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Heidelberg University examination rules and regulations for the Bachelor's degree programme in European Art History

as of 28 March 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 European Art History is the study of the history of the visual arts, architecture, applied arts, photography and modern media in Europe and in European cultures from early medieval times until the present. 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 fundamentals of European Art History, 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 or further pursue their academic education.

§ 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.
- (1a) Students may be admitted to part-time studies upon application. Details are subject to the applicable version of the regulations for part-time study at Heidelberg University (Teilzeitstudienordnung - TeilzeitstudienO). Admission to part-time studies extends the standard period of study and the deadlines for taking examinations for the first time in accordance with the stipulations set forth in these regulations. With regard to processing times for written examinations, § 4, paragraph 3 of the regulations for part-time study (TeilzeitstudienO) must be taken into account.
- (2) The Bachelor's programme is a modular programme and may be studied with the following combinations:
 1. with a major in European Art History (113 CP), a minor subject (35 CP) and cross-disciplinary competencies (20 CP). The Bachelor's thesis must be completed within European Art History and comprises an additional 12 CP.
 2. with another major subject (74 CP) and European Art History as second major (74 CP). The cross-disciplinary competencies courses must also be taken in this combination (10 CP each, total of 20 CP). The Bachelor's thesis

(12 CP) must be written within the 1st major.

3. with another subject as major (113 CP) and European Art History as minor (35 CP), along with cross-disciplinary competencies (20 CP). The Bachelor's thesis must be written within the major subject.

The modules required and the corresponding courses and lectures to be taken in the degree programme in European Art History may be found in Appendix 1.

- (3) Generally, all subjects from Bachelor's degree programmes may be freely combined, provided the respective courses are offered. In accordance with regulations, the Bachelor's degree is awarded to students who have passed the prescribed examinations in both majors and the cross-disciplinary competencies, as well as completing the Bachelor's thesis. Graduation in only one major does not entitle students to a Bachelor's degree. 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 following the admission to the Bachelor's thesis. 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 examinations referred to in paragraph 4 have been completed during the fourth semester or earlier, this deadline does not apply.
- (4) In accordance with § 21, the faculty of 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 will be completed during the course of study and consists, if taken as a major or 2nd major subject, of the successful completion of two preparatory courses, or, if taken as a minor, the successful completion of one preparatory course. Upon approval from the examination board and in exceptional cases, one of these preparatory courses may be replaced by a certificate of participation in a seminar from one of the two advanced modules.
- (6) If the orientation examination is not passed or is considered not to have been passed, it may be retaken once during the following semester. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless the student is not responsible for the deadline being exceeded.
- (7) The orientation examination is an early component of the Bachelor's examination.
- (8) Knowledge of two modern foreign languages is a prerequisite for the Bachelor's degree programme in European Art History. Documentation of proof is to be provided no later than the date of the orientation examination, in the form of the university entrance qualification, a transcript of a supplementary examination, or appropriate language certificates. If

documentation of proof is not provided with the university entrance qualification and if the languages in question do not include English or French, one semester of study per language will not be counted toward the calculation of the standard period of study. A maximum of two semesters may be excluded from the standard period of study.

- (9) Generally, the language of instruction and examinations is German. Lectures and courses may also be given in English or French.
- (10) The Bachelor's degree programme in European Art History may be pursued as a major with a variant that includes a compulsory two-semester period of study in Italy or Spain, for which an additional certificate will be earned. Successful completion of this variant (= International Bachelor's degree programme in European Art History) requires a total of 240 credits (CP) in both compulsory and elective courses. 180 CP will be earned in lectures and courses taken at Heidelberg University (35 of those in the minor subject) and 30 CP will be earned in lectures and courses taken at either the Università degli Studi di Siena or the Universidad de León. An additional 30 CP will be earned during a four-month placement abroad.

§ 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. Modules consist of not only lectures and courses, but also the examination prerequisites necessary for the completion of the module.
- (2) The Bachelor's thesis, the final oral examination, and the practical tutorial 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
 - 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 with "successful participation", or higher (=sub-module grades) for the complete module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit (CP) corresponds to a workload of 30 hours.
- (6) Grades that are to be recognised as having been earned during the course of study may only be submitted once and only in one subject area. If two subjects require the same course to be completed, permission to have it counted for

both subjects may be granted. This decision will be made by the corresponding examinations boards.

- (7) A grade report (Transcript of Records) will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board of the Faculty of Philosophy is responsible for the organisation of examinations and the tasks required by the examination rules and regulations. It is made up of two professors, a research assistant representative, and a student 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 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. 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 in individual courses may only be carried out by professors, associate professors, or research associates who have been granted the right to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the instructor 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 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-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,
 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. The candidate may withdraw from an examination no later than three weeks before the examination, or in the event of illness, immediately following it.
- (2) Reasons for withdrawal or absence must be plausible and must immediately be submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination appointment will be scheduled. In this circumstance, examination results that are already available will be taken into account.

- (3) When deciding whether the candidate is at fault for exceeding a deadline for registration or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic diseases, or for students with dependent relatives, in accordance with § 7, paragraph 3 of the Pflegezeitgesetz (Home Care Leave Act).
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination results will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, he or she may be excluded from continuing the examination by the examiner or examination supervisor, 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, 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 15 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 3, sentence 2. If the examiner finds that individual examination questions are incorrect, these questions may not be considered when assessing the examination results. In such a case, 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 have been 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 (norm-referenced grading); but the minimum passing mark may not fall below 40%.

If a candidate has correctly answered the required number of questions for passing, the multiple choice examination must be assessed as follows: For norm-referenced grading, the scale for assessment is moved linearly by the difference between the absolute and relative threshold 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. Examiners may use appropriate technical

methods to detect plagiarism.

- (5) The evaluation period for written examinations should not exceed four 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:

1 = very good	=	an outstanding performance;
2 = good	=	a performance which lies 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 examinations, weighted according to the number of credits earned. If a final examination is to be completed within a module, the grade from this final module examination constitutes the grade for this module.
- (3) The student will receive a subject grade for each subject area (major subject and minor, or 1st major and 2nd major). Subject grades are calculated in accordance with § 19, paragraph 2.
- (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
between 1.6 and up to/including 2.5	good
between 2.6 and up to/including 3.5	satisfactory
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 and the Bachelor's thesis have been graded "sufficient" (4.0) or higher, or if successful participation has been certified.
- (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 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 Bachelor's examination in European Art History will only be authorised for students who:
1. are enrolled in the Bachelor's degree programme in European Art History at Heidelberg University,
 2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme European Art History.
- (2) The following certificates must be provided for admission to the Bachelor's thesis:
1. passed orientation examination;
 2. successful completion of modules set forth in Appendix 1 (i.e. lectures and courses and "cross-disciplinary competencies" comprising 124 CP in the major subject, 35 CP in the minor, and 78 CP in the 2nd major subject).
 3. successful completion of modules and courses in the 2nd major or the minor subject, in accordance with the corresponding programme rules and regulations.
- (3) In exceptional cases, admission may be granted if documentation of proof can be submitted showing that a minimum of 112 CP have been earned for a

major in European Art History, or, if a 2nd major, 70 CP . Only the credits for the supplementary module and the cross-disciplinary competencies may be submitted at a later date.

- (4) The final oral examination may only be taken following successful completion of all examinations taken during the course of study and 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:
1. evidence of fulfilment of the admission requirements in accordance with § 13, paragraph 1,
 2. declarations from candidates, stating whether they have previously failed a Bachelor's examination in the European Art History Bachelor's programme, or whether they are currently undergoing an examination procedure in such a programme.
- (2) If candidates are unable to provide such evidence, the examinations board may allow other documents of proof to be accepted.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Denials must be made in writing, stating the reasons and providing information on the procedure for appeal.
- (4) The application for admission to the examination may only be denied if:
1. conditions are not fulfilled in accordance with § 13 paragraph 1, or
 2. documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 3. candidates have failed their final attempt at the Bachelor's examination in European Art History 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 European Art History degree programme consists of:
1. successful completion of all modules and courses set forth in Appendix 1 (see Appendix 3b for the International Bachelor's degree programme

- in European Art History);
2. the Bachelor's thesis (in the major subject); the final oral examination (in the major subject and the 2nd major.)
- (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 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 European Art History.
- (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 twelve weeks after successful completion of the last examination completed during the course of study (both subjects, and cross-disciplinary competencies), 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 for candidates studying full-time, and by up to six weeks for those studying part-time. Requests for an extension of the deadline must be submitted to the chairperson of the examinations board no later than three weeks prior to the final deadline. 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 is to be written in German. 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.
- (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 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 will be held as an individual examination by one examiner and one qualified observer. The purpose of the oral examination is to assess whether the candidate has knowledge of the interrelationships found in European Art History and can relate specific questions to these interrelationships.
- (2) The examination lasts approx. 30 minutes. The topics examined and the results of the oral examination must be recorded in a written report.
- (3) The final oral examination must be completed no later than eight weeks after the submission of the Bachelor's thesis or the completion of the last examination taken during the course of study (both subjects, including cross-disciplinary competencies), 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) 6 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, subject grade and overall grade

- (1) The Bachelor's examination in European Art History is passed when all examinations set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.
- (2) When calculating the overall grade, and in accordance with § 12 paragraph 3, the module grades of the compulsory, compulsory elective, and elective modules will be weighted according to the number of credits earned. The final oral examination will be weighted by a factor of 2. The grades for the basic module, the excursion, and the cross-disciplinary competencies modules will not be taken into account.
- (3) 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 added before rounding, and weighted according to the number of credits earned. The Bachelor's thesis will be weighted by a factor of 2.

§ 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 responsible for the deadline being exceeded.
- (4) If a compulsory module examination is failed on the final attempt, the candidate will be excluded from the academic programme. Failure of compulsory elective modules and elective modules may be offset by the successful completion of a different module.

§ 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 credits, as well as the final oral examination grade and 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 of the faculty of the 1st major subject 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) A bilingual Bachelor's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Bachelor of Arts". The certificate will be signed by the dean of the faculty of the major subject/1st major 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 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, 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.

§ 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

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

Appendix 1a-c: Tabular overview of the modules of the Bachelor's degree programme in European Art History

Appendix 2: Guidelines from the Faculty of Philosophy for the cross-disciplinary competencies segment, modified for the Bachelor's degree programme in European Art History

Appendix 1a: Bachelor's degree programme in European Art History
(75% = 125 CP subject + 20 CP cross-disciplinary competencies)

Module		to be taken in the area	Lectures and Courses	Assessment	CP
Module 1: Basic module, 24 CP	1st– 2nd Semester	P	Preparatory course: Form and Style	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Preparatory course: Iconography	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Preparatory course: Architecture	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Preparatory course: Genres and Techniques	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Practical Tutorial: Image Description of Originals	Regular and active participation (1), preparation and follow-up with reading list and museum visit (1), image description and term paper (approx. 5 pages) or written examination (2)	4

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Module		to be taken in the area	Lectures and Courses	Assessment	CP
Module 2: Advanced Module: Middle Ages, 10 CP	1st - 3rd Semester	P	2 Lectures: Medieval Art History	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar: Medieval Art History	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6
Module 3: Advanced Module: Early Modern and Modern Periods 10 CP	1st - 3rd Semester	P	2 Lectures: Modern and Contemporary Art History	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar: Modern and Contemporary Art History	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6

Module		to be taken in the area	Lectures and Courses	Assessment	CP
Module 4: Specialisation Module, 10 CP	3rd-4th Semester	P	2 Lectures with a monographic or problem-oriented approach	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar with a monographic or problem- oriented approach	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6
Module 5: Excursion Module, 2 CP	2nd-5th Semester	P	Two-day excursion or two one-day excursions	On-going and active participation (1), preparation and follow-up with reading list (1 CP per day)	2
Module 6: Career Paths, 8 CP	4th-5th Semester	P	2 practice-related tutorials or projects, or 1 practice-related tutorial and 1 project	For each, regular and active participation (1), preparation and follow-up with reading list (1), presentation/ project/ minutes/ reports/ essay (2)	8

Module	to be taken in the area of	Lectures and Courses	Assessment	CP	
Module 7: Specialised Module, 18 CP	4th-5th Semester	P	2 Lectures with a monographic or problem-oriented approach	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3), term paper (20 pages) (4)	9
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation with comprehensive thesis paper (3)	5
Module 8: Supplementary module, 12 CP	1st-4th Semester	P	Tutorials/ Practical Tutorials/ Excursions/ Seminars/ Lectures May be freely chosen from course offerings of the IEK.	Will be determined by the individual lectures and courses.	12

Module	to be taken in the area of	Lectures and Courses	Assessment	CP	
Module 9: Visual Competencies, 10 CP	3rd-5th Semester	P	May be chosen from the courses offered in other subjects at Heidelberg University or the Hochschule für Jüdische Studien (University for Jewish Studies), in accordance with labelling in the course catalogue or approval from the subject counsellor.	Will be determined by the individual subjects.	10
Module 10: Cross-disciplinary Competencies I 6 CP	1st– 2nd Semester	P	Practical Tutorial: Introduction to Academic Work (IEK+ZSW) (ungraded)	Regular and active participation (1), preparation and follow-up with reading list (1), learning portfolio or short term paper (5 pages) (1) (ungraded)	3
			Practical Tutorial: Digital Resources for Art History (IEK) (ungraded)	Regular and active participation (1), preparation and follow-up with reading list (1), tutorials (ungraded)/ short projects (ungraded) (1)	3

Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 11: Cross-disciplinary Competencies II 14 CP	3rd-5th Semester	P	Modules may be freely chosen from the area of cross-disciplinary competencies (refer to the Appendix to the programme rules and regulations).	Will be determined by the individual instructors. Distribution of credits may be found in the guidelines for the cross-disciplinary competencies segment (refer to the Appendix to the programme rules and regulations).	14
Module 12: Examination Module, 21 CP	6th Semester	P	Practical Tutorial: Examination preparation	Regular and active participation (1), preparation and follow-up (1), oral presentation (2), with thesis paper (1)	3
			Bachelor's Thesis (12 CP)	40 pages	12
			Bachelor's Examination	30 min	6

Appendix 1b: Bachelor's degree programme in European Art History (50% subject = 74 CP + 10 CP cross-disciplinary competencies)

Module	to be taken in the area of	Lectures and Courses	Assessment	CP	
Module 1: Basic module, 24 CP	1st– 2nd Semester	P	Preparatory course: Form and Style	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Preparatory course: Iconography	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Preparatory course: Architecture	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Preparatory course: Genres and Techniques	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Practical Tutorial: Image Description of Originals	Regular and active participation (1), preparation and follow-up with reading list and museum visits (1), image description and term paper or written examination (2)	4

Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 2: Advanced Module: Middle Ages, 10 CP	1st - 3rd Semester	P	2 Lectures: Medieval Art History	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar: Medieval Art History	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6
Module 3: Advanced Module: Early Modern and Modern Periods 10 CP	1st-4th Semester	P	2 Lectures: Modern and Contemporary Art History	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar: Modern and Contemporary Art History	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6
Module 4: Excursion Module, 2 CP	2nd-4th Semester	P	Two-day excursion or two one-day excursions	Active participation with preparation and follow-up, incl. reading list (1 CP per day)	2

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Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 5: Career Paths, 4 CP	4th-5th Semester	P	Practice-related tutorial or project	Regular and active participation (1), preparation and follow-up with reading list (1), presentation/ project/ minutes/ reports/ essay (2)	4
Module 6: Specialised Module, 11 CP	4th-5th Semester	P	Lecture with monographic or problem-oriented approach	Regular and active participation (1), preparation and follow-up with reading list (1)	2
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3), term paper (20 pages) (4)	9
Module 7: Supplementary module, 7 CP	1st-4th Semester	P	Tutorials/Practical Tutorials/Excursions/Seminars/Lectures May be freely chosen.	Will be determined by the individual lectures and courses.	7

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Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 8: Cross-disciplinary Competencies 10 CP	3rd-5th Semester	P	Modules may be freely chosen from within the area of cross-disciplinary competencies (refer to the Appendix to the programme rules and regulations).	Will be determined by the individual instructors. Distribution of credits may be found in the guidelines for the cross-disciplinary competencies segment (refer to the Appendix to the programme rules and regulations).	10
Module 9: Examination Module, 6 CP	6th Semester	P	Bachelor's Examination	30 min	6

Appendix 1c: Bachelor's degree programme in European Art History (25% subject = 35 CP)

Module		to be taken in the area of	Lectures and Courses	Assessment	CP
Module 1: Basic module, 19 CP	1st - 3rd Semester	P	Preparatory course: Form and Style	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Preparatory course: Iconography	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Preparatory course: Architecture, or Preparatory course: Genres and Techniques	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/ or homework (1), written examination (2)	5
			Practical Tutorial: Image Description of Originals	Regular and active participation (1), preparation and follow-up with reading list and museum visit (1), image description and term paper (approx. 5 pages) or written examination (2)	4

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Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 2: Advanced Module: Middle Ages, 8 CP	1st-5th Semester	P	Lecture: Medieval Art History	Regular and active participation (1), preparation and follow-up with reading list (1)	2
			Seminar: Medieval Art History	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6
Module 3: Advanced Module: Modern and Early Modern Periods 8 CP	1st-5th Semester	P	Lecture: Modern and Contemporary Art History	Regular and active participation (1), preparation and follow-up with reading list (1)	2
			Seminar: Modern and Contemporary Art History	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6

Appendix 2:

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 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. *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
2. *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
3. *Writing Workshop (e.g. Practical Tutorial Archaeology and Media)*: **3-5 CP**: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements
4. *Publishing Practice*: **3-5 CP**: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements
5. *Rhetoric (e.g. Practical Tutorial Rhetoric and Presentations)*: **3-5 CP**: Contact time, preparation and follow-up, 2 CP; course performance, 1-3 CP, depending on specific requirements
6. *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
7. *Specialised Instructional Methodology*: **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, preparation and follow-up, 1 CP: course performance, protocol, thesis, or equivalent, 1 CP

III. Interculturality:

1. Exchange program at a foreign university: for successful exchanges at a foreign university, and with documentation of at least 15 CP or ECTS-points in one or both subjects that are being studied, up to an additional 15 CP may be recognised for the acquisition of intercultural competencies, provided the student submits a detailed report and an evaluation from a supervising professor or a transcript.
2. Additional language acquisition relevant to the professional objective pursued by the student, unless this language is already part of the second major or is a requirement for this degree programme (e.g. English, French, Italian, Spanish, Modern Greek, Turkish, Russian, Arabic, Persian, Ivrit): **3-5 CP**: Contact time,

preparation and follow-up, 2 CP: course performance, 1-3 CP, depending on specific requirements; a total of **up to 10 CP out of the 20 CP** from the ÜK course segment may be recognised for the additional language. This does not apply for languages that have already been certified on the university entrance certificate.

IV. . Organisational, pedagogical and social competencies:

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

Appendix 3a: further regulations regarding the international programme version with stay abroad, in accordance with § 3, paragraph 9

(1) At the Institute for European Art History and its partner universities, the variation of this degree programme in European Art History that includes a compulsory two-semester stay in Italy or Spain, including a placement abroad, and for which an additional certificate will be provided, is named the “International Bachelor Art History”.

(2) The “International Bachelor Art History” is a modular programme and not only comprises the Bachelor’s degree programme in European Art History but also three compulsory modules consisting of the following credits, which must primarily be earned abroad: Compulsory module BA-Plus 1: Intercultural competencies (12 CP), Compulsory Module BA-Plus 2: Studies abroad (18 CP) and Compulsory Module BA-Plus 3: placement abroad (30 CP) (see Appendix 3b).

(3) The study period abroad is to be completed within the third year (5th and 6th semester); particularly qualified students may be eligible for other options. During the 5th semester, students will pursue their studies in Italy or Spain. During the 6th semester, students will complete a four-month placement that will allow them to gain insight into the country-specific work of institutions such as art collections, administrators of cultural heritage, the art trade, art journalism, etc. In exceptional cases, the placement period may be divided in two periods spent at two different institutions (e.g. 1 month and 3 months).

(4) The courses to be taken at the partner university during the year abroad will depend on the corresponding course offerings and may be selected from the entire spectrum of European Art History.

- (5) The courses at the partner university must be taken in Italian or Spanish.
- (6) The courses to be taken at the partner university must be documented in a learning agreement, which is to be established prior to the year abroad and in consultation between professors, lecturers, and the student. The courses constitute an additional qualification within the curriculum of the student.
- (7) For successful completion of the study abroad module, a document of proof (transcript of records) must be submitted, certifying that the courses agreed upon in the learning agreement have been successfully completed at the partner universities. For the successful completion of the study abroad module, a comprehensive report (approx. 8 pages) must be completed and a certificate from the partner institution must be submitted.
- (8) Whether or not an examination that has not been passed or is considered to have not been passed at a partner university may be retaken is dependent upon the rules and regulations of the individual partner universities.
- (9) Grades earned for examinations in Italy or Spain will be calculated in accordance with a conversion table (see Appendix 3c) and will be taken into account when calculating the overall grade. Grades will be weighted proportionally according to the number of credits that will be earned for the particular course.
- (10) Certification of the “International Bachelor Art History” degree will be provided in the form of an additional certificate that makes reference to this international version of the degree programme (see Appendix 3d).

Appendix 3b: International Bachelor Art History (75% subject = 185 CP + 20 CP cross-disciplinary competencies)

Module		to be taken in the area of	Lectures and Courses	Assessment	CP
Module 1: Basic module, 24 CP	1st– 2nd Semester	P	Preparatory course: Form and Style	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/or homework (1), written examination (2)	5
			Preparatory course: Iconography	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/or homework (1), written examination (2)	5
			Preparatory course: Architecture	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/or homework (1), written examination (2)	5
			Preparatory course: Genres and Techniques	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/or homework (1), written examination (2)	5
			Practical Tutorial: Image Description of Originals	Regular and active participation (1), preparation and follow-up with reading list and museum visit (1), image description and term paper (approx. 5 pages) or written examination (2)	4

Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 2: Advanced Module: Middle Ages, 10 CP	1st - 3rd Semester	P	2 Lectures: Medieval Art History	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar: Medieval Art History	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6
Module 3: Advanced Module: Early Modern and Modern Periods 10 CP	1st - 3rd Semester	P	2 Lectures: Modern and Contemporary Art History	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar: Modern and Contemporary Art History	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6
Module 4: Specialisation Module, 10 CP	3rd-4th Semester	P	2 Lectures with a monographic or problem-oriented approach	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar with a monographic or problem-oriented approach	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (2), term paper (10 pages) (2)	6

Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 5: Excursion Module, 2 CP	2nd-5th Semester	P	Two-day excursion or two one-day excursions	On-going and active participation (1), preparation and follow-up with reading list (1 CP per day)	2
Module 6: Career Paths, 8 CP	4th-5th Semester	P	2 practice-related tutorials or projects, or 1 practice-related tutorial and 1 project	For each, regular and active participation (1), preparation and follow-up with reading list (1), presentation/ project/ minutes/ reports/ essay (2)	8
Module 7: Intercultural Competencies, 12 CP	4th-5th Semester	P	Language Course: Italian or Spanish	Regular and active participation (1), preparation and follow-up (1), written examination (2)	4
			Practical Tutorial: International Competence	Regular and active participation (1), preparation and follow-up with reading list (1), e-learning and/or homework (1)	3
			Independent Excursion Abroad	minimum of 3 days, incl. preparation and follow-up, incl. reading list (3 CP), report (2)	5
Module 8: Study Abroad, 18 CP	5th Semester	P	1 Lecture on the Art of Tuscany or Italy, or Northern Spain or Spain	The partner universities will award 6 CP for each course.	6
			1 other lecture	The transcripts of records from the partner universities are the official record of the credits earned.	6
			1 Seminar on the Art of Tuscany or Italy, or Northern Spain or Spain		6

Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 9: Placement Abroad, 30 CP	6th Semester	P	Four-month placement (in exceptional cases, the placement period may be divided in two periods spent at two different institutions, e.g. 3 months and 1 month)	Certificate from the partner institution Report (approx. 10 pages)	24 6
Module 10: Specialised Module, 18 CP	7th Semester	P	2 Lectures with a monographic or problem-oriented approach	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3), term paper (20 pages) (4)	9
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation with comprehensive thesis paper (3)	5
Module 11: Supplementary module, 12 CP	1st-4th Semester	P	Tutorials/ Practical Tutorials/ Excursions/ Seminars/ Lectures May be freely chosen from course offerings of the IEK.	Will be determined by the individual lectures and courses.	12

Module	to be taken in the area of		Lectures and Courses	Assessment	CP
Module 12: Visual Competencies, 10 CP	3rd-7th Semester	P	May be chosen from the courses offered in other subjects at Heidelberg University or the Hochschule für Jüdische Studien (University for Jewish Studies), in accordance with labelling in the course catalogue or approval from the subject counsellor.	Will be determined by the individual subjects.	10
Module 13: Cross-disciplinary Competencies I 6 CP	1st– 2nd Semester	P	Practical Tutorial: Introduction to Academic Work (IEK+ZSW) (ungraded)	Regular and active participation (1), preparation and follow-up with reading list (1), learning portfolio or short term paper (5 pages) (1) (ungraded)	3
			Practical Tutorial: Digital Resources for Art History (IEK) (ungraded)	Regular and active participation (1), preparation and follow-up with reading list (1), tutorials (ungraded) /short projects (ungraded) (1)	3
Module 14: Cross-disciplinary Competencies II 14 CP	3rd-7th Semester	P	Modules may be freely chosen from the area of cross-disciplinary competencies (refer to the Appendix to the programme rules and regulations).	Will be determined by the individual instructors. Distribution of credits may be found in the guidelines for the cross-disciplinary competencies segment (refer to the Appendix to the programme rules and regulations).	14

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Module	to be taken in the area of	Lectures and Courses	Assessment	CP	
Module 15: Examination Module, 21 CP	8th Semester	P	Practical Tutorial: Examination preparation	Regular and active participation (1), preparation and follow-up (1), presentation with thesis paper (1)	3
			Bachelor's Thesis (12 CP)	40 pages	12
			Bachelor's Examination	30 min	6

Appendix 3c: Grade conversion

International Bachelor Art History, conversion table for Siena and León

Siena	León	Heidelberg	
30/30 e lode	10 "matrícula de honor"	1	very good, with distinction
30/30	9,1-10	1	very good
29/30	8,6-9,0	1.3	still very good
28/30	8,1-8,5	1.7	good and better
26/30 – 27/30	7,6-8,0	2	good
25/30	7,1-7,5	2.3	still good
24/30	6,6-7,0	2.7	satisfactory and better
22/30 – 23/30	6,1-6,5	3	satisfactory
21/30	5,6-6,0	3.3	still satisfactory
20/30	5,1-5,5	3.7	sufficient and better
18/30 – 19/30	5,0	4.0	sufficient
0/30-17/30	0-4,9		failed

Appendix 3d: Certificate for the International Bachelor Art History

GEFÖRDERT VOM



Bundesministerium
für Bildung
und Forschung

DAAD

Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

CERTIFICATE

Within the *International Bachelor Art History* degree programme at Heidelberg University, as supported by the German Federal Ministry of Education and Research (BMBF) and as part of the Bachelor Plus scholarship programme of the German Academic Exchange Service (DAAD),

Name Surname

has completed a semester at the Università degli Studi di Siena, Italy, / Universidad León,

Heidelberg, (Date)

(Spokesperson for the
Institute for

=====

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