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

As of 20 July 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.

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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 "American Studies" is to provide students with basic interdisciplinary knowledge of North America, within the academic disciplines of History, Literature and Culture, Politics, Religion, Geography, and Law. Students will be able to acquire knowledge, skills and competencies that will qualify them for entry-level professional positions or for a consecutive academic degree programme. The aim of the Bachelor's degree programme is to allow students to earn a preliminary academic degree and to enable them to independently solve academic problems.
- (2) Additionally, the Bachelor's degree programme provides instruction in language and key competencies. Practical language training is intended to prepare the students to actively participate in seminars that, in general, will be held in English, to work with foreign-language literature, and to take oral and written examinations in English.
- (3) The purpose of the Bachelor's examination is to assess whether students have mastered the basics of the subject "American Studies", 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.
- (4) The requirements for admission to this degree programme are set forth in the Admission Regulations, published separately.

§ 2 Bachelor's degree

- (1) 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

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 - credit points). The Bachelor's degree programme is a modular programme and comprises a major subject, cross-disciplinary competencies, and a practical module. This degree programme may not be combined with other minor subjects. 12 credits will be awarded for the Bachelor's

thesis, and 8 for the final oral examination. The modules required and the corresponding courses and lectures in “American Studies“ may be found in the module handbook.

- (2) An orientation examination must be taken no later than at the end of the second semester.
- (3) This examination will be taken during the course of study, and consists of successful completion of the Introductory Module, comprising 18 credits. If the orientation examination is not passed or is considered not to have been passed, it may be retaken 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. The orientation examination is an early component of the Bachelor’s examination.
- (4) Language skills in English and German are required for the Bachelor’s degree programme in “American Studies“. For students holding a university entrance qualification obtained abroad, exceptions to these regulations may be applicable; any such decision will be made by the examinations board.
- (5) Generally, the language of instruction and examinations is English. Lectures and examinations may also be held in German.

§ 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 the final oral examination are regarded as individual modules.
- (3) A distinction is made between
 - compulsory modules: these must be completed by all students
 - compulsory elective modules: students may select these from a limited subject area.
- (4) All 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 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 representative 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 representative is appointed for one year. The chairperson and the deputy chairperson 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 another authorised person of 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, another authorised person of 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) Members of the examinations board 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.
- (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 due to longstanding successful teaching experience. 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 chair 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 through degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised as long as there is no significant difference concerning the skills acquired, courses taken and degree obtained through the programme. This recognition is required in order to continue an academic programme, take examinations, enrol in a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraphs 3 and 4 LBG (State Public Service Law) remains unaffected.
- (2) 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 credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the

requirements.

- (4) If agreements 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 State of Baden-Wurtemberg), 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 credits from equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills acquired outside of the higher education system are to be recognised if
1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
 3. the criteria for recognition have been verified in an accreditation.
- Knowledge and skills gained outside a university degree programme may not replace more than 50% of the university degree programme. Universities shall 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 preconditions 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 absence, 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.
- (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 7 days, 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 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. Oral examinations may be held as individual or group examinations.

- (2) For individual examinations, an oral examination lasts between 10 and 60 minutes; in group examinations each candidate should be examined for between 10 and 60 minutes.

§ 11 Written examinations completed during the course of study

- (1) In written examinations, candidates should show that they are able to recognise problems relating to their subject and find solutions for them using subject-specific methods and within limited time and resources.
- (2) A written examination lasts between 30 and 180 minutes. Multiple choice questions are permitted.
- (3) Multiple choice questions are generally set by the lecturer responsible for a course, who is appointed by the examinations board. The examination questions must correspond to the knowledge imparted in the course, and must provide reliable examination results. Before assessing the examination results, the examiner responsible, as determined in sentence 1, must ensure that the questions for the examination have met the requirements set forth in paragraph 2, sentence 2. If the examiner finds that individual examination questions are incorrect, these questions may not be considered when assessing the examination results. The number of given questions is reduced accordingly and the assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

An examination carried out as a multiple choice examination is considered to be passed, when at least 50% of the questions were answered correctly, or when the number of the candidate's correctly answered questions is not lower than 22% of the average examination results of all candidates (non-referenced grading).

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

% corresponds to grade

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

> 90 – 95	1.3
> 95 – 100	1.0

- (4) If a written examination component is taken as a term paper, candidates must assure that they are the authors of their work and have used no sources or aids other than those indicated.
- (5) 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, weighted according to the number of credits earned.
- (3) If a module requires a final examination, the grade for this final examination is the grade for the module. The overall grade will be calculated, in accordance with § 19, 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 and overall Master's examination grade is as follows:

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

- (5) When calculating final module grades and the overall Master's examination grade, in accordance with paragraph 4, only the first decimal after the point is taken into account, without rounding. The other decimals are dropped without rounding.

- (6) The Bachelor's examination is passed when all examination components have been graded as "sufficient" (4.0) or higher. In accordance with paragraph 4, when calculating the overall grade for the Bachelor's examination, the numerical grades for each module, the Bachelor's thesis and the final oral examination will be added together without rounding, and 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 for the top 10 %
B the subsequent 25 %
C the subsequent 30 %
D the subsequent 25 %
E the subsequent 10 %

The relative 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 included. 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 examinations for the Bachelor's examination in "American Studies" will only be authorised for students who:
1. are enrolled at Heidelberg University for the Bachelor's degree programme in American Studies, and
 2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme in "American Studies".
- (2) The following certificates must be provided for admission to the Bachelor's thesis:
1. passed orientation examination, and
 2. successful completion of all lectures and courses set forth in the module handbook, except the interdisciplinary module and the additional module law.

§ 14 Bachelor's examination admission procedure

- (1) The application for admission to the examination must be made in writing, and

addressed to the chair of the examinations board. The application must include the following documents:

1. evidence of fulfilment of the admission requirements in accordance with § 13,
 2. declarations from candidates, stating whether they have previously failed a Bachelor's examination in the "American Studies" 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, or
 2. documents set forth in section 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 "American Studies" or have lost the entitlement to take the final examinations, or
 4. the candidate is currently undergoing examination procedures in such a degree programme.

§ 15 Scope and nature of the Bachelor's examination

- (1) The Bachelor's examination consists of:
1. successful participation in all modules and the corresponding lectures and courses listed in the module handbook,
 2. the Bachelor's thesis
 3. the final oral examination.
- (2) The examinations referred to in paragraph 1, no. 1 are taken as an integrated part of their respective lectures or courses. They may be in written 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 American Studies. The Bachelor's thesis will be written in one of the two specialised disciplines chosen.
- (2) In accordance with § 6 paragraph 1 sentence 1, the Bachelor's thesis may be assigned and supervised by any authorised examiner. The examiners may be members of the faculties of the disciplines offered and need not be members of the Faculty of Philosophy.
- (3) The candidate must begin work on the Bachelor's thesis no later than one week 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 of the completion period. Once the new topic is assigned, the completion period starts again.
- (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 English.

§ 17 Submission and assessment of Bachelor's thesis

- (1) Three hard copies and one digital copy of the Bachelor's thesis must be submitted to the examinations board before the established deadline; 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 normally be a professor, associate professor, or a research assistant, who, on the basis of long-standing teaching experience, has 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. The thesis supervisor should be the first examiner. The second examiner is designated by the examinations board. The candidate is permitted to make a proposal; however, this does not constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the grades differ by more than one grade 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 is conducted by two examiners; 50% of the examination is designated to cover each of the two specialisation areas. The candidate is permitted to suggest special topics to the examiners. This does not, however, constitute entitlement to these topics.
- (2) The final oral examination lasts 60 minutes and comprises 8 credits; partial examinations are possible.

§ 19 Passing the examination and overall grade

- (1) The Bachelor's examination in "American Studies" is passed when all examination components set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.
- (2) The module grades will be weighted according to their number of credits, however, the grades for the specialisation modules will be weighted by a factor of 1.5. In accordance with § 12 paragraph 4, the numerical values of the module grades, before rounding, will be used for this calculation.
- (3) When calculating the overall grade, the Bachelor's thesis and the final oral examination will be weighted by a factor of 2.
- (4) 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 taken 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 or the final oral examination.
- (2) Retaking an examination that has been graded as passed is not permitted.
- (3) Failed examinations must be retaken no later than 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.

§ 21 Bachelor's diploma and certificate

- (1) Upon successful completion of the Bachelor's examination, a diploma will be issued within four weeks. This will list all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credits, as well as the overall grade of the Bachelor's examinations. The diploma will be dated with the date of the last examination. It must be signed by the dean of the Faculty of Philosophy and the chairperson of the examinations board.
- (2) A "Diploma Supplement" in German and English is also provided, containing additional information about the course content and period of study. The content complies with the "European Diploma Supplement Model".
- (3) If an academic year has been spent abroad, an "International Supplement" will be provided, containing additional information about the examinations taken and credits earned abroad.
- (4) 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 Bachelor's certificate will be signed by the dean of the Faculty of Philosophy and the chairperson of the examinations board. It bears the faculty seal.
- (5) The Faculty of Philosophy is responsible for issuing the diploma and

certificate.

- (6) 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 component and this is not discovered until after the diploma has been issued, the examinations board maintains the right to alter the grade awarded for all examination components concerned, and declare the examination partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation 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.

§ 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 and where such access will be given.

§ 24 Coming into force

These examination rules and regulations will come into force on 1 September 2010.

Professor Dr. rer. nat. Bernhard Eitel
President

Appendix 1

Overview of the Modules for the B.A. programme in American Studies

Sem.	Modules							
6	Supplementary Module - Law (6 WSH; 12 CP)	Interdisciplinary Module (4 WSH; 8 CP)	Bachelor's Thesis (12 CP)			Final Oral Examination (8 CP)		
5		Specialisation Modules I & II: Compulsory elective 2 disciplines may be selected from those which have been selected as basic modules History (4 WSH; 14 CP) Literature and Culture (4 WSH; 12 CP) Politics (4 WSH; 12 CP) Religion and Culture (5-6 WSH; 14 CP) Geography (8 WSH; 13 CP)				Advanced Module - Key Competencies (4 WSH; 8 CP)	Advanced Module - Language in Use (4 WSH; 8 CP)	
4		Basic module: Compulsory elective 4 out of 5 must be selected (recommended semester: 1st-4th sem.)						
3	Practical Modules (15- 20 CP) Recommended Semester: 3rd.					Basic Module- Key Competencies (6 WSH; 12 CP)	Basic Module - Language in Use (6 WSH; 12 CP)	
2	Introductory Module (12 WSH; 18CP)	Basic Module - History (8 WSH; 15 CP)	Basic Module - Literature and Culture (7 WSH; 14 CP)	Basic Module - Politics (6 WSH; 12 CP)	Basic Module - Religion and Culture (7-8 WSH; 15 CP)			Basic Module - Geography (6 WSH; 14 CP)
1								

Modules, lectures, and courses in the Bachelor's degree programme in American Studies are comprised of compulsory and compulsory elective modules.

Information about the type and content of lectures, the WSH, the credits earned, and the recommended semester in which to take the individual lectures may be found in the module handbook. The handbook also indicates whether a module is a compulsory or compulsory elective module.

A 1: Compulsory modules:

The following modules must be passed in order to successfully complete the degree programme:

- **Introductory Module:**
 - Basic module I / Practical tutorial
 - Basic module II / Practical tutorial
 - Methodology I
 - Methodology II

- **Basic Module - Key Competencies:**
 - Basic Module - Key Competencies
 - Presentation Skills I
 - Debating Club

- **Basic Module- Language in Use:**
 - Practical Linguistic
 - Exercise
 - Academic Writing I
 - Book Club

- **Practical Modules:**
 - Internship Preparation
 - Internship Completion
 - Internship Assessment

- **Advanced Module - Key Competencies:**
 - Presentation Skills II
 - Debating Club

- **Advanced Module - Language in Use:**
 - Academic Writing II
 - Book Club

- **Interdisciplinary Module:**
 - Interdisciplinary Seminar
 - Colloquium

- **Examination Module:**
 - Bachelor's thesis
 - Final oral examination

A 2: Compulsory Elective Modules:

For successful completion of the degree programme, six compulsory elective modules (4 basic modules and two specialisation modules) must be completed. They may be selected from the courses listed below. The specialisation modules allow students to choose one or two specialised disciplines from the four basic modules already selected. The topic for the Bachelor's thesis must come from one of these specialised disciplines. A prerequisite for enrolling in the specialisation modules is the successful completion of the basic module in the same discipline.

- Basic Module - History:
Seminar / Practical Tutorial
Lecture
Practicum in Research Sources
- Basic Module - Literature and Culture:
Lecture
Seminar I
Seminar I
- Basic Module - Politics:
Lecture / Practical Tutorial
Seminar
- Basic Module - Geography:
Seminar
Lecture
Field Internship
- Basic Module - Religion and Culture:
Seminar
Overview Lecture/Seminar
Tutorial
- Specialisation Module - History:
Main Seminar
Lecture or Tutorial
- Specialisation Module - Politics:
Seminar (Government)
Seminar (International Relations and Foreign Policy Analysis)
- Specialisation Module - Geography:
Main Seminar
Lecture - Cartography
Introduction to Geographical Information Systems (GIS)
- Specialisation Module - Religion and Culture:
Main Seminar

Lecture

- Specialisation Module - Literature and Culture:
Seminar II
Lecture

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Published in the President's bulletin (Mitteilungsblatt des Rektors) of 18 August 2010, p. 1045, modified on 22 April 2013 (President's bulletin (Mitteilungsblatt des Rektors) of 31 May 2013, p. 267 ff.).