

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 Islamwissenschaft (Islamic Studies)”, dated 14 June 2007 (published in the President’s bulletin [Mitteilungsblatt des Rektors] of 19 July 2007, p. 2201), last amended on 22 April 2013 (President’s bulletin [Mitteilungsblatt des Rektors] of 31 May 2013, p. 267ff), has legal validity.

Heidelberg University Examination Rules and Regulations for the Bachelor’s Degree Programme in Islamic Studies

as of 14 June 2007

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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 Islamic Studies* is the study of the Islamic world from the time of Muhammad to the present, based on knowledge of the languages of the Islamic culture. Islam, which originated in the Arabic-speaking lands, soon spread beyond this area to include people who spoke non-Semitic languages, and who made important contributions to the development of Islamic society. Today, the Islamic world comprises regions in Europe, Asia and Africa, from the Atlantic Coast to the Philippines and from the shores of East Africa to the streams of Siberia. The historic core countries of Islam, including the Arabian Peninsula, Greater Syria, Mesopotamia, Egypt, Iran with Afghanistan, as well as Anatolia and parts of Central Asia, comprise the lands where Arabic and the Turkish-Persian languages are spoken.

Thematically, the degree programme in *Islamic Studies* provides a broad range of methodology and content, which arises from its focus on the history, religions, languages, literature, politics, society, economy, law, philosophy, arts, archaeology and historical regional studies of the Islamic world.

To contend with the complexity and diversity of this discipline, at Heidelberg University, three geographic and content-related specialisations in research and teaching have been established. These specialisations are primarily determined by the languages selected) during the Bachelor's degree programme in *Islamic Studies* (see Appendix 1). They include the following:

1. An **Arabic specialisation** that, based on knowledge of the Arabic language in its different geographic and historic forms, focuses on researching the literary, religious and cultural history of the Arabic world from the 7th century until the present.

2. A **Turkish-Ottoman specialisation** that includes the history and culture of the Ottoman Empire and its neighbouring regions in South-East Europe, Caucasus, and Iran. Knowledge of the Turkish language in its modern and classic forms (Ottoman) is an essential prerequisite for the Turkish-Ottoman specialisation.

3. A **Persian-Iranian specialisation** that emphasizes the history and culture of the Iranian cultural region, with primary emphasis on the Islamic period in Iran's history.

The language prerequisite for the Persian-Iranian specialisation is knowledge of modern Persian, supplemented by familiarity with its classic forms (Middle Persian, Old Persian, Avestan), or knowledge of the spectrum of forms of the Iranian languages.

This Bachelor's degree programme will prepare students to be able to independently solve problems; 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 fundamentals of *Islamic Studies*, have an overview of the interconnections 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 credit points (CP) in both compulsory and elective courses.
- (2) The Bachelor's degree programme is a modular programme and comprises a major subject (113 CP), a minor subject (35 CP), and cross-disciplinary competencies (20 CP). The Bachelor's thesis comprises 12 CP. The modules required and the corresponding courses and lectures may be found in Appendix 1. The Bachelor's degree programme in *Islamic Studies* may also be taken as a major subject in combination with another major (74 CP), or as minor subject (35 CP).
- (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. 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. Completion of only one subject does not entitle students to a Bachelor's degree. The final course examinations in both subjects, as well as those in the cross-disciplinary competencies courses, are to be completed within a period of 8 months. If this deadline is not met, the examinations which have not yet been taken will be graded as "failed" (5,0), unless the candidate is not at fault for the deadline being exceeded. If the examination components referred to in clause 4 have been completed in the fourth semester or earlier, this deadline does not apply.
- (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 will be taken during the course of study, and consists of successful completion of Seminar I: *Introduction to Islamic Studies*. Successful participation includes completion of a written exam lasting 90 minutes, which must receive a grade of "sufficient" (4.0) or higher. This applies to Islamic Studies as a major subject, a 2nd major, or a minor subject.
- (6) If the orientation examination is not passed or is considered not to have been passed, it may be retaken once. A second attempt at the orientation examination

must be completed no later than 12 weeks following the first exam. 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 Bachelor's degree programme in *Islamic Studies* requires knowledge of modern English and French. Upon request, French may be replaced by another modern foreign language. Students are required to provide proof of these language skills no later than the end of the 5th semester; documentation may be provided by means of school transcripts. In all other cases, proof of the required language skills is accomplished through the successful completion of a 90-min. examination that must be successfully completed no later than the end of the 5th semester. If no proof of the required language skills is provided by the end of the 5th semester, the student will not be entitled to take the final examinations in the Islamic Studies degree programme.
- (9) 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 these from a limited subject area
 - optional modules: students may freely choose these from the modules offered in their subject.
- (4) All components within a module must be graded as "sufficient" (4.0) or higher for the complete module to be passed (=sub-module grades).
- (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. The Transcript of Records will be issued by the Joint Examination Office.

§ 5 Examinations board

- (1) The examinations board of the Faculty of Philosophy is responsible for the organisation of examinations and the tasks required by these 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 can confer responsibility for appointing examiners and observers on its chairperson. 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. 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, lecturers, associate professors, or research associates who have been granted the right to examine due to longstanding teaching experience. Research assistants, research associates, contract teachers and teaching staff for special duties can only be appointed exceptionally as

examiners if not enough authorised examiners are available.

- (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 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 of the 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 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 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 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 carer, 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 responsible 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 results 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 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, and
 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.
- (2) An oral examination lasts between 10 and 60 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 45 and 240 minutes. Multiple choice questions are permitted.
- (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 six weeks.

§ 12 Assessment of examinations

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

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1 = very good = an outstanding performance;
2 = good = a 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 = 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. If a final examination is to be completed within a module, this final module examination grade constitutes the grade for this module.
- (3) A subject grade is given for each subject (major, minor). The subject grades will be calculated in accordance with § 18, paragraph 2, on the basis of the module grades, which will be weighted according to the corresponding number of credit points 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 |
| for an average 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 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 credit points 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 the 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 can be stated, where possible and necessary.

Section II: Bachelor's examination

§ 13 Bachelor's examination admission requirements

- (1) Admission to the Bachelor's examination in Islamic Studies will only be authorised for students who:
 1. are enrolled at Heidelberg University for the Bachelor's degree programme in Islamic Studies,
 2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme Islamic Studies.
- (2) The following certificates must be provided for admission to the Bachelor's thesis:
 1. successful completion of the orientation examination,
 2. successful completion of modules comprising a total of 120 credits, with successful completion of at least one seminar in the major subject.
 3. proof of knowledge of modern English and French. Proof of language skills may be documented on the university entrance certificate. In all other cases, proof must be provided with the successful completion of a 90-min. examination, which is to be taken no later than the end of the 5th semester.

§ 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. a declaration stating whether the candidate has previously failed a Bachelor's examination in the Bachelor's degree programme in Islamic Studies, or 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:

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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 Islamic Studies or have lost the entitlement to take the final examinations, or
4. are currently undergoing an examination procedure in such a degree programme.

§ 15 Scope and nature of the Bachelor's examination

- (1) The Bachelor's examination in the Islamic Studies degree programme consists of:
 1. successful completion of the examinations for the modules set forth in Appendix 1,
 2. the Bachelor's thesis (in accordance with § 3, paragraph 2, sentence 1, in the 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 Islamic Studies.
- (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 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 a topic; 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 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. The Bachelor's thesis must comprise at least 10,000 words, but may not exceed 18,000 words.
- (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; 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 assessment period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the two grades of the examiners differ by more than one grade level, the examinations board determines 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 Islamic Studies is passed when all examinations 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 credits earned. When calculating the overall grade, and in accordance with § 12 paragraph 4, the module grades will be added together as numerical values.
- (3) 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 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.
- (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 responsible 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 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 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 major subject or 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 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

§ 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, candidates 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. 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.

§ 23 Coming into force

These examination rules and regulations come into force on 1 October 2007.

Appendix 1: Modules, lectures, and courses of the Bachelor's degree programme

Modules and courses of Islamic Studies as a Major Subject / Sample curriculum

| 1st Sem. (WS) | 2nd Sem. (SS) | 3rd Sem. (WS) | 4th Sem. (SS) | 5th Sem. (WS) | 6th WS (SS) |
|---|---|--|---------------|---------------|-------------|
| ISL 1: Introductory Module – Language A (P): 1-1 C: Introductory Course – Language A I (6 CP) 1-2 TUT: Language Practice – Language A I (3 CP) C 1-3: Introductory Course – Language A II (6 CP) TUT 1-4: Language Practice – Language A II (3 CP) <p style="text-align: right;">Total: 18 CP</p> | ISL 2: Intermediate Module – Language A (P): 2-1 C: Intermediate Course – Language A (7 CP) 2-2 TUT: Language Practice – Language A III (3 CP) <p style="text-align: right;">Total: 10 CP</p> | ISL 3: Advanced Module – Language A (P): C 3-1: Advanced Course – Language A (P) (5 CP) <p style="text-align: right;">Total: 5 CP</p> | | | |
| | ISL 4: Introductory Module – Language B (P): 4-1 C: Introductory Course – Language B I (6 CP) 4-2 TUT: Language Practice – Language B I (3 CP) C 4-3: Introductory Course – Language B II (6 CP) TUT 4-4: Language Practice – Language B II (3 CP) <p style="text-align: right;">Total: 18 CP</p> | ISL 5: Intermediate Module – Language B (P): 5-1 C: Intermediate Course – Language B (7 CP) 5-2 TUT: Language Practice – Language B III (3 CP) <p style="text-align: right;">Total: 10 CP</p> | | | |
| ISL 6: Introductory Module (P): S I 6-1: <i>Introduction to Islamic Studies</i> (5 CP) T 6-2: Practical Tutorial for S I: Introduction to Islamic Studies (1 CP) S II 6-3: Thematic Seminar ((5 CP) T 6-4: Practical Tutorial for S II (1 CP) <p style="text-align: right;">Total: 12 CP</p> | ISL 7: Advanced Module for Language A (P): Lecture 7-1: History and Cultures of the Middle East I (4 CP) Lecture 7-2: History and Cultures of the Middle East II (4 CP) Lecture 7-3: History and Cultures of the Middle East III (4 CP) <p style="text-align: right;">Total: 12 CP</p> | | | | |

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|--|--|--|---|
| | | | ISL 8: Advanced module (P): 8-1 Seminar I (7.5 CP) 8-2 Seminar II (7.5 CP) 8-3 Seminar III (7.5 CP) <p style="text-align: right;">Total: 22.5 CP</p> |
| | | | ISL 9: Language Practice and Advanced Module (P): 9-1 Tutorial for Language A (2 CP) 9-2 Advanced Tutorial for Language A (2.5 CP) <p style="text-align: right;">Total: 4.5 CP</p> |
| ISL 11: Cross-disciplinary Competencies (P): See Appendix 3 (20 CP) <p style="text-align: right;">Total: 20 CP</p> | | | ISL 10: Bachelor's Thesis (P): 10-1: BA Thesis (12 CP) <p style="text-align: right;">Total: 12 CP</p> |
| | | | Total Number of Credits: 145 CP |

Modules and Courses of the Islamic Studies Bachelor Degree Programme as a 2nd Major / Sample Curriculum

| 1st Sem. (WS) | 2nd Sem. (SS) | 3rd Sem. (WS) | 4th Sem. (SS) | 5th Sem. | 6th WS (SS) |
|--|---------------|---|---|----------|-------------|
| ISL 1: Introductory Module – Language A (P): 1-1 C: Introductory Course – Language A I (6 CP) 1-2 TUT: Language Practice – Language A I (3 CP) C 1-3: Introductory Course – Language A II (6 CP) TUT 1-4: Language Practice – Language A II (3 CP) <p style="text-align: center;">Total: 18 CP</p> | | ISL 2: Intermediate Module – Language A (P): 2-1 C: Intermediate Course – Language A (7 CP) 2-2 TUT: Language Practice – Language A III (3 CP) <p style="text-align: center;">Total: 10 CP</p> | ISL 3: Advanced Module – Language A (P): C 3-1: Advanced Course – Language A (P) (5 CP) <p style="text-align: center;">Total: 5 CP</p> | | |
| | | ISL 4a: Introductory Module – Language B (a) (P): C 4a-1: Introductory Course – Language B I (6 CP) Tut 4a-2: Language Practice – Language B I (3 CP) <p style="text-align: center;">Total: 9 CP</p> | | | |
| ISL 6a: Introductory Module (a) (P): S I 6a-1: Introduction to Islamic Studies (5 CP) T 6a-2: Practical Tutorial for S I: Introduction to Islamic Studies (1 CP) <p style="text-align: center;">Total: 6 CP</p> | | | ISL 7a: Advanced Module for Language A (a) (P): Lecture 7a-1: Languages and Cultures of the Middle East I (4 CP) <p style="text-align: center;">Total: 4 CP</p> | | |
| | | | ISL 8a: Advanced Module (a) (P): 8-1 Seminar I (6.5 CP) 8-2 Seminar II (6.5 CP) 8-3 Seminar III (6.5 CP) <p style="text-align: right;">Total: 19.5 CP</p> | | |

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|--|--|--|--|--|---|
| | | | | | ISL 9a: Advanced Linguistic Module (a) (P): Tut 9a-1: Advanced tutorial for language A (2.5 CP) Total: 2.5 CP |
| ISL 11: Cross-disciplinary Competencies (P): See Appendix 3 (10 CP) Total: 10 CP | | | | | |
| | | | | | Total Number of Credits: 84 CP |

Modules and Courses of the Islamic Studies Bachelor Degree Programme as a Minor / Sample Curriculum

| 1st Sem. (WS) | 2nd Sem. (SS) | 3rd Sem. (WS) | 4th Sem. (SS) | 5th Sem. (WS) | 6th WS (SS) |
|--|---------------|---|--|---------------------------------------|--|
| ISL 1a: Introductory Module – Language A (a) (P): C 1a-1: Introductory Course – Language A I (6 CP) C 1a-2: Introductory Course – Language A II (6 CP) <p style="text-align: right;">Total: 12 CP</p> | | ISL 2a: Intermediate Module – Language A (a) (P): C 2a-1: Intermediate Course – Language A (6 CP) <p style="text-align: right;">Total: 6 CP</p> | | | |
| ISL 6a: Introductory Module (a) (P): S I 6a-1: <i>Introduction to Islamic Studies</i> (5 CP) T 6a-2: Practical Tutorial for S I: Introduction to Islamic Studies (1 CP) <p style="text-align: right;">Total: 6 CP</p> | | | ISL 7b: Advanced Module for Language A (b) (P): Lecture 7b-1: Languages and Cultures of the Middle East I (3 CP) Lecture 7b-2: Languages and Culture of the Middle East II (2 CP) <p style="text-align: right;">Total: 5 CP</p> | | |
| | | | | | ISL 8b: Advanced Module (a) (P): Seminar I 8b-1 (1 CP) <p style="text-align: right;">Total: 6 CP</p> |
| | | | | Total Number of Credits: 35 CP | |

Further information regarding the modules, lectures, and courses of the Bachelor's degree programme

- For Language A, any one of the following three languages may be chosen: Arabic, Turkish, or Modern Persian.
- For Language B, any one of the following three languages may be chosen, provided it has not been chosen as Language A: Arabic, Turkish, or Modern Persian.
- The determination of which language will constitute Language A and which will constitute Language B must be made by no later than the end of the second semester.
- The student's specialisation will be determined by the language selected as Language A.
- For the Arabic specialisation, Arabic must be selected as Language A.
- For the Turkish-Ottoman specialisation, Turkish must be selected as Language A.
- For the Persian-Iranian specialisation, Modern Persian must be selected as Language A.

Languages other than those listed above may not be selected as Languages A or B.

Appendix 2: Subject Combinations

Islamic Studies as a 2nd major subject may only be taken in combination with a 1st major in Semitic Studies if Arabic has not been chosen as Language A or B in the 2nd major (Islamic Studies).

Appendix 3: Cross-disciplinary Competencies:

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

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 intradisciplinary):

1. Internship: 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: **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: **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 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 programme 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. Latin): **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:

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

V. Recommendations and Specifications

Within the “Cross-disciplinary Competencies Module”, each student must complete an Introductory Module from either the BA programme in Assyriology or the BA programme in Semitic Studies.

For students with Arabic and Persian as Language A, completion of Introductory Modules in the areas of Literature Studies, Linguistics, and Introduction to Methodology from such subject areas as Religious Studies, Ethnology, Sociology, Theology, etc., is recommended.

For students with Turkish as Language A, the completion of Introductory Modules in the areas of Medieval and Modern History, Eastern European History, Auxiliary Sciences of History, and Introduction to Methodology from such subject areas as Religious Studies, Ethnology, Sociology, Art History, etc., is recommended.

Additionally, the acquisition of skills in another modern foreign language (e.g. Italian, Spanish, Greek, Russian) is recommended. If not already certified on the university entrance certificate, the acquisition of French should be given the highest priority.

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