

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung der Universität Heidelberg für den Bachelor-Studiengang Klassische Archäologie", dated 14 June 2010 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 29 July 2010, p. 855], last amended on 02 November 2015 [President's bulletin (Mitteilungsblatt des Rektors) of 21 November 2015, p. 1669] has legal validity.

Heidelberg University examination rules and regulations for the Bachelor's degree programme in Classical Archaeology

as of 14 June 2010

Preamble

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

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 list of grades
- § 5 Examinations board
- § 6 Examiners and observers
- § 7 Recognition of course credits, examination results and academic degrees
- § 8 Unexcused absences, withdrawal, deception and breaches of regulations
- § 9 Types of examinations completed during the course of study
- § 10 Oral examinations completed during the course of study
- § 11 Written examinations completed during the course of study
- § 12 Assessment of examinations

Section II: Bachelor's examination

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

Section III: Final provisions

- §21 Invalidity of examinations

- §22 Access to examination documents
§23 Coming into force and transitional provisions

Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The objective of the Bachelor's degree programme in Classical Archaeology (CA) is the study of the representational and visual legacy of the Greek and Roman cultures, including their antecedents and impact on future generations, as well as their relationships with neighbouring cultures. The task of archaeological research is to apply specific scientific methodology to the cataloguing of findings and monuments, and to interpret them in context of the overall Antiquity. In keeping with the definition of the degree subject, this methodology is based on the visual assessment of monuments from the fine arts and evidence from the material culture. This Bachelor's degree programme provides fundamental knowledge of the subject and its methodology. It provides insight into specific professional fields and archaeological practice, and allows students to work with the latest technology. This degree programme prepares candidates to be able to independently solve problems within archaeological and cultural-historical studies, and the Bachelor's examination constitutes the first-level degree of professional qualification.
- (2) The purpose of the Bachelor's examination is to assess whether students have mastered the basics of the subject Classical Archaeology, have an overview of the interrelationships between the individual disciplines, and have acquired the necessary fundamental skills, both methodological and practical, to enter a profession.

§ 2 Bachelor's degree

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

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

- (1) The standard period of study for the Bachelor's degree programme is six semesters, including examinations. Successful completion of the Bachelor's degree programme requires a total of 180 credits (CP) in both compulsory and elective courses.
- (2) The Bachelor's programme is a modular programme and may be studied with the following combinations:
- one major subject (75% = 113 CP) with a minor (25% = 35 CP) and cross-disciplinary competencies (ÜK, see Appendix 2; 20 CP)
 - two major subjects (1st major 50% = 74 CP; 2nd major 50% = 74 CP) and cross-disciplinary competencies (ÜK, see Appendix 2: 20 CP)

The Bachelor's thesis comprises 12 CP and is to be completed in the first major.

The Classical Archaeology degree programme may be studied as major subject comprising 75 %, as 1st or 2nd major comprising 50 %, or as minor subject comprising 25 %. The modules required and the corresponding courses and lectures may be found in Appendix 1.

- (3) Generally, all subjects from Bachelor's degree programmes may be freely combined, provided the respective courses are offered. In accordance with regulations, the Bachelor's degree is awarded to students who have passed the prescribed examinations in both majors and the cross-disciplinary competencies, as well as completing the Bachelor's thesis. Graduation in only one major does not entitle students to a Bachelor's degree.
- (4) In accordance with § 20, the Examinations board for the first major subject is responsible for verifying adherence to the regulations set forth in paragraph 3, as well as for issuing the diploma and degree certificate. The Joint Examination Office will support the faculty in this task.
- (5) An orientation examination must be taken no later than at the end of the second semester. This examination takes place during the course of the study and consists of the successful completion of the basic module. The orientation examination is considered to have been passed if the basic module has been successfully completed and the integrated examinations have been graded "sufficient" (4.0) or higher.
- (6) If the orientation examination is not passed or is considered not to have been passed, it may be retaken once during the following semester. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless the student is not responsible for the deadline being exceeded.
- (7) The orientation examination is an early component of the Bachelor's examination.
- (8) The successful completion of the basic module and the orientation examination is the prerequisite for further specialisation and admission to the specialisation modules.
- (9) Following successful completion of the orientation examination, all students are required to complete degree counselling within one semester. Certification of this degree counselling must be submitted with the application for admission to the Bachelor's thesis.
- (10) Students studying Classical Archaeology as a major must provide proof of proficiency in Latin and Greek (Latinum or Graecum, or equivalent documentation), and English or another modern foreign language relevant to the subject (French, Italian, Modern Greek). The Examinations board is responsible for evaluating equivalence of skills, based on certificates submitted. Language certificates must be submitted no later than at the time of the assignment of the topic for the Bachelor's thesis. Individualized regulations for students who have earned their university entrance qualification abroad are available.
- (11) Generally, the language of instruction and examinations is German. Lectures and

courses may also be held in English.

§ 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 Bachelor's thesis is regarded as individual module.
- (3) A distinction is made between
 - compulsory modules: these must be completed by all students
 - compulsory elective modules: students may select from a limited subject area
- (4) All components within a module 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 (CP) corresponds to a workload of 30 hours.
- (6) Grades that are to be recognised as having been earned during the course of study may only be submitted once and only in one subject area. If two subjects require the same course to be completed, permission to have it counted for both subjects may be granted. This decision will be made by the corresponding Examinations boards.
- (7) A grade report (Transcript of Records) will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board of the Faculty of Philosophy is responsible for the organisation of examinations and the tasks required by the examination rules and regulations. It is made up of two professors, a research assistant representative, and a student, who serves in an advisory capacity. The faculty council appoints the chairperson, the deputy, and the other members of the examinations board for a period of two years each. The student member is appointed for one year. The chairperson and the deputy must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers involved in examinations. The examinations board may delegate these appointments to its chairperson or to another person authorised by the Institute. The board may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and

chairs its 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 on a regular basis about the execution of these tasks.
- (5) Examinations board members have the right to attend examinations.
- (6) Members of the examinations board, 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 examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.
- (8) The Joint Examination Office provides support to the examinations board and executes its decisions.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study may only be carried out by professors, associate professors, or research associates who, on the basis of long-standing teaching experience, have been granted the right to conduct examinations. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances, when there is not enough qualified faculty personnel available to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (4) The candidate is permitted to propose an examiner for the Bachelor's examination; however, this does not constitute entitlement to be examined by a particular examiner.
- (5) The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.

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

- (1) Examination prerequisites and results, as well as academic degrees obtained in 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 is no significant difference concerning the skills acquired, courses taken and degree obtained in the programme. 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, Sections 3 and 4 LBG (State Public Service Law) remains unaffected.

- (2) Preliminary and intermediate examinations taken at other German universities in the same degree programme or in a similar degree programme will be recognised. Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for achievements 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 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, clause 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 results are to be graded on the basis of a credit 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. Universities will specify the details of the examination rules and regulations, in particular the extent to which knowledge and skills gained outside a university degree programme can be recognised and the prerequisites that must be fulfilled. The examination rules and regulations may require the completion of a placement test.
- (7) For refresher courses, credits may be given for courses and examinations. When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5 as well as paragraph 6 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 Unexcused absences, withdrawal, 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 must be plausible and must immediately be submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician 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 Examinations board 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. The same applies for students with disabilities or chronic diseases, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Pflegezeitgesetz (Home Care Leave Act).
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, 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 examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, sentences 1 and 2, within a period of one week, the candidate may request that the decision be validated by the examinations board. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examinations completed during the course of study

- (1) Examinations completed during the course of study are:
 1. oral examinations
 2. written examinations (electronically, where applicable).
- (2) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination. The same applies for other course requirements.

§ 10 Oral examinations completed during the course of study

- (1) In oral examinations, candidates should prove that they are able to identify connections within the examination subject matter, and relate specific problems to

these interrelationships. Additionally, the purpose of the oral examination is to assess whether the candidate has adequate basic knowledge of the field of study.

- (2) Oral examinations may be held as individual or group examinations with a maximum of 8 candidates.
- (3) For individual examinations, an oral examination lasts between 20 and 30 minutes; for group examinations it lasts between 60 and 90 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 60 and 120 minutes.
- (3) If a written examination component is taken as a term paper, candidates must assure 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 four 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 above average requirements;
3 = satisfactory	= a performance which fulfils average requirements;
4 = sufficient	= a performance which, despite deficiencies, still meets the requirements;
5 = failed	= a performance which, due to considerable deficiencies, does not meet the requirements.

For 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 values of module examination components corresponding to the number of credits. If a final examination is to be completed within a module, this final module examination grade constitutes the grade for this module.
- (3) The student will receive a subject grade for each subject area (major subject and minor, or 1st major and 2nd major). The subject grades will be calculated, in

accordance with § 18, paragraphs 2 and 3, on the basis of the module grades, which will be weighted according to the corresponding number of credits earned.

- (4) Grading for the final module grade, the subject grade, and overall Bachelor's examination grade is as follows:

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

- (5) In accordance with paragraph 4, when calculating final module grades, subject grades and the overall Bachelor's examination grade, only the first digit after the decimal point is taken into account, without rounding.
- (6) The Bachelor's examination is passed when all required examination components in both subjects and cross-disciplinary skills, as well as the Bachelor's thesis, have been graded as "sufficient" (4.0) or higher. In accordance with paragraph 4, when calculating the overall Bachelor's examination grade, the numerical grades for both subjects and the Bachelor's thesis will be pulled up and, before rounding, be weighted according to the number of credits earned.
- (7) 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: Bachelor's examination

§ 13 Bachelor's examination admission requirements

- (1) Admission to the Bachelor's examination in Classical Archaeology will only be authorised for students who:
- are enrolled in the Bachelor's degree programme in Classical Archaeology at Heidelberg University,
 - have not lost their entitlement to take the final examinations in the Bachelor's degree programme Classical Archaeology.
- (2) The following certificates must be provided for admission to the Bachelor's thesis:

1. passed orientation examination,
2. successful completion of modules set forth in Appendix 1, comprising a total of at least 95 credits (75 %), or 63 credits (50 %),
3. successful completion of the modules and courses of the 2nd major subject or the minor subject, comprising the total of credits set forth in § 3,
4. language skills, as set forth in § 3 paragraph 10.
5. certification of degree counselling following the successful completion of the basic module, as set forth in § 3, paragraph 9.

§ 14 Bachelor's examination admission procedure

- (1) The application for admission to the examination must be made in writing, addressed to the chairperson of the examinations board. 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 Bachelor's examination in the Classical Archaeology Bachelor's programme, or whether they are currently undergoing an examination procedure in such a programme.
- (2) If candidates are unable to provide such evidence, the examinations board may allow other documents of proof to be accepted.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Denials must be made in writing, stating the reasons and providing information on the procedure for appeal.
- (4) The application for admission to the examination may only be denied if:
 1. conditions are not fulfilled in accordance with § 13, paragraph 1, 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 Bachelor's examination in Classical Archaeology or have lost the entitlement to take the final examinations, or
 4. are currently undergoing an examination procedure in such a programme.

§ 15 Scope and nature of the Bachelor's examination

- (1) The Bachelor's examination in the Classical Archaeology degree programme consists of:
 1. successful completion of the examinations for the modules set forth in Appendix 1,
 2. Bachelor's thesis (in major subject or 1st major subject).
- (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 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.

§ 16 Bachelor's thesis

- (1) The purpose of the Bachelor'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 Classical Archaeology.
- (2) In accordance with § 6, paragraph 1 sentence 1, the Bachelor's thesis may be assigned and supervised by any authorised examiner.
- (3) The candidate must begin work on the Bachelor's thesis no later than three months after successful completion of the last examination completed during the course of study, or must have by that time submitted an application for the assignment of a topic to the chairperson of the examinations board. If the deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (4) The topic of the Bachelor's thesis will be determined by the thesis supervisor in consultation with the candidate. If an application for assignment of a topic is submitted, the chairperson of the examinations board will ensure that the candidate receives a topic for the Bachelor'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 examinations board; the date of assignment must be recorded.
- (5) The deadline for submission of the thesis is nine weeks following assignment of the topic. In exceptional cases, the examinations board may extend this deadline by up to three weeks. If the deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded. The topic may only be rejected once, and only within the first two weeks after the date of assignment.
- (6) The topic, task and scope of the Bachelor's thesis must be limited in such a way that the candidate should be able to complete the thesis within the given time frame.
- (7) The Bachelor's thesis must be written in either German or English. Upon approval of the examinations board, the thesis may also be written in other languages.

§ 17 Submission and assessment of Bachelor's thesis

- (1) Three copies of the Bachelor's thesis must be submitted to the examinations board before the established deadline; the submission date must be recorded. The thesis must contain a summary.
- (2) When submitting a Bachelor's thesis, candidates must certify in writing that they are the authors of their work and have used no sources or aids other than those

indicated.

- (3) The Bachelor's thesis will be assessed by two examiners, one of whom must be a professor. The first examiner will be the thesis supervisor. The second examiner will be appointed by the examinations board. The candidate is permitted to make a proposal; however, this does not constitute entitlement to be examined by a particular examiner. 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 examinations board will determine the Bachelor's thesis grade after consulting both examiners. In such cases, a third examiner may be consulted.

§ 18 Passing the examination and overall grade

- (1) The Bachelor's examination in *Classical Archaeology* is passed when all examinations set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.
- (2) When calculating the overall grade, and in accordance with § 12, paragraph 3, the module grades, with the exception of the final examination module, will be weighted according to the number of credits earned, and in accordance with the special provisions set forth in paragraph 3. In accordance with § 12, paragraph 4, the numerical values of the module grades, without rounding, will be used for this calculation.
- (3) For the calculation of the overall grade, the Bachelor's thesis grade will be weighted by a factor of 2. For the calculation of the subject grade, the specialisation modules will be weighted by a factor of 2, the basic module and the modules from other subjects by a factor of 0.5, and the remaining modules by a factor of 1.
- (4) The overall grade for the Bachelor's examination is calculated in accordance with § 12, paragraph 6.

§ 19 Retaking an examination and 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. A second re-examination is not permitted for the Bachelor's thesis.
- (2) Retaking an examination that has been graded as passed is not permitted.
- (3) Failed examinations must be retaken no later than during the following semester. 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 optional modules may be offset by the successful completion of a different module.

§ 20 Bachelor's diploma and certificate

- (1) Once the Bachelor's examinations in both subjects are passed, a diploma will be issued within four weeks. This will list the subjects and all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credits, as well as the overall grade of the Bachelor's examinations. The diploma will also list the areas of cross-disciplinary competencies and the Bachelor's thesis. The diploma will be dated with the date of the last examination. It must be signed by the dean of the faculty of the 1st major subject and the chairperson of the examinations board.
- (2) A Diploma Supplement in German and English will also be 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 with the diploma, bearing the same date as the diploma. It certifies conferment of the academic degree "Bachelor of Arts". The degree certificate will be signed by the chairperson of the examinations board and will bear the faculty seal.
- (4) If the Bachelor's examination is failed at 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. A certificate will be issued upon request, and upon presentation of documentation of proof, listing passed examinations and their grades, missing examinations required for obtaining the Bachelor's degree, and a statement that, on the final attempt, the Bachelor's examination has not been passed.

Section III: Final provisions

§ 21 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may correct the examination results that were affected by the deception and may declare the examination to be partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to deceive, and this is not discovered until after the diploma has been issued, the passed examination will be considered to compensate for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) 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 Bachelor's certificate will be confiscated along with the fraudulent examination diploma. The statute of limitations for rendering a decision such as described in paragraph 1 and paragraph 2, sentence 2, is five years from the date on the examination diploma.

§ 22 Access to examination documents

After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing and within a period of up to one year after the examination process. The chairperson of the examinations board will decide when and where such access will be given.

§ 23 Coming into force and transitional provisions

- (1) These examination rules and regulations will come into force on 1 September 2010. At that time, the Heidelberg University examination and degree programme rules and regulations for the Bachelor's degree programme in Classical Archaeology from 28 March 2007 (President's bulletin [Mitteilungsblatt des Rektors] from 26 April 2007, p. 919), modified on 20 November 2008 (President's bulletin [Mitteilungsblatt des Rektors] from 28 November 2008, p. 873) will cease to be in force.
- (2) For those students who were already enrolled in the Bachelor of Classical Archaeology degree programme at Heidelberg University at the time that these examination rules and regulations came into effect, the previous degree programme rules and regulations for the Bachelor's degree programme will remain applicable for a period of up to 8 semesters. Upon request, those students may continue their studies according to the new degree programme rules and regulations.

Appendix 1: Modules, Lectures and Courses of the Bachelor's Degree Programme

**B.A. programme "Classical Archaeology"
Curriculum -**

Basics

Compulsory module for the 75%, 50% and 25% BA programmes

Basic module				
Course	CP	Type of grade	WSH	Assessment
Introductory module	7	graded	4	3 Written examinations
Practical Tutorial	2	ungraded	2	Active participation, preparation and follow up
Tutorial in Descriptive Skills	2	ungraded	2	Active participation, preparation and follow up
Total	11	graded	8	

Fundamentals

Compulsory module for the 75%, 50% and 25% BA programmes

Basic module, Greek Archaeology				
Course	CP	Type of grade	WSH	Assessment
Proseminar	7	graded	3	Presentation/term paper/active participation
Tutorial	3	graded	2	Active participation/specific examination
Lecture	2	ungraded	2	Participation, preparation and follow up
Total	12	graded	7	

Basic module, Roman Archaeology				
Course	CP	Type of grade	WSH	Assessment
Proseminar	7	graded	3	Presentation/term paper/active participation
Tutorial	3	graded	2	Active participation/specific examination
Lecture	2	ungraded	2	Participation, preparation and follow up
Total	12	graded	7	

Area of specialisation

Compulsory elective modules

(in the 75% B.A. programme, two of the three modules must be completed, in the 50% B.A. programme one of the three must be completed)

Specialisation Module I, Cultural Studies				
Course	CP	Type of grade	WSH	Assessment
Major Seminar	9	graded	3	Presentation/term paper/active participation
Lecture	2	ungraded	2	Participation, preparation and follow up
Total	11	graded	5	

Specialisation Module II, Visual Culture				
Course	CP	Type of grade	WSH	Assessment
Major Seminar	9	graded	3	Presentation/term paper/active participation
Lecture	2	ungraded	2	Participation, preparation and follow up
Total	11	graded	5	

Specialisation Module III, Settlement Archaeology and Topography				
Course	CP	Type of grade	WSH	Assessment
Major Seminar	9	graded	3	Presentation/term paper/active participation
Lecture	2	ungraded	2	Participation, preparation and follow up
Total	11	graded	5	

Practical Experience

Compulsory module, including some optional modules

(in the 75% B.A. programme, both practical modules must be completed, in the 50% B.A. programme only module I must be completed)

Practical Module I (compulsory module)				
Course	CP	Type of grade	WSH	Assessment
Excursion (minimum of 7 days) with preparatory training	11	graded	4-5	Presentation in the seminar/contribution to the reader/presentation on-site/active participation in seminar and excursion
Practical Exercise*	5	graded	3	Active participation/specific examination
Total	16	graded	7-8	

*in the 50%-Bachelor, the practical exercise may be replaced by an internship

Practical Module II (compulsory module including optional areas)				
Course	CP	Type of grade	WSH	Assessment
Internship	3-6	ungraded	var.	Certificate with description of responsibilities
Internship	3-6	ungraded	var.	Certificate with description of responsibilities
Tutorial	3	graded	2	Specific examination
Tutorial	3	graded	2	Specific examination
Practical Exercise	5	graded	3	Specific examination
Practical Exercise	5	graded	3	Specific examination
Project Participation	2-6	graded	var.	Certificate with description of responsibilities
Total	16	graded		

Supplemental area from other subjects

Compulsory modules, including optional modules
(in the 75% B.A. programme both modules must be completed, in the 50% B.A. only the language module must be completed)

Language Module (compulsory module with optional area)				
Course	CP	Type of grade	WSH	Assessment
Latinum or Graecum I	6	ungraded	4-6	Specific examination
Latinum or Graecum II	6	ungraded	4-6	Specific examination
Reading course	3	graded	2	Specific examination
Practicum in Research Sources	3	graded	2	Specific examination
Language Course	3-4	Un/graded	2-3	Specific examination
Language Course	3-4	Un/graded	2-3	Specific examination
Writing Workshop	3	Un/graded	2	Specific examination
Total	12	ungraded		

Interdisciplinary Module (compulsory module including optional area)				
Course***	CP	Type of grade	WSH	Assessment
Pro-/Major-/Seminar	4-6	graded	2-3	Specific examination

Pro-/Major-/Seminar	4-6	graded	2-3	Specific examination
Tutorial	3-5	graded	2-3	Specific examination
Tutorial	3-5	graded	2-3	Specific examination
Lecture	1-4	Un/ graded	2	Specific examination
Lecture	1-4	Un/ graded	2	Specific examination
Total	12	graded		

***may not be chosen from the 2nd major subject

Minor subject Final Module

Compulsory module in the (1st) major subject

Final Module		
Bachelor's thesis	12 CP	graded

Cross-disciplinary competencies

Compulsory modules, including optional modules
(in the 75% B.A. programme both modules must be completed, in the 50% B.A. programme only module I must be completed)

Module I (compulsory module including optional area)			
Course	CP	Type of grade	Assessment
Interdisciplinary courses	1-5	Un/graded	Specific examination
Media-related Courses	1-5	Un/graded	Specific examination
Internships	1-10	Un/graded	Specific examination
Language Courses	1-5	Un/graded	Specific examination
Advanced Training in Pedagogy/Didactics	1-5	Un/graded	Specific examination
Interculturality	1-5	Un/graded	Specific examination
Key Competencies	1-5	Un/graded	Specific examination
Total	10		

Module II (compulsory module including optional areas)			
Course	CP	Type of grade	Assessment
Interdisciplinary courses	1-5	Un/graded	Specific examination
Media-related Courses	1-5	Un/graded	Specific examination

Internships	1-5	Un/graded	Specific examination
Language Courses	1-5	Un/graded	Specific examination
Advanced Training in Pedagogy/Didactics	1-5	Un/graded	Specific examination
Interculturality	1-5	Un/graded	Specific examination
Key Competencies	1-5	Un/graded	Specific examination
Total	10		

Notes

Awarding of credits, CP:

- Contact time, including active participation: 1 CP per 2 WSH
- Preparation and follow up, including short homework assignments: 1 CP per 2 WSH
- Examination (written or oral examination, essay, short presentation (15-30 minutes) or equivalent): 1 CP
- Presentation in the Proseminar (30-45 minutes): 2 CP
- Presentation in the Major Seminar (40-60 minutes): 3 CP
- Term paper in the Proseminar (7-10 pages, textual analysis): 2 CP
- Term paper in the Major Seminar (10-15 pages, textual analysis): 3 CP

By type of course:

Lecture without examination = 2 CP

Proseminar with oral presentation and written paper = 7 CP

Major Seminar with oral presentation and written paper = 9 CP

Practicum in Research Sources (active participation) = 2 CP

Identification Tutorial (active participation and course-specific examination) = 3 CP

Practical Exercise, including activity log or course-specific examination = 5 CP

Journal Club with oral presentation = 3 CP

Excursion, including preparatory training, oral presentation, guided tour and written contribution to the reader = 11 CP

Introduction with examinations = 7 CP

Practical Tutorial = 2 CP

Excavation/ Training with course-specific examination = 5 CP

Appendix 2: Cross-disciplinary competencies

B.A. programme "Classical Archaeology"

Guidelines from the Faculty of Philosophy Preamble

In accordance with the Senate decision of 19 July 2005, all future Bachelor's degree programmes must include 20 credits in cross-disciplinary competencies (ÜK), which will not be counted in the calculation of subject-related credits, but will instead be listed separately. The Faculty of Philosophy provides a structured course offering for the cross-disciplinary competencies component, across various disciplines and degree programmes, including the four areas: professional qualification, interdisciplinary competence, interculturality, and organisational, pedagogical, and social competence.

The subjects and credits that may be chosen from the various degree programmes may be found in the Appendices of the Rules and Regulations for the corresponding subject area, or in the degree programme descriptions of the various faculties. All modules that may be selected and recognised within the cross-disciplinary competencies component are indicated in the course catalogue or module handbooks. The goals of the qualifications and competencies to be acquired will be described in these documents. For students pursuing one or more specific degree programmes, in addition to modules in the primary discipline a cross-disciplinary pool of courses or modules from all departmental degree programmes or subjects will be developed, which is available to students in all participating degree programmes. It is intended that this cross-disciplinary pool will include courses outside of the Faculty of Philosophy.

The Faculty of Philosophy defines the cross-disciplinary component as an elective component, wherein students may freely combine courses relevant to their individual subject areas, and weight them in accordance with their interests. Some degree programmes may limit the courses offered or define the specific weighting factors in their rules and regulations.

The examinations board of the Faculty of Philosophy confers decision-making responsibility for degree subject related matters to authorised full-time employees at Heidelberg University Institutes; the Faculty and the examinations board must be given notification of their names. The examinations board reserves the right to revoke this decision in individual cases. In accordance with Faculty of Philosophy regulations, the following guidelines, which may be restricted within a particular degree programme, have been established for awarding credits within the cross-disciplinary competencies component in the following four areas: professional qualification (I), interdisciplinary competence (II), interculturality(III), organisational, pedagogical, and social competence (IV):

I. Professional qualification (primarily disciplinary):

1. Internship (e.g. museum, excavation, editorial, archaeobotanical): up to 10 CP; course performance will be assessed on the basis of a detailed internship report
2. Project: **4-10 CP**: Contact time, 1-2 CP; preparation and follow-up, 1-2 CP; course performance 2-6 CP, depending on specific requirements and workload
3. Career-related tutorials or seminars: 3-5 CP: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements
4. Writing Workshop (e.g. Practical Tutorial Archaeology and Media): 3-5 CP: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements
5. Publishing Practice: 3-5 CP: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements
6. Rhetoric (e.g. Practical Tutorial Rhetoric and Presentations): 3-5 CP: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements
7. University introduction to electronic media (e.g. databases, special data processing programmes, PowerPoint presentations, e-learning): 3 CP: Contact time, preparation and follow-up, 2 CP; course performance, 1 CP

II. Interdisciplinary Competence:

1. *Acquisition of interdisciplinary basic skills in cultural studies,*

- e.g. in the fields of history, art history, mythology, antiquity, religion, media and communication, philosophy, literature studies, ethnology, sociology, psychology, law, economic and natural sciences: 3-5 CP: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements
2. Interdisciplinary courses based on the profile of the degree programme: 3-5 CP: Contact time, preparation and follow-up, 2 CP: course performance, 1-3 CP, depending on specific requirements
 3. Course series based on the degree programme profile, e.g. general studies course, lecture series: 2 CP: Contact time, preparation and follow-up, 1 CP: course performance, protocol, thesis, or equivalent, 1 CP

III. Interculturality:

1. Exchange program at a foreign university: for successful exchanges at a foreign university, and with documentation of at least 15 CP or ECTS-points in one or both subjects that are being studied, up to an additional 15 CP may be recognised for the acquisition of intercultural competencies, provided the student submits a detailed report and an evaluation from a supervising professor or a transcript.
2. Additional language acquisition relevant to the professional objective pursued by the student, unless this language is already part of the second major or is a requirement for this degree programme (e.g. English, French, Italian, Spanish, Modern Greek, Turkish, Russian, Arabic, Persian, Ivrit): 3-5 CP: Contact time, preparation and follow-up, 2 CP: course performance, 1-3 CP, depending on specific requirements; a total of **up to 10 CP** of 20 CP from the ÜK course segment may be recognised for the additional language. This does not apply for languages that have already been certified on the university entrance certificate.

IV. Organisational, pedagogical and social competencies:

1. Participation in cross-disciplinary courses being offered, e.g. training programmes for departmental key competencies (Abteilung Schlüsselkompetenzen) or those of other university institutions. Upon approval of an institutional representative who is a full-time employee at Heidelberg University, approx. 3-6 CP, based on the specific workload, will be awarded.

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