

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungs- und Studienordnung der Universität Heidelberg für den Masterstudiengang Geoarchäologie" dated 12 February 2014 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 26 February 2014, p. 141] has legal validity.

Heidelberg University examination and degree programme rules and regulations for the Master's degree programme in Geoarchaeology

as of 12 February 2014

Section I: General provisions

- § 1 Purpose of the academic programme and examination
- § 2 Master's degree
- § 3 Standard period of study, programme structure and range of courses offered
- § 4 Modules, credits and list of grades
- § 5 Examinations board, "Geoarchaeology" Joint Faculty Commission
- § 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 examinations
- § 10 Oral examinations completed during the course of study
- § 11 Written examinations completed during the course of study
- § 12 Assessment of examinations

Section II: Master's examination

- § 13 Master's examination admission requirements
- § 14 Master's examination admission procedure
- § 15 Scope, nature and organisation of the Master's examination
- § 16 Master's thesis
- § 17 Submission and assessment of Master's thesis
- § 18 Final oral examination
- § 19 Passing the examination and overall grade
- § 20 Retaking an examination; deadlines
- § 21 Master's diploma and certificate

Section III: Final provisions

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

Section I: General provisions

§ 1 Purpose of the academic programme and examinations

- (1) Geoarchaeology, in the context of this degree programme, refers to the (re)construction and analysis of (pre)historic relationships between people and their living environments, using both cultural and natural sciences approaches. Geoarchaeology is thus an interdisciplinary research field par excellence. The purpose of the Master's degree programme in Geoarchaeology at Heidelberg University is the interdisciplinary research of historical human and environmental dynamics through the use of correlating methodologies from the fields of geography, natural sciences and geosciences, as well as cultural and archaeological approaches. The aim of the degree programme is to convey methods in the cultural and natural sciences, including their theoretical bases, which are used to investigate human/environmental relationships in historical depth. Along with basic theoretical and methodological competence, the degree programme also provides the opportunity for significant practical experience. Upon successful completion of this degree programme, graduates should have the ability to independently and conscientiously carry out and lead field work. For this purpose, the Master's degree programme in Geoarchaeology provides knowledge about archaeological excavation practices, genesis, possibilities and limitations in the interpretation of environmental archives, as well as assessment of an environment's natural resources, and the analysis of these resources as a living environment.
- (2) Building upon the knowledge obtained in a bachelor's degree programme comprised of a minimum of 50 % study in Geography, Geosciences, Prehistory and Early History, or another object-related, field-work focused archaeology program, this research-oriented, cross-disciplinary Master's degree programme is a blend of humanities and natural sciences, with a special focus on field research. The aim of the Master's degree programme is, within cross-disciplinary exchange, to expand analysis of and practical research in sources, methods and theoretical concepts relevant to geoarchaeology.
- (3) The Geoarchaeology degree programme is organised by the Geographical Institute and the Institute for Geosciences in the Chemistry and Geosciences Faculty, in cooperation with the Institutes for Prehistory and Early History and Near Eastern Archaeology in the Philosophy Faculty.
- (4) The purpose of the Master's examinations leading to the title "Master of Science" is to assess whether students have mastered the interrelationships between the individual disciplines of their subject, are able to apply advanced scientific methods and findings, and are able to work independently, employing scientific principles.
- (5) The requirements for admission to this degree programme are set forth in the Admission Regulations, published separately.

§ 2 Master's degree

Upon successful completion of the Master's examinations, Heidelberg University will confer the academic degree of "Master of Science" (abbreviated to "M.Sc.").

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

- (1) The standard period of study for the Master's degree programme is four semesters, including examinations and Master's thesis.
- (2) Lectures and courses in the Master's degree programme run for three semesters; the Master's thesis and Master's examinations are to be completed within the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credit points (CP) in both compulsory and elective courses.
- (3) The Master's programme is a modular programme.
- (4) If, during the bachelor's degree, only one of the specialisations set forth in § 1 paragraph 2 was taken, or if the bachelor's degree was in Geography **or** Geosciences, the total of 120 credit points will include:
2 credit points for a joint cross-disciplinary lecture series, 20 credit points for subject-related courses within the major subject of the bachelor's degree, 40(-42) credit points for courses in each of the new subjects, (8-)10 credit points for elective courses related to Geoarchaeology, 10 credit points for a joint cross-disciplinary practical work experience ("Research Group") and 30 credit points for the Master's thesis, and 8 credit points for the final oral examination.
- (5) If Geography and/or Geosciences accounted for 50% of the student's bachelor degree studies **and** Prehistory and Early History, or another object-related, fieldwork focused Archaeology programme accounted for the other 50%, the total of 120 credit points will include:
2 credit points for a joint cross-disciplinary lecture series, 30 credit points for subject-related courses in Geography/Geosciences, 30 credit points for courses in Prehistory and Early History, 10 credit points for elective courses related to Geoarchaeology, 10 credit points for a joint cross-disciplinary practical work experience ("Research Group") and 30 credit points for the Master's thesis, and 8 credit points for the final oral examination.
- (6) The language of instruction and examinations is primarily German. Classes and examinations may be held either partially or completely in English.
- (7) Training excavations must be completed at university research institutions for

Prehistory and Early History.

- (8) Only excursions offered by faculty staff members will count as fieldwork and excursions. Independently organised excursions will not be recognised.

§ 4 Modules, credits and list of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content, and comprised of various lectures and courses. It not only comprises the lectures and courses attended, but also the components necessary for a passing grade in the module.
- (2) The Master's thesis and the final oral examination are regarded as individual modules.
- (3) A distinction is made between
- compulsory modules: these must be completed by all students
 - compulsory elective modules: students may select these from a limited subject area.
- (4) All lectures and courses within a module must have been attended for the complete module to be passed. Every module includes one or more graded courses, which must be graded as "sufficient" (4.0) or higher (=sub-module grades) for the complete module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit point (CP) corresponds to a workload of 30 hours.
- (6) A grade report (Transcript of Records) will be issued at the end of each semester, listing all module examinations students have passed, including the corresponding credits and grades.

§ 5 Examinations board

- (1) The Geoarchaeology Joint Faculty Commission is responsible for the organisation of examinations and the tasks required by the examination rules and regulations.
- (2) The Geoarchaeology Joint Faculty Commission ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. The Commission appoints examiners and observers.
- It may confer responsibility for appointing examiners and observers on its chairperson. The commission may be called upon for all questions regarding examinations.

- (4) The Geoarchaeology Joint Faculty Commission may confer further responsibility on its chairperson, provided this does not violate applicable law. Such a decision may be revoked at any time. The chairperson informs the Geoarchaeology Joint Faculty Commission on a regular basis about the completion of such responsibilities.
- (5) Members of the Geoarchaeology Joint Faculty Commission have the right to attend examinations.
- (6) Members of the Geoarchaeology Joint Faculty Commission, examiners, and observers are obligated to maintain professional confidentiality. Those who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions of the Geoarchaeology Joint Faculty Commission immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.
- (8) The joint examination office of the Philosophy Faculty and the Modern Languages Faculty serves as the examination office for the Geoarchaeology degree programme. It supports the Geoarchaeology Joint Faculty Commission in its responsibilities as an examination commission and carries out its decisions.

§ 6 Examiners

- (1) In general, examinations which are not completed during the course of study may only be carried out by professors, lecturers, associate professors, or research associates who, on the basis of long-standing teaching experience, have been granted the right to conduct examinations. Adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances, when there is not enough qualified faculty available to conduct examinations.
- (2) The candidate is permitted to make a proposal for the Master's thesis and the final oral examination; however this does not constitute entitlement to be examined by a particular examiner.
- (3) The chairperson of the Geoarchaeology Joint Faculty Commission ensures that candidates are given sufficient advance notice of examiners' names.
- (4) Examiners will normally be the instructors responsible for the particular lecture or course. Deviations may be approved by the Geoarchaeology Joint Faculty Commission.

§ 7 Recognition of course credits, examination results and academic degrees

- (1) Examination prerequisites and results, and academic degrees obtained through degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised, as long as there are no significant differences concerning the skills acquired, courses taken and degree obtained through the programme. This recognition is required in order to continue an academic programme, take examinations, start a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraph 3 and 4 LBG (State Public Service Law) remains unaffected.
- (2) Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional study programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for achievements to be recognised. It is the responsibility of the examinations board to prove that an application does not fulfil the requirements.
- (4) If agreements exist between the Federal Republic of Germany and other states concerning equivalent university degree programmes (Equivalency Agreements) that favour students from other states by way of derogation from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), the rules and regulations in the Equivalency Agreement take precedence.
- (5) Examination prerequisites and results are to be graded on the basis of a credit point system that allows for achievements in equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided there is equivalence.
- (6) Knowledge and skills gained outside a university degree programme may be recognised for such a programme, as long as
 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 should replace, and
 3. the criteria for recognition have been verified in an accreditation.

Knowledge and skills gained outside a university degree programme may not replace more than 50% of the university degree programme. A maximum of 60 credit points will be recognised for the Master's degree programme, and may not include credit points awarded for degree theses. If the credit points to be recognised do not reflect specific required skills and knowledge, the examinations board may request the completion of a placement test.
- (7) When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5, as well as paragraph 6, sentence 1, no. 1

apply accordingly. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

§ 8 Withdrawal, unexcused absence, deception and breaches of regulations

- (1) An examination is graded as "failed" (5.0), if a candidate fails to appear and is unable to provide a valid reason for his or her absence, or, if the candidate withdraws after the examination has started. The same applies if the candidate fails to provide a written examination by the established deadline, unless the candidate is not at fault for the deadline being exceeded.
- (2) Reasons for withdrawal or absence in accordance with paragraph 1 must be plausible and must immediately be submitted in writing to the Geoarchaeology Joint Faculty Commission. If the candidate, or a child for whom the candidate is primarily the sole caregiver, is ill, a medical certificate may be required. In the event of doubt, a medical certificate from a physician designated by the university may be required. If the reasons stated are accepted, a new examination appointment will be scheduled. In this circumstance, examination results that are already available will be taken into account.
- (3) When deciding whether the candidate is at fault for exceeding a deadline for registration or taking an examination, the Geoarchaeology Joint Faculty Commission must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave and allow candidates to make appropriate use of these provisions.
- (4) If the candidate attempts to influence the examination results through cheating or by using unauthorised aids, especially plagiarism, the examination will be graded as "failed" (5.0). If a candidate disrupts the official examination procedure, he or she may be excluded by the examiner or examination supervisor from taking further part in the examination, in which case the examination will be graded as "failed" (5.0). In extreme cases, the Geoarchaeology Joint Faculty Commission may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, sentences 1 and 2, within a period of 7 days, the candidate may request that the decision be validated by the Geoarchaeology Joint Faculty Commission.
The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examinations

- (1) Examinations completed during the course of study include

1. oral examinations
2. written examinations (electronically, where applicable)

- (2) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the Geoarchaeology Joint Faculty Commission may allow them to take an equivalent examination. The same applies for other course requirements.

§ 10 Oral examinations completed during the course of study

- (1) In oral examinations, candidates should be able to prove that they are able to identify interrelationships within the examination subject matter and relate specified problems to these interrelationships. Additionally, the purpose of the oral examination is to assess whether the candidate has the adequate basic knowledge of the field of study.
- (2) For individual examinations, an oral examination will last between 15 and 30 minutes. For group examinations, the oral examination will last between 60 and 90 minutes; each candidate will be examined for 15 to 30 minutes.

§ 11 Written examinations completed during the course of study

- (1) In written examinations, candidates should be able to prove that they are able to recognise problems related to their subject and develop solutions for them, using subject-specific methods and within limited time and resources.
- (2) A written examination lasts between 30 and 180 minutes. Multiple choice questions are not permitted.
- (3) If a written examination component is taken as a term paper or a report, candidates must certify on a separate sheet of paper that they are the authors of their work and have used no sources or aids other than those indicated.
- (4) The evaluation period for written examinations should not exceed six weeks.

§ 12 Assessment of examinations

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

1 = very good	=an outstanding performance;
2 = good	=performance which is substantially stronger than average requirements;
3 = satisfactory	=performance which fulfils average requirements;

4 = sufficient

=performance which, despite deficiencies, still meets the requirements;

5 = failed

=performance which, due to considerable deficiencies, does not meet the requirements.

For more detailed assessment 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 above 4.0 may not be used.

(2) The final module grade is calculated on the basis of the unrounded grades for individual module examinations, weighted by the number of credit points. If only a single, final examination is held within a module, this examination grade will constitute the overall grade for the module.

(3) Grading for the overall Master's examination grade is as follows:

average of up to and including 1.5	very good
average of between 1.6 and up to/including 2.5	good
average of between 2.6 and up to/including 3.5	satisfactory
average of between 3.6 and up to/including 4.0	sufficient

(4) When calculating the overall examination grade, only the first digit after the decimal point is taken into account, without rounding. The overall Master's grade is assessed in accordance with § 19, paragraph 2.

(5) In addition to the German system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:

A	top 10 %
B	the subsequent 25%
C	the subsequent 30%
D	the subsequent 25%
E	the subsequent 10%

The letter grades are calculated based on the examination results of the total graduating class, as well as the graduating classes from two or more previous years, depending on the number of students in the current graduating class. For degree grades, the ECTS grade must be added.

For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Master's examination

§ 13 Master's examination admission requirements

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- (1) Admission to the individual examinations for the Master's examination will only be authorised for those who:
1. are enrolled in the Master's degree programme in Geoarchaeology at Heidelberg University,
 2. have not lost their entitlement to take examinations in the Master's degree programme in Geoarchaeology or in any other related study programme.
- (2) For admission to the Master's thesis, the following certification must be provided: successfully completed modules as set forth in Appendix 1, and successful completion of lectures and courses comprising a total of at least 60 credit points.
- (3) The final oral examination may be taken before or after submission of the Master's thesis.

§ 14 Master's examination admission procedure

- (1) The application for admission to the examination must be made in writing, addressed to the chairperson of the Geoarchaeology Joint Faculty Commission. The application must include the following documents:
1. evidence of fulfilment of the admission requirements in accordance with § 13 paragraph 1,
 2. declarations from candidates, stating whether they have previously failed a Master's examination in either the Geoarchaeology programme or another archaeology-related degree programme, or whether they are currently undergoing an examination procedure in such a programme.
- (2) If candidates are unable to provide such evidence, the Geoarchaeology Joint Faculty Commission may allow other documents of proof to be accepted.
- (3) The application is the basis for the Geoarchaeology Joint Faculty Commission's decision as to whether the candidate may be admitted to the examination. Denials must be made in writing, stating the reasons for the denial, and providing information about the procedure for appeal.
- (4) The application for admission to the examination may only be denied if:
1. conditions are not fulfilled in accordance with § 13, or
 2. documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 3. candidates have failed their final attempt at the Master's examination in Geoarchaeology or another archaeology-related degree programme, or have lost the entitlement to take the final examinations, or
 4. the candidate is currently undergoing examination procedures in such a degree programme.

§ 15 Scope, nature and organisation of the Master's examination

- (1) The Master's examination consists of:
 1. successful completion of the examinations for the modules, as set forth in Appendix 1,
 2. the Master's thesis
 3. the final oral examination,
- (2) The examinations referred to in paragraph 1, no. 1 are taken as an integrated part of their respective lectures or courses. They may be in written and/or oral form. The lecturer responsible for a lecture or course determines the nature and duration of the integrated examinations and provides this information no later than the beginning of the lecture or course.
- (3) The components of the Master's examination must be taken in the following order:
 1. examinations completed during the course of study (paragraph 1, number 1)
 2. Master's thesis (paragraph 1, number 2) and final oral examination (paragraph 1, number 3).
- (4) § 9, paragraph 2 applies accordingly.

§ 16 Master's thesis

- (1) The purpose of the Master's thesis is for candidates to prove that they are able to work independently, within a given period of time and using academic methods, to address a problem from the field of geoarchaeology.
- (2) In accordance with § 6, paragraph 1, sentence 1, the Master's thesis may be assigned and supervised by any authorised examiner from the departments of Prehistory and Early History, Geography or Geosciences. Upon request, the Geoarchaeology Joint Faculty Commission may, in special cases, authorise representatives of other faculties of Heidelberg University to be examiners. With prior consent of the Geoarchaeology Joint Faculty Commission, the Master's thesis may be completed at an institution outside Heidelberg University, provided it is supervised by a qualified examiner, as set forth in sentence 1.
- (3) In accordance with § 16 paragraph 2, sentence 1 or 2, the Master's thesis will be supervised by two authorised examiners.

One of these examiners must be from an Archaeology subject area; the other must come from the subject areas of Geography or Geosciences.
- (4) In accordance with § 15, paragraph 1, number 1, the candidate must begin work on the Master's thesis no later than the beginning of the semester following the successful completion of the last examination completed during the course of

study, or must have by that time submitted an application to the chairperson of the Geoarchaeology Joint Faculty Commission for the assignment of a topic. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.

- (5) The topic of the Master's thesis will be determined by the thesis supervisor. If an application for assignment of a topic is submitted, the chairperson of the Geoarchaeology Joint Faculty Commission will ensure that the candidate receives a topic for his or her Master's thesis in timely fashion. The candidate is permitted to propose topics; however, this does not constitute entitlement to a particular topic. The thesis topic will be assigned by the chairperson of the Geoarchaeology Joint Faculty Commission. The date of assignment must be recorded.
- (6) The deadline for submission of the thesis is six months following assignment of the topic. In exceptional cases, the Geoarchaeology Joint Faculty Commission, in consultation with the supervisor, may extend this deadline by up to two months.
If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (7) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate will be able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment.
- (8) The Master's thesis may be written in German or English. Upon approval of the supervisor and the Geoarchaeology Joint Faculty Commission, the thesis may also be written in other languages.

§ 17 Submission and assessment of Master's thesis

- (1) Three copies of the Master's thesis must be submitted to the Geoarchaeology Joint Faculty Commission before the established deadline; the submission date must be recorded. The thesis must contain a summary.
- (2) When submitting a Master's thesis, candidates must submit a written declaration in lieu of a sworn oath that they are the authors of their work and have used no sources or aids other than those indicated.
The text of the Statutory Declaration in Lieu of Oath and additional instructions may be found in Appendices 2a and 2b.
- (3) The Master's thesis will be assessed by two examiners, one of whom must be a professor. The examiners will normally also serve as the thesis supervisors. Upon request, the Geoarchaeology Joint Faculty Commission will consider exceptions. The evaluation period should not exceed six weeks.
- (4) The grade is calculated as the mean of both evaluations; § 12 applies

accordingly. If the grades differ by more than one grade point, the Geoarchaeology Joint Faculty Commission will determine the Master's thesis grade after consulting both examiners. In such cases, a third examiner may be consulted.

§ 18 Final oral examination

- (1) The purpose of the final oral examination is for candidates to prove that they have mastered the interrelationships between the individual disciplines of their subject, and are able to assess special problems accordingly. The oral examination will further assess whether the candidate has in-depth basic and specialised knowledge in specific areas of the subjects to be examined.
- (2) The final oral examination will be conducted by two examiners, one of whom will be from an Archaeology subject area, and the other from either Geography or Geosciences. The candidate is permitted to make a proposal; however this does not constitute entitlement to be examined by a particular examiner. The chairperson of the Geoarchaeology Joint Faculty Commission ensures that candidates are given sufficient advance notice of examiners' names.
- (3) In accordance with § 15, paragraph 1, no. 3, candidates must take the final oral examinations no later than four weeks after the submission date of the Master's thesis. If the 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.
- (5) An oral examination lasts approximately 60 minutes.
- (6) The examination will be held in German, or, upon request of the candidate and approval of the examiners, may be held in English. The validity of § 3, paragraph 5 remains unaffected.
- (7) The topics examined and the results of the oral examination must be recorded in a written report.
Following the oral examination, candidates must be notified of examination results.
- (8) Students wishing to take a subject examination at a later examination date will be permitted to attend the same examination for another candidate, as long as room is available. However, the visitor may not be present for assessment or announcement of the examination result. Upon request of the candidate, or for other valid reasons, the examination may be closed to visitors.

§ 19 Passing the examination and overall grade

- (1) The Master's examination is passed when all examination components as set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.

- (2) In accordance with § 12, paragraph 3, grades from the individual modules will be weighted by the credit points earned. The numerical grades from the individual modules will be added together without rounding and be weighted by the credit points earned.
- (3) When calculating the overall grade, the Master's thesis and the final oral examination will be weighted by a factor of 2.

§ 20 Retaking an examination; deadlines

- (1) If examinations are not passed, or are not considered to have been passed, they may be retaken once. This includes failed examinations at other universities. A second re-examination is permitted only under exceptional circumstances and only for a maximum of two examinations completed during the course of study. Such permission must be granted by the Geoarchaeology Joint Faculty Commission.
A second re-examination is not permitted for the Master's thesis or the final oral examination.
- (2) Retaking an examination that has been graded as passed is not permitted.
- (3) Failed examinations must be retaken no later than the next available examination date. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not at fault for the deadline being exceeded.
- (4) If a compulsory module examination is failed on the final attempt, the candidate will be dismissed from the academic programme. Failure of compulsory elective modules and elective modules may be offset by the successful completion of a different module.

§ 21 Master's diploma and certificate

- (1) Upon successful completion of the Master's examination, a diploma will be issued within four weeks. This will list all individual modules with their respective grades (graded in accordance with § 12, paragraph 3 and the numerical value) and credit points, as well as the topic of and grade for the Master's thesis, and the overall grade for the Master's examinations. The diploma will be dated with the date of the last examination component. It must be signed by the chairperson of the Geoarchaeology Joint Faculty Commission in his or her function as dean.
- (2) A "Diploma Supplement" in German and English will also be provided, containing additional information about the course content and the course of study. This content complies with the "European Diploma Supplement Model".

- (3) A bilingual Master's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Master of Science". The Master's certificate is signed by the chairperson of the Geoarchaeology Joint Faculty Commission in his or her function as dean. It bears the faculty seal.
- (4) If the Master's examination is failed at the final attempt or is considered not to have been passed, the chairperson of the Geoarchaeology Joint Faculty Commission will issue a written notification, providing information on the procedure for appeal. A certificate will be issued upon request, and upon presentation of documentation of proof and withdrawal certificate, listing passed examinations and their grades, missing examinations required for obtaining the Master's degree, and a statement that, on the final attempt, the Master's examination has not been passed.

Section III: Final provisions

§ 22 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the Geoarchaeology Joint Faculty Commission may, accordingly, correct the examination results that were affected by the cheating 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 Geoarchaeology Joint Faculty Commission will make a decision on the matter.
- (3) Before a decision is made, the candidate will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deception, the Master's certificate "Master of Science" will be confiscated along with the fraudulent examination diploma. The statute of limitations for rendering the decision described in paragraph 1 and paragraph 2, sentence 2, is five years from the date on the examination diploma.

§ 23 Access to examination documents

After the examination procedure has been completed, the candidate has the right, within a reasonable period of time, to request access to examination documents. Requests must be made in writing and within a period of up to one year after the

examination process. The chairperson of the Geoarchaeology Joint Faculty Commission will decide when and where such access will be given.

§ 24 Coming into force

These examination rules and regulations will come into force on 01 October 2014.

Appendix 1:

Modules, lectures and courses for the Geoarchaeology Master's degree programme

- Curriculum

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A. Geoarchaeology with a bachelor's degree in Geography or
Geosciences (90 CP + 30 CP)

A 1. Introductory Module: Prehistory and Early History (compulsory module)

Type of course	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
Lecture Series (RV)	2	1.	Compulsory	2
*Proseminar I (PS)	2	1-2	Compulsory	5
*Proseminar II (PS)	2	1-2	Compulsory	5
Tutorial I (T)	2	1-2	Compulsory	1
Tutorial II (T)	2	1-2	Compulsory	1
Lecture (V)	2	1-2	Compulsory Elective	2

A 2. Practical Module I: Archaeological Practice (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
Surveying Exercise II (Ü)	2	1-3	Compulsory	5
Training Excavation (LG)	16 (6 weeks)	1-3	Compulsory	8

A 3. Specialisation Module: Geogr./Geosc. (compulsory module, combined total of 30 CP)

This compulsory module is comprised of three compulsory elective modules selected from A3:

A3a Specialisation Module: Geosciences I (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Palynology + Stable Isotopes (Lect. + Tut.)	2	1	Compulsory Elective	3
*Archaeometallurgy (Lect. + Tut.)	2	1	Compulsory Elective	3
*Dating Methods for Younger Rocks & Artefacts (Lect. + Tut.)	3	2	Compulsory Elective	3

A3b Specialisation Module: Geosciences II (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Methods of Trace Elements Analysis (Lect. + Tut.)	2	2	Compulsory	3
*Analytical Methods in Mineralogy (Lect. + Tut.)	3	2	Compulsory	3
*Organic Geochemistry (Lect. + Tut.)	3	2	Compulsory	3

A3c Research Group (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Research Group	4	3	Compulsory	10

A3d Specialisation Module: Geography I (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Field Exercise in Geography (e.g., geo- electric tomography, seismic refraction, drilling methods)	4	1-3	Compulsory	6

A3e Specialisation Module: Geography II (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
* Selected Advanced Seminars Topics in Phys. Geography	2	1-3	Compulsory	5

A3f Specialisation Module: Geography III (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
Advanced Methods of Physical Geography/Laboratory Practice 2 (Tutorial/Seminar)	5	1-3	Compulsory	8
*Geophysical Methods (Lect.+Tut.)	4	1-3	Compulsory	6

A3g Specialisation Module: Geography IV (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Lect: Special Topics in Physical Geography	2	1	Compulsory	5

A3h Specialisation Module: Geography IV (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
Research and Reading Seminar "Selected Topics in Physical Geography"	2	1-3	Compulsory	5

A3i Specialisation Module: Geography VI (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Tut.: Regional Geography of Selected Sub-regions	3	1-3	Compulsory	4

A 4. Specialisation Module: Prehistory and Early History (compulsory module)

Type of Course	Weekly semester	recom. sem.	Compulsory /Elective	CP
*Intermediate Seminar (MS)	2	2-3	Compulsory Elective	5
*Advanced Seminar (HS)	2	3	Compulsory Elective	8

A 5. Cross-disciplinary Module (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Lect., Tut., Seminars in geoarchaeology-related lectures and courses offered at Heidelberg University comprising a total of 10 CP	4	1-3	Compulsory Elective	10

A 6. Final Module (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP

*MT-Master's Thesis (MA)		4	Compulsory	30
*Final oral examination		4	Compulsory	8

B. Geoarchaeology with a bachelor's degree in Prehistory and Early History, or an equivalent archaeological degree (90 CP + 30 CP)

B 1. Introductory Module: Geography (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
Lecture Series	2	1	Compulsory	2
*Geomorphology (Lect.)	2	1+3	Compulsory	4
*Introductory Lecture Section: Physical Geography	2	1	Compulsory	2

B 2. Introductory Module: Geosciences (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Earth's Elements (Lect.+Tut.)	2	1	Compulsory	3
*Methods of Trace Elements Analysis	2	2	Compulsory	3
*Archaeometallurgy (Lect. + Tut.)	2	1	Compulsory	3
*Dating Methods for Younger Rocks & Artefacts (Lect. + Tut.)	3	2	Compulsory	3

B 3. Specialisation Module: Geography/Geosciences (compulsory module)

This compulsory module is comprised of three compulsory elective modules selected from B3

B3a – Specialisation Module: Geography (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
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*Lect.: Soil Geography	2	1+3	Compulsory	3
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B3b – Specialisation Module: Geosciences (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Palynology + Stable Isotopes (Lect. + Tut.)	2	1+3	Compulsory	3

B3c – Specialisation Module: Geography/Geosciences (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
*Analytical Methods in Mineralogy	3	2	Compulsory	3

B 4. Practical Module I: Geography and Geosciences (compulsory module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
*Lect.+Tut.: Geographical Information Systems	4	2	Compulsory	4
*Field Work: Physical Geography OR Methods of Geosciences in the Field	8	Inter-semester	Compulsory	6
*Tut./Excursion: 3 days	3	1-3	Compulsory	3

B 5. Specialisation Module: Prehistory and Early History I: Sources, Eras, Regions (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
*Advanced Seminar (HS)	2	1-3	Compulsory Elective	8
Lecture (V)	2	1-3	Compulsory Elective	2

Day Excursion (TE)	1	1-3	Compulsory Elective	1
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**B 6. Specialisation Module: Prehistory and Early History II:
Archaeological Practice (compulsory module)**

Type of Course	Weekly semester hours (WSH)	recom. sem.	Elective/ Compulsory	CP
Training Excavation (LG)	8 (3 weeks)	1-3	Compulsory	4
Major Excursion (HE)	2	1-3	Compulsory	4
Day Excursion (TE)	1	1-3	Compulsory Elective	1

B 7. Research Group/Specialised Archaeological Inquiries (compulsory module)

This compulsory module consists of module B7a. Module B7b must be taken if B7a is not offered.

B7a Research Group (compulsory module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
*Research Group	4	3	Compulsory	10

B7b Specialised Archaeological Enquiries (alternative to Research Group, if this is not offered)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
Lecture (V)	2	3	Compulsory	2
*Advanced Seminar (HS)	2	3	Compulsory	8

B 8. Specialisation Module: Geography/Geosciences (compulsory module)

This compulsory module is comprised of three compulsory elective modules selected from B8

B8a – Specialisation Module: Geography I (compulsory elective module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
GIS-Analyses: Advanced (Tutorial/ Seminar)	4	3	Compulsory Elective	4

B8b – Specialisation Module: Geosciences I (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Environmental Analysis (Tutorial/Seminar)	5	1+3	Compulsory Elective	4

B8c – Specialisation Module: Geosciences II (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
XRF-Scanning (Tutorial/Seminar)	4	1+3	Compulsory Elective	4

B8d – Specialisation Module: Geography II (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Theory of Science (Tutorial/Seminar)	2	1+3	Compulsory Elective	2

B8e – Specialisation Module: Geography III (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
Practical Laboratory Course 1: Applied Phys. Geography	4	1-3	Compulsory Elective	6

B8f – Specialisation Module: Geography IV (compulsory elective module)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Field Exercise in Geography (e.g., geo- electric tomography, drilling methods)	4	1-3	Compulsory Elective	6

B 9. Cross-disciplinary Module (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Lect., Tut., Seminars in geoarchaeology-related lectures and courses offered at Heidelberg University comprising a total of 10 CP	4	1-3	Compulsory Elective	10

B 10. Final Module (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*MT-Master's Thesis (MA)		4	Compulsory	30
*Final oral examination		4	Compulsory	8

C Geoarchaeology, when the bachelor's degree studies comprise 50 % in Prehistory and Early History or an equivalent archaeological degree, and 50 % in Geography and/or Geosciences (90 CP + 30 CP)

C.1 Specialisation Module: Geogr./Geosc. (compulsory module, total of 30 CP)

This compulsory module is comprised of three compulsory elective modules selected from C1

C1a – Specialisation Module: Geosciences I

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Palynology + Stable Isotopes (Lect. + Tut.)	2	1+3	Compulsory Elective	3
*Archaeometallurgy (Lect. + Tut.)	2	1+3	Compulsory Elective	3
*Dating Methods for Younger Rocks & Artefacts (Lect. + Tut.)	3	2	Compulsory Elective	3

C1b – Specialisation Module: Geosciences II

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Methods of Trace Elements Analysis (Lect. + Tut.)	2	2	Compulsory Elective	3
*Analytical Methods in Mineralogy	3	2	Compulsory Elective	3
*Organic Geochemistry (Lect. + Tut.)	3	2	Compulsory Elective	3

C1c – Specialisation Module: Geography I

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Field Exercise in Geography (e.g., geoelectric tomography, seismic refraction, drilling methods)	4	1-3	Compulsory Elective	6

C1d – Specialisation Module: Geography II

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
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*Advanced Seminar: Selected Topics in Physical Geography	2	1	Compulsory Elective	5
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C1e – Specialisation Module: Geography III

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
Advanced Methods in Physical Geography/ Laboratory Practice 2 (Tutorial/Seminar)	5	1-3	Compulsory Elective	8
*Geophysical Methods (Lect.+Tut.)	4	1-3	Compulsory Elective	6

C1f – Specialisation Module: Geography IV

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Lect.: Special Topics in Physical Geography	2	1	Compulsory Elective	5

C1g – Specialisation Module: Geography V

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
Research and Reading Seminar "Selected Topics in Physical Geography"	2	1-3	Compulsory	5

C1h – Specialisation Module: Geography VI

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory /Elective	CP
*Tut.: Regional Geography of Selected Sub-regions	3	1-3	Compulsory	4

**C 2. Specialisation Module: Prehistory and Early History I:
Sources, Eras, Regions (compulsory module)**

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
*Advanced Seminar (HS)	2	1-3	Compulsory Elective	8
Lecture (V)	2	1-3	Compulsory Elective	2
Seminar/Tutorial (Sem./Ü.)	2	1-3	Compulsory Elective	3
Research Colloquium	2	1-3	Compulsory	3

**C 3. Specialisation Module: Prehistory and Early History II:
Archaeological Practice (compulsory module)**

Type of Course	Weekly semester hours (WSH)	recom. sem.	Elective/ Compulsory	CP
Training Excavation (LG)	8 (3 weeks)	1-3	Compulsory	4
Major Excursion (HE)	4	1-3	Compulsory	4
*Surveying Exercise: CAD and GIS (Tut.)	2	1-3	Compulsory	5
Day Excursion (TE)	1	1-3	Compulsory Elective	1

C 4. Cross-disciplinary Module (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
Lecture Series	2	1	Compulsory	2
*Courses in geoarchaeology-related subjects comprising a total of 10 CP	4	1-3	Compulsory Elective	10

C 5. Research Group/Specialised Archaeological Inquiries (compulsory module)
This compulsory module consists of module C5a. Module C5b must be taken if

C5a is not offered.

C5a Research Group (compulsory module)

Type of Course (compulsory elective modules)	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
*Research Group	4	3	Compulsory	10

C5b Specialised Archaeological Inquiries (alternative to Research Group, if this is not offered)

Type of Course (compulsory elective module)	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
Lecture (V)	2	3	Compulsory	2
*Advanced Seminar (HS)	2	3	Compulsory	8

C 6. Final Module (compulsory module)

Type of Course	Weekly semester hours (WSH)	recom. sem.	Compulsory/ Elective	CP
*MT-Master's Thesis (MA)		4		30
*Final oral examination		4		8

- Courses with examinations

Appendix 2a

Statutory Declaration in Lieu of Oath, in accordance with § 17, paragraph 2

1. This Master’s thesis, with the title

.....
.....,is my own original work.

2. I have used only the sources and aids indicated and have not used any unauthorised contributions from others. Contributions from other works, whether verbatim or in substance, have been clearly indicated as such.

3. This thesis or a portion thereof has been, as follows/has not been¹ published at a university in Germany or abroad for the award of another degree or diploma.

Title of the work:

University and year:

Type of degree or diploma:

4. I certify that the above statements are true to the best of my knowledge.

5. I understand the nature of a Statutory Declaration in Lieu of Oath, and the penalties that may result from an incorrect or incomplete declaration.

I declare in lieu of oath that, to the best of my knowledge, I have stated the truth and have not failed to disclose any information.

¹ Cross out where not applicable. If the answer is affirmative, please indicate: the title of the work submitted, the university where it was submitted, the year of publication, and the type of degree or diploma for which it was submitted

Appendix 2b**Admonition regarding the Statutory Declaration in Lieu of Oath**

The Statutory Declaration in Lieu of Oath has great legal significance and may carry serious legal consequences. Therefore, providing a false declaration is a punishable offense. Deliberate, thereby intentional, submission of a false declaration may be punished by up to 3 years imprisonment or payment of a fine.

Negligent submission of a false declaration, whereby the author should reasonably have been able to recognise that the declaration did not represent the truth, may be punished by up to one year imprisonment or payment of a fine.

The applicable legal penalties may be found in § 156 of the German Penal Code (StGB, Strafgesetzbuch) ("false sworn affidavits") and in § 161 of the German Penal Code ("negligent offences, false oath, negligent false affidavits").

§ 156 German Penal Code: False sworn affidavits

Whosoever before a public authority competent to administer sworn affidavits, falsely makes such an affidavit or falsely testifies while referring to such an affidavit shall be liable to imprisonment not exceeding three years or a fine.

§ 161 German Penal Code: Negligent offences:

Paragraph 1: If a person commits one of the offences listed in sections 154 to 156 negligently the penalty shall be imprisonment not exceeding one year or a fine.

Paragraph 2: The offender shall be exempt from liability if he corrects his false testimony in time. The provisions of section 158 (2) and (3) shall apply mutatis mutandis.

Place and Date

Signature

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