the module, students must produce a written paper in Spanish, worth 3 credits.
- (5) The third year of study (semesters five and six) is generally spent abroad. With the agreement of the programme director and the programme coordinator, alternative arrangements may be made.
- (6) The courses to be attended at the partner university during the year abroad are linked to the programmes and specialisations offered at the partner university. Courses must be taken in the following fields: “translation and interpreting studies”, “applied linguistics” and “Spanish language, Hispanic literature and culture” or “international relations”, and must compliment or further the specialist content taught in the Bachelor’s degree programme in Translation Studies. Lectures and courses may also be taken in the student’s supplementary field of study chosen in accordance with § 1, paragraph 1.



- (7) The courses at the partner university must be held in Spanish and/or must be clearly relevant to Spanish language and culture.
- (8) The courses which the student is to take at the partner university must be recorded in a *Learning Agreement*. This must be completed in consultation with the programme director, the programme coordinators and the student prior to the year abroad. The *Learning Agreement* must be authorised by the partner university in Spain at the beginning of the semester, and then by the individual responsible for the programme at the Institute of Translation and Interpreting. These courses represent additional skills in the student's curriculum.
- (9) For the orderly completion of the period of study abroad, evidence must be produced proving that the courses specified in the *Learning Agreement* have been successfully completed at the relevant partner university, or that the semester of practical experience was successfully completed. To this end, a transcript of records indicating the student's achievements must be kept by the partner university throughout the period of study abroad.
- (10) The partner university determines whether failed examination components may be repeated.
- (11) The grades achieved in examination components completed in Spain will be transferred to the German grading system using a conversion table (see Appendix 2d) and these grades will be taken into account when calculating the overall grade in accordance with § 18, paragraph 4.
- (12) The successful completion of the "Bachelor Plus - Translation Studies with Spanish" variant of the Bachelor's degree programme is certified with a separate diploma (see Appendix 2e).

## **Appendix 2b: Modular components of the "Bachelor Plus - Translation Studies with Spanish" variant of the Bachelor's degree programme in Translation Studies**

### **Key:**

MS = Main seminar

C = Colloquium

CT = Contact time

ME = Module examination

EP/Ass = Examination preparation/Assessment\*

PS = Preparatory seminar

RS = Recommended semester (university semester; the fifth and sixth university semesters will be spent abroad)

WCH = Weekly contact hours

PC = Practice class

L = Lecture

PT = Time taken for preparation and follow-up

\* Examinations and assessments serving to record a student's performance may be completed in oral and/or written form during the semester and/or at the end of the semester or module.

Module	Number / form of the lecture or course	RS	WCH	CT	PT	EP/Ass	CP
<b>SPECIALISM</b>							
<b>Module 1 (compulsory module)</b>							
<b>Introduction to Linguistics and Translation Studies</b>	<b>1 L, 1 PC, 2 PS</b>	<b>1-3</b>	<b>8</b>	<b>120 hrs.</b>	<b>90 hrs.</b>	<b>240 hrs.</b>	<b>15</b>
Introduction to the Theories and Methods of Linguistics and Translation Studies	1 L	1	2	30 hrs.	0 hrs.	30 hrs.	2
Linguistics and Translation Studies I (language B)	1 PS	1	2	30 hrs.	30 hrs.	90 hrs.	5
Applied Linguistics and Translation Studies	1 PC	2	2	30 hrs.	30 hrs.	30 hrs.	3
Linguistics and Translation Studies II (language C)	1 PS	3	2	30 hrs.	30 hrs.	90 hrs.	5
<b>LANGUAGE B</b>							
<b>Module 2 (compulsory module)</b>							
<b>Linguistic and Cultural Competencies Relevant to Translation (language B)</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Linguistic and Cultural Competencies Relevant to Translation I (language B)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Linguistic and Cultural Competencies Relevant to Translation II (language B)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 3 (compulsory module)</b>							
<b>Translation of General Language Texts I</b>	<b>3 PC</b>	<b>1+2</b>	<b>6</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>9</b>
Translation of General Language Texts I from Language B into Language A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of General Language Texts I from Language A into Language B	1 PC	2	2	30 hrs.	30 hrs.	30 hrs.	3
Specialisation: Translation of General Language Texts I	1 PC	2	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 4 (compulsory module)</b>							
<b>Translation as Cultural Negotiation in Language B</b>	<b>1 PC, 1 PS</b>	<b>3+4</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>8</b>

Translation as Cultural Negotiation	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
Translation as Cultural Negotiation	1 PS	4	2	30 hrs.	30 hrs.	90 hrs.	5
<b>Module 5 (compulsory module)</b> <b>Translation of General Language Texts II</b>	<b>3 PC</b>	<b>3+4</b>	<b>6</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>9</b>
Translation of General Language Texts II from Language B into Language A	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of General Language Texts II from Language A into Language B	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
Specialisation: Translation of General Language Texts II	1 PC	4	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 6 (compulsory module)</b> <b>Specialised Module in Translation (language B)</b>	<b>2 PC</b>	<b>4+7</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Specialised Module I: Translation (language B)	1 PC	4	2	30 hrs.	30 hrs.	30 hrs.	3
Specialised Module II: Translation (language B)	1 PC	7	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 7 (compulsory module)</b> <b>Translation of General Language Texts III (from language A into language B)</b>	<b>2 PC</b>	<b>7+8</b>	<b>4</b>	<b>50 hrs.</b>	<b>130 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of General Language Texts IIIa from Language A into Language B	1 PC	7	2	30 hrs.	60 hrs.	0 hrs.	3
Translation of General Language Texts IIIb from Language A into Language B	1 PC	8	2	20 hrs.	70 hrs.	0 hrs.	3
Module examination	Independent study	8		0 hrs.	0 hrs.	30 hrs.	1
<b>Module 8 (compulsory module)</b> <b>Specialised Translation: The Integration of CAT Tools</b>	<b>4 PC</b>	<b>7+8</b>	<b>8</b>	<b>100 hrs.</b>	<b>260 hrs.</b>	<b>30 hrs.</b>	<b>13</b>
Specialised Translation I+II from Language A into Language B	2 PC	7+8	4	50 hrs.	130 hrs.	0 hrs.	6
Specialised Translation I+II from Language B into Language A	2 PC	7+8	4	50 hrs.	130 hrs.	0 hrs.	6
Two sub-module examinations	Independent study	8	---	0 hrs.	0 hrs.	30 hrs.	1
<b>Module 9 (compulsory module)</b> <b>Translation Studies</b>	<b>1 MS, 1 C</b>	<b>7+8</b>	<b>4</b>	<b>50 hrs.</b>	<b>50 hrs.</b>	<b>110 hrs.</b>	<b>7</b>
Translation Studies	1 MS	7	2	30 hrs.	30 hrs.	90 hrs.	5

Bachelor's colloquium	1 C	8	2	20 hrs.	20 hrs.	20 hrs.	2
<b>LANGUAGE C</b>							
<b>Module 10 (compulsory module)</b>							
<b>Linguistic and Cultural Competencies Relevant to Translation (language C)</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Linguistic and Cultural Competencies Relevant to Translation I (language C)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Linguistic and Cultural Competencies Relevant to Translation II (language C)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 11 (compulsory module)</b>							
<b>Translation of General Language Texts I from Language C into Language A</b>	<b>2 PC</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of General Language Texts Ia from Language C into Language A	1 PC	1	2	30 hrs.	60 hrs.	0 hrs.	3
Translation of General Language Texts Ib from Language C into Language A	1 PC	2	2	30 hrs.	60 hrs.	0 hrs.	3
Module examination	Independent study	2	---	0 hrs.	0 hrs.	30 hrs.	1
<b>Module 12 (compulsory module)</b>							
<b>Translation of General Language Texts II from Language C into Language A</b>	<b>2 PC</b>	<b>3+4</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of General Language Texts IIa from Language C into Language A	1 PC	3	2	30 hrs.	60 hrs.	0 hrs.	3
Translation of General Language Texts IIb from Language C into Language A	1 PC	4	2	30 hrs.	60 hrs.	0 hrs.	3
Module examination	Independent study	4	---	0 hrs.	0 hrs.	30 hrs.	1
<b>Module 13 (compulsory module)</b>							
<b>Specialised Module in Translation (language C)</b>	<b>2 PC</b>	<b>7+8</b>	<b>4</b>	<b>50 hrs.</b>	<b>70 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Specialised Module I: Translation (language C)	1 PC	7	2	30 hrs.	30 hrs.	30 hrs.	3
Specialised Module II: Translation (language C)	1 PC	8	2	20 hrs.	40 hrs.	30 hrs.	3
<b>Module 14 (compulsory module)</b>							
<b>Specialised Translation from Language C into Language A</b>	<b>2 PC</b>	<b>7+8</b>	<b>4</b>	<b>50 hrs.</b>	<b>130 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Specialised Translation I from Language C into Language A	1 PC	7	2	30 hrs.	60 hrs.	0 hrs.	3

Specialised translation II from language C into language A	1 PC	8	2	20 hrs.	70 hrs.	0 hrs.	3
Module examination	Independent study	8	---	0 hrs.	0 hrs.	30 hrs.	1
<b>ADDITIONAL SPECIALIST AND CROSS-DISCIPLINARY SKILLS</b>							
<b>Module 15 (compulsory elective module)</b> <b>Further Linguistic and Cultural Competencies Relevant to Translation</b> (For details see module handbook)	<b>4 PC</b>	<b>2-4</b>	<b>8</b>	<b>120 hrs.</b>	<b>120 hrs.</b>	<b>120 hrs.</b>	<b>12</b>
<b>Module 16 (elective module)</b> <b>Professional Skills</b> (For details see module handbook)	<b>Diff.</b>	<b>1-7</b>	<b>For details see module handbook</b>				<b>11</b>
<b>Module 17 (compulsory elective module)</b> <b>Supplementary Field</b> (For details see module handbook)	<b>Diff.</b>	<b>1-7</b>	<b>For details see module handbook</b>				<b>12</b>
<b>Module 18 (elective module)</b> <b>Cross-Disciplinary Skills</b> (for details see Appendix 3 and the module handbook)	<b>Diff.</b>	<b>1-7</b>					<b>20</b>
<b>BACHELOR PLUS - MODULES COMPLETED ABROAD (2 SEMESTERS ABROAD)</b>							
<b>Module 19 (compulsory module)</b> <b>Translation Practical I</b>	<b>2 PC</b>	<b>5+6</b>	<b>8</b>	<b>140 hrs.</b>	<b>200 hrs.</b>	<b>20 hrs.</b>	<b>12</b>
Practical Translation Class Ia	1 PC	5/6	4	70 hrs.	100 hrs.	10 hrs.	6
Practical Translation Class Ib	1 PC	5/6	4	70 hrs.	100 hrs.	10 hrs.	6

<b>Module 20 (compulsory module)</b> <b>Intercultural Skills</b>	<b>Diff.</b>	<b>5+6</b>	<b>12</b>	<b>210 hrs.</b>	<b>150 hrs.</b>	<b>180 hrs.</b>	<b>18</b>
<b>Module 21a (compulsory elective module)</b> <b>Translation Practical II</b>	<b>2 PC</b>	<b>5+6</b>	<b>8</b>	<b>140 hrs.</b>	<b>200 hrs.</b>	<b>20 hrs.</b>	<b>12</b>
Practical Translation Class IIa	1 PC	5/6	4	70 hrs.	100 hrs.	10 hrs.	6
Practical Translation Class IIb	1 PC	5/6	4	70 hrs.	100 hrs.	10 hrs.	6

Module 21b (compulsory elective module) The Study of Language for Special Purposes	Diff.	5+6	12	210 hrs.	150 hrs.	180 hrs.	18
Module 22 (compulsory elective module) Using Language for Special Purposes: Semester of Practical Experience	Work placement	5+6	40 hrs. / week	800 hrs.	10 hrs.	90 hrs.	30
<b>EXAMINATION MODULE</b>							
Module 23 (compulsory module) Bachelor's Thesis	Independent study	6 or 8	---	---	---	360 hrs.	12
<b>Total</b>							<b>240</b>

### Appendix 2c: Possible combinations of modules to be completed abroad

	1st Semester abroad	2nd Semester abroad
<b>Combination 1</b>	BA Plus compulsory modules 19 and 20 (semester of study)	BA Plus compulsory elective modules 21a and 21b (semester of study)
<b>Combination 2</b>	BA Plus compulsory elective modules 21a and 21b (semester of study)	BA Plus compulsory modules 19 and 20 (semester of study)
<b>Combination 3</b>	BA Plus compulsory modules 19 and 20 (semester of study)	BA Plus compulsory elective module 22 (semester of practical experience)
<b>Combination 4</b>	BA Plus compulsory elective module 22 (semester of practical experience)	BA Plus compulsory modules 19 and 20 (semester of study)

### Appendix 2d: Conversion table for different grading systems

Spain		Germany	
9.8 - 10	outstanding	1	very good
9.2 - 9.7		1.3	
8.6 - 9.1	very good	1.7	good
8.1 - 8.5		2	
7.5 - 8.0		2.3	
7.0 - 7.4		2.7	
6.5 - 6.9		3	satisfactory

5.9 - 6.4	satisfactory	3.3	sufficient
5.3 - 5.8		3.7	
5.0 - 5.2		4	
0 - 4.9	failed	5	failed

## Appendix 2e: Special mention on the diploma

As part of the *Bachelor Plus* programme initiated by the Federal Ministry of Education and Research (Bundesministeriums für Bildung und Forschung, BMBF), the student, NAME, spent an additional year at NAME OF UNIVERSITY / TOWN OR CITY in COUNTRY, and successfully participated in lectures and courses foreseen within this variant of the Bachelor's degree programme in Translation Studies. The additional specialist, interdisciplinary and vocational skills acquired are worth **60 CP**, meaning that the degree programme, ***Bachelor Plus - Translation Studies with Spanish***, is completed with a total of **240 CP**.

## Appendix 3: 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 e.g. 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:** A practical work placement of at least six weeks in a non-German-speaking country. The work placement will be recognised by the responsible departmental representative on the basis of the documentation presented (application documents, documented learning experiences, final report, portfolio, reference etc.) and, in the case of full-time work, will be credited with 1.5 credits per week, up to a maximum of 8 credits per work placement.
2. **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 (documented learning experiences, detailed report 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.
3. **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.
4. **Elective:** Participation in courses/modules offered by the Central Student Advisory Office and the Career Service of Heidelberg University, 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 etc.), may also be recognised and on presentation of the relevant proof, students may be awarded up to 8 credits.
5. **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, databases etc.), may also be credited. Students must submit appropriate proof and will be awarded up to 4 credits depending on the workload.

6. **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 5. Students must submit appropriate proof and will be awarded up to 4 credits.

## **B: Additional Skills:**

1. **Elective:** The acquisition of additional or enhanced foreign language skills, 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.
2. **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, 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.
3. **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.
4. **Elective:** Courses in cross-disciplinary skills offered by the Institute of Translation and Interpreting (IÜD), or by other institutes or departments of Heidelberg University (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, 21 July 2016,  
Professor Bernhard Eitel  
President

=====

Published in the President's bulletin (Mitteilungsblatt des Rektors) dated 28 August 2016, p. 981.