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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 Bachelorstudiengang „Vorderasiatische Archäologie"", dated 14 June 2010 (published in the President's bulletin [Mitteilungsblatt des Rektors] of 29 July 2010, p. 763), last amended on 03 February 2016 (President's bulletin [Mitteilungsblatt des Rektors] of 19 March 2016, p. 67), has legal validity.

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

as of 14 June 2010

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The objective of the Bachelor's degree programme in Near Eastern Archaeology is the study of the cultural history of the prehistoric and historic cultures of the Ancient Near East, from human settlement to Alexander the Great.

This Bachelor's degree programme provides fundamental knowledge of the archaeology, art, culture and history of the Near East. In this degree programme, students will learn to independently perform academic research and to present their findings not only within the context of inter-disciplinary dialogue, but also to the general public. The cultural studies expertise that will be acquired during the course of the programme will facilitate the students' understanding of complex intercultural relationships and their relevance for political processes. This degree programme prepares candidates to be able to independently solve problems, 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 Near Eastern 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

Upon successful completion of the Bachelor's examination, Heidelberg University will confer the academic degree of "Bachelor of Arts" (abbreviated to B.A.).

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

- (1) The standard period of study for the Bachelor's degree programme is six semesters, including examinations. 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 in Near Eastern Archaeology is a modular programme and comprises either
- a major-subject component, comprising 75% and 113 CP, in combination with a minor-subject component of another degree programme, comprising 25% and 35 CP;
 - or a moderate-subject component, comprising 50% and 74 CP, in combination with a moderate-subject component of another degree programme, comprising 50% and 74 CP;
 - or a minor-subject component, comprising 25% and 35 CP, in combination with a major-subject component of another degree programme, comprising 75% and 113 CP, and
 - cross-disciplinary competencies, comprising 20 CP.

The Bachelor's thesis comprises 12 CP and is to be completed in the major subject (75% subject component) or in the first major (50% subject component). The

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modules required and the corresponding courses and lectures in Near Eastern Archaeology 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. Limitations to these potential combinations with other subjects may be found in Appendix 2. Successful completion of the Bachelor's degree programme requires the completion of the major subjects, the cross-disciplinary courses and the Bachelor's thesis (when taken as a major subject or first major). Completion of only one subject does not entitle students to a Bachelor's degree.
- (3) In accordance with § 21, the faculty of the major subject or first major is responsible for verifying adherence to the regulations set forth in paragraph 3, as well as for issuing the diploma and degree certificate. The corresponding examinations board will support the faculty in this task.
- (4) The degree programme in Near Eastern Archaeology requires reading skills in English and French. Evidence of the required language skills must be submitted prior to admission to the Bachelor's thesis, and may be documented either with certificates or through the integration of foreign-language literature in course presentations.
- (5) Generally, the language of instruction and examinations is German. Lectures, courses and examination components may be also given 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 and oral examination are regarded as individual modules.
- (3) A distinction is made between
 - compulsory modules: these must be completed by all students, and
 - compulsory elective modules: students may select these 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.

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- (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 with advisory authority. 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 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. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study in individual courses may only be carried out by professors, associate professors, or research associates who 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.

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- (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 make a proposal for examiners for the Bachelor's thesis and the final oral 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, 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 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 that 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,

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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 Bachelor's thesis will not be recognised. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the examinations board may request the completion of a placement test.

- (7) For refresher courses, credits may be given for courses and examinations. When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5 as well as paragraph 6 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, in accordance with paragraph 1, 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 candidates disrupt the proper course of the examination, they may be excluded from taking further part in the examination by the examiner or examination supervisor, in which case the examination result 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 7 days, the candidate may request that the decision be validated by the examinations board. The

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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 include oral and 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 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 adequate basic knowledge of the field of study.
- (2) Oral examinations may be held as individual or group examinations.
- (3) For individual examinations, an oral examination lasts between 15 and 60 minutes; for group examinations it lasts between 45 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) Written examinations last between 30 and 90 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	= a performance which is substantially above average requirements;
3 = satisfactory	= a performance which fulfils average requirements;

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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 component: major, moderate, or minor subject component. The subject grades are calculated in accordance with § 19, paragraph 2, using the module grades, which are 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/including 1.5	very good
average of between 1.6 and up to/including 2.5	good
for an average of between 2.6 and up to/including 3.5	satisfactory
average of between 3.6 and up to/including 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 considered to have been passed if all examinations in both subjects, as well as the cross-disciplinary competencies and the Bachelor's thesis have been graded "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. When calculating the overall grade, the cross-disciplinary competencies will not be taken into account.
- (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 %

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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 Near Eastern Archaeology will only be authorised for students who:
 1. are enrolled in the Bachelor's degree programme in Near Eastern Archaeology at Heidelberg University,
 2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme Near Eastern Archaeology.
- (2) The following certificates must be provided for admission to the Bachelor's thesis:
 1. successful completion of modules and courses set forth in Appendix 1; at the time of application for admission to the Bachelor's thesis, students must have earned a minimum of 79 CP in the major subject (with a major-subject component of 75%), or a minimum of 55 CP in the first major subject (with a moderate-subject component of 50%). A minimum total of 130 CP must have been earned in all subject components and cross-disciplinary competencies.
 2. language skills, as set forth in § 3, paragraph 8.
- (3) The final oral examination may only be taken after
 1. successful completion of all modules and courses set forth in Appendix 1, with their corresponding credits, in accordance with § 3, and
 2. after submission of the Bachelor's thesis.

§ 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:
 - evidence of fulfilment of the admission requirements in accordance with § 13, paragraph 1,
 - declarations from candidates, stating whether they have previously failed a Bachelor's examination in the Near Eastern 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.

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- (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:
- conditions are not fulfilled in accordance with § 13 paragraph 1, or documents set forth in paragraph 1 are not complete, and have not been completed upon request, or candidates have failed their final attempt at the Bachelor's examination in Near Eastern Archaeology or have lost the entitlement to take the final examinations, or 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 Near Eastern Archaeology degree programme consists of:
1. successful completion of the examinations for the modules set forth in Appendix 1,
 2. the Bachelor's thesis (when taken as a major subject or 1st major subject),
 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 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 Near Eastern 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

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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 Bachelor's thesis topic may be related to the topic of a course, but it may not have previously been used for a presentation or a term paper. 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 the start of the thesis. 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 may be written in 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; an additional digital copy must also be submitted. The submission date must be recorded.
- (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 Final oral examination

- (1) The final oral examination will be held by two examiners as individual examination. The purpose of the examination is for candidates to prove that they have a good overview of the subject and are able to recognise interconnections within the examination material. The final oral examination is composed of questions designed to test the candidate's expertise in the subject of Near Eastern Archaeology and will also contain general questions regarding the history of the Near East.

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- (2) The examination lasts 30 minutes.
- (3) The final oral examination must be completed no later than three weeks after the submission of the Bachelor's thesis or the completion of the last examination taken during the course of study, whichever is completed last. 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.
- (4) 4 credits will be awarded for the final oral examination.
- (5) 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 Bachelor's examination in Near Eastern Archaeology is passed when all examinations as set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.
- (2) When calculating the subject grade, and in accordance with § 12 paragraph 3, the module grades will be weighted according to the number of credit points earned. In accordance with § 12 paragraph 4, the numerical values of the module grades, before rounding, will be used for this calculation.
- (3) The overall grade for the Bachelor's examination is calculated in accordance with § 12 paragraph 6.

§ 20 Retaking an examination component 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.

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§ 21 Bachelor's diploma and certificate

- (1) Once the Bachelor's examination in both subjects is 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 credit points, 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 component. It must be signed by the dean and the chairperson of the examinations board of the faculty of the major or 1st major subject.
- (2) A "Diploma Supplement" in German and English will also be provided, containing additional information about the course content and the course 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 the conferment of the academic degree "Bachelor of Arts". The certificate will be signed by the dean of the faculty and the chairperson of the examinations board and will bear the university 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

§ 22 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may correct the examination results 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.

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- (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.

§ 23 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 such access will be given.

§ 24 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 Near Eastern Archaeology from 8 February 2007 (President's bulletin [Mitteilungsblatt des Rektors] from 14.02.07, p. 607), modified on 20 November 2008 (President's bulletin [Mitteilungsblatt des Rektors] from 28 November 2008, p. 885) will cease to be in force.
- (2) For those students who were already enrolled in the Bachelor of Near Eastern 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.

**Appendices 1, 2 and 3 of the
examination rules and regulations of the
BA programme in Near Eastern Archaeology**

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Appendix 3: Cross-disciplinary Competencies

**Guidelines from the Faculty of Philosophy for the
cross-disciplinary competencies segment**

Appendix 1: Modules, Lectures and Courses of the Bachelor's Degree Programme in Near Eastern Archaeology

- CURRICULUM -

A1. Introductory Module 1 - Near Eastern Archaeology I (compulsory module)

Type of course	WSH	recom. sem.	CP
Proseminar	2	1	5 (3APF+2Wr)
Practical Tutorial	2	1	2 (2AF)
Lecture	2	1	2 (2AF)

A2. Introductory Module 2 - Near Eastern Archaeology II (compulsory module)

Type of course	WSH	recom. sem.	CP
Proseminar	2	2	5 (3APF+2Wr)
Practical Tutorial	2	2	2 (2AF)
Seminar/Tutorial	2	2	5 (2AP+1Or+2TP)

A3. Introductory Module 3 - Assyriology I (compulsory module)

Type of course	WSH	recom. sem.	CP
Proseminar: Akkadian I	2	1	3 (2APF+1Wr)
Practical Tutorial	2	1	2 (2APF)
Proseminar: Akkadian I	2	2	3 (2APF+1Wr)
Practical Tutorial	2	2	2 (2APF)

A4. Introductory Module 4 - Assyriology II (compulsory module)

Type of course	WSH	recom. sem.	CP
Lecture: History of the Ancient Near East I	2	1	3 (2APF+1Wr)
Lecture: History of the Ancient Near East II	2	2	3 (2APF+1 Wr)
Lecture	2	1	2 (2APF)
Lecture	2	2	2 (2APF)

A5. Basic Module 1 - Archaeological Sources: Eras and Regions (compulsory module)

Type of course	WSH	recom. sem.	CP
Lecture	2	2-3	3 (2AF+1 Wr)
Seminar	2	2-3	5 (2AP+1Or+2TP)
Seminar/Tutorial	2	2-3	5 (2AP+3OrTP/+3SP)

I. NEAR EASTERN ARCHAEOLOGY WITH A 75% SUBJECT COMPONENT (113 + 12 CP)**A6. Basic Module 2a - Archaeological Practice (compulsory elective module)**

Type of course	WSH	recom. sem.	CP
Tutorial / Seminar	2	3-4	5 (2AP+3OrTP/+3SP)
Excavation	6	3-4	5 (5A)
Day Excursion	1	3-4	2 (1A+1Pr)
Lecture	2	3-4	2 (2AF)

A7. Basic Module 2b - Archaeological Practice (compulsory elective module)

Type of course	WSH	recom. sem.	CP
Excavation	6	3-4	5 (5A)
Major Excursion	2	3-4	6 (3APF+2Or+1 Pr)
Lecture	2	3-4	3 (2AF+1 Wr)

A8. Advanced Module 3 - Languages and Cultures I (compulsory module)

Type of course	WSH	recom. sem.	CP
(Reading) Seminar	2	3	5 (3APF+2Or/+2TP)
(Reading) Seminar	2	4	5 (3APF+2Or/+2TP)
(Reading) Seminar	2	5	5 (3APF+2Or/+2TP)

A9. Specialised Module 1 - Research Approaches and Methods (compulsory module)

Type of course	WSH	recom. sem.	CP
Major Seminar	2	5	5 (3APF+2Or+3TP)
Research Colloquium	2	5	5 (3APF+2Or)
Lecture	2	5	3 (2AF+1 Wr)

A10. Specialised Module 2a - Interdisciplinary Supplement (compulsory elective module)

Type of course	WSH	recom. sem.	CP
Seminar/Tutorial	2	4-6	5 (2AP+3OrTP/+3SP)
Seminar/Tutorial	2	4-6	5 (2AP+3OrTP/+3SP)

A11. Specialised Module 2b - Interdisciplinary Supplement (compulsory elective module)

Type of course	WSH	recom. sem.	CP
Seminar/Tutorial	2	4-6	5 (2AP+3OrTP/+3SP)
Lecture	2	4-6	3 (2AF+1Wr/+1Sp)
Lecture	2	4-6	2 (2AF)

A13. Final Module 1 (compulsory module)

Type of course	WSH	recom. sem.	CP
Bachelor's Thesis		5/6	12
Bachelor's Examination		6	4

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**II. Near Eastern Archaeology with a 50% subject component (74 + 12 CP)
AS 1st AND 2nd MAJOR SUBJECT**

A1. Introductory Module 1 - Near Eastern Archaeology I (compulsory module)

Type of course	WSH	recom. sem.	CP
Proseminar	2	1	5 (3APF+2Wr)
Practical Tutorial	2	1	2 (2AF)
Lecture	2	1	2 (2AF)

A2. Introductory Module 2 - Near Eastern Archaeology II (compulsory module)

Type of course	WSH	recom. sem.	CP
Proseminar	2	2	5 (3APF+2Wr)
Practical Tutorial	2	2	2 (2AF)
Seminar/Tutorial	2	2	5 (2AP+1Or+2TP)

A5. Basic Module 1 - Archaeological Sources: Eras and Regions (compulsory module)

Type of course	WSH	recom. sem.	CP
Lecture	2	2-3	3 (2AF+1 Wr)
Seminar	2	2-3	5 (2AP+3Or/TP)
Seminar/Tutorial	2	2-3	5 (2AP+3OrTP/+3SP)

A6. Basic Module 2a - Archaeological Practice (compulsory elective module)

Type of course	WSH	recom. sem.	CP
Tutorial / Seminar	2	3-4	5 (2AP+3OrTP/+3SP)
Excavation	6	3-4	5 (5A)
Day Excursion	1	3-4	2 (1A+1Pr)
Lecture	2	3-4	2 (2AF)

A7. Basic Module 2b - Archaeological Practice (compulsory elective module)

Type of course	WSH	recom. sem.	CP
Excavation	6	3-4	5 (5A)
Major Excursion	2	3-4	6 (3APF+2Or+1 Pr)
Lecture	2	3-4	3 (2AF+1 Wr)

A9. Specialised Module 1 - Research Approaches and Methods (compulsory module)

Type of course	WSH	recom. sem.	CP
Major Seminar	2-3	5	5 (3APF+2Or+3TP)
Research Colloquium	2	5	5 (3APF+2Or)
Lecture	2	5	3 (2AF+1 Wr)

A12. Specialised Module 2c - Interdisciplinary Supplement (compulsory module)

Type of course	WSH	recom. sem.	CP
Lecture	2	4-5	3 (2AF+1Wr/+1Sp)
Lecture	2	4-5	3 (2AF+1 Wr+1 Sp)

A13. Final Module 1: 1st major subject (compulsory module)

Type of course	WSH	recom. sem.	CP
Bachelor's Thesis		5/6	12
Bachelor's Examination		6	4

A14. Final Module 2: 2nd major subject (compulsory module)

Type of course	WSH	recom. sem.	CP
Bachelor's Examination		6	4

**III. NEAR EASTERN ARCHAEOLOGY WITH A 25% SUBJECT COMPONENT (35 CP)
AS MINOR SUBJECT**

B1. Introductory Module 3 - Near Eastern Archaeology I (compulsory module)

Type of course	WSH	recom. sem.	CP
Proseminar	2	1	5 (2APF+1Wr)
Practical Tutorial	2	1	2 (2AF)

B2. Introductory Module 4 - Near Eastern Archaeology II (compulsory module)

Type of course	WSH	recom. sem.	CP
Proseminar	2	2	5 (2APF+1Wr)
Practical Tutorial	2	2	2 (2AF)

B3. Basic Module 3 - Archaeological Sources (compulsory module)

Type of course	WSH	recom. sem.	CP
Seminar/Tutorial	2	2-3	5 (2AP+3OrTP/+3SP)
Lecture	2	2-3	3 (2AF+1 Wr)

B4. Basic Module 2a - Archaeological Practice (compulsory elective module)

Type of course	WSH	recom. sem.	CP
Excavation	4	3-4	5 (5A)

B5. Basic Module 2b - Archaeological Practice (compulsory elective module)

Type of course	WSH	recom. sem.	CP
Seminar/Tutorial	2	3-4	5 (2AP+3OrTP/+3SP)

B6. Specialised Module 3 - Research Approaches and Methods (compulsory module)

Type of course	WSH	recom. sem.	CP
Seminar	2-3	5	5 (2AP+3OrTP/+3SP)
Lecture	2	5	3 (2AF+1 Wr)

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III. Cross-disciplinary competencies

C. Cross-Disciplinary Competencies Module (compulsory elective module)

Type of course	WSH	recom. sem.	CP
Lectures and courses as set forth in Appendix 3: Examination Rules and Regulations	-	-	20/10

Abbreviations

TP	Term paper	Pr	Protocol
Wr	Written examination	P	Preparation
Or	Oral Performance	SP	Course-specific
F	Follow-up	A	Attendance
RR	Examination Rules and Regulations		

Appendix 2: Permissible Course Combinations

Generally, all subjects may be combined, but when Near Eastern Archaeology is taken as a 75% major subject, a minor in Assyriology is not permitted.

However, the combination of Near Eastern Archaeology as a 50% major with a 50% major in Assyriology is not only permitted, but is also recommended.

Appendix 3: Cross-disciplinary Competencies in the BA programme in Near Eastern Archaeology

Guidelines from the Faculty of Philosophy (as of 21 January 2015)

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

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indicated in the course catalogue or module handbooks. The aims 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, or other internship that provides a professional orientation): 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 in 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. Tutorial in Rhetoric and Presentations): **3-5 CP**: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements

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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
8. Specialised Didactics: 1-5 CP: courses related to specialised didactics in the chosen subjects: Contact time, preparation and follow-up, 1-2 CP; course performance, 1-3 CP, depending on specific requirements.

II. Interdisciplinary Competence:

1. Acquisition of basic interdisciplinary knowledge in cultural sciences, 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, 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 5 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.

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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.
2. Participation in Educational Science courses: **1-10 CP**: Contact time, preparation and follow-up, 1-4 CP; course performance, 1-8 CP, depending on the specific requirements of the subject area.

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