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

dated 15 February 2010

Section I: General provisions

- § 1 Purpose of the academic programme and examination
- § 2 Bachelor’s degree
- § 3 Standard period of study, programme structure and range of courses offered
- § 4 Modules, credits and transcript of grades
- § 5 Examinations board
- § 6 Examiners and observers
- § 7 Recognition of course credits, examination results and academic degrees
- § 8 Unexcused absences, withdrawal, deception and breaches of regulations
- § 9 Types of examination components completed during the course of study
- § 10 Oral examination components completed during the course of study
- § 11 Written examination components completed during the course of study
- § 12 Assessment of examination components

Section II: Bachelor’s examination

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

Section III: Final provisions

- § 21 Invalidity of examinations
- § 22 Access to examination documents
- § 23 Coming into force and transitional provisions

Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The subjects the Bachelor's degree programme in Musicology are music and the history of music. The degree programme teaches the subject's basic principles and methods and provides an insight into specific career options. The Bachelor's degree programme should allow students to gain a first degree that qualifies them to enter a profession and enable them to solve problems independently.
- (2) The purpose of the Bachelor's examination is to assess whether students have mastered the fundamentals of musicology, have an overview of the interconnections between the individual disciplines, and have acquired the basic skills necessary, both methodological and practical, to enter a profession.
- (3) Admission requirements to the academic programme are subject to separate admission regulations.

§ 2 Bachelor's degree

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

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

- (1) The standard period of study for the Bachelor's degree programme is six semesters, including examinations. Successful completion of the Bachelor's degree programme requires a total of 180 credits (CP) in both compulsory and elective courses.
- (2) The Bachelor's degree programme is modular. The following track options are available:
 - a) a major subject (113 CP), a minor subject (35 CP), and cross-disciplinary skills (20 CP). The Bachelor's thesis comprises 12 credits. The required modules and affiliated courses are listed in Appendix 1.
 - b) two major subjects (1st major subject 74 CP; 2nd major subject: 74 CP) and cross-disciplinary skills (20 CP). The Bachelor's thesis comprises 12 CP and is completed in the first major subject. The required modules and affiliated courses are listed in Appendix 1.
 - c) Musicology can also be taken as a minor subject (35 CP) in combination with another major subject (113 CP). The required modules and affiliated courses are listed in Appendix 1.

- (3) Generally, subjects studied in Bachelor's degree programmes may be freely combined, provided that the respective courses are offered. The Bachelor's degree is awarded, in accordance with the regulations, to those who have passed the prescribed examination components in both major subjects and in the cross-disciplinary skills and who have completed the Bachelor's thesis. Graduation in only one major subject does not entitle students to a Bachelor's degree. The final examinations in both subjects, and, where applicable, the final interdisciplinary skills examinations must be taken within an 8-month period; if this deadline is missed, examination components not yet completed will be graded as "failed" (5.0), unless the student is not responsible for exceeding the deadline. If the final examination components, as outlined in clause 4, are completed in the fourth academic semester or earlier, the final deadline shall 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 the following courses:
- a) In the major subject (75%): Basics or Musical Notation; Composition Theory I or Analysis I; MuSe 1, or MuSE 2 or MuSE 3 (MuSE=Musicology lecture + specialised seminar)
 - b) In the first or second major subject (50%): Basics or Musical Notation; Composition Theory I or Analysis I.
 - c) In the minor subject: Basics or Composition Theory I or Analysis I.
- Successful completion of either course requires sitting a written examination lasting between 60 and 180 minutes, or completion of a term paper, which must be graded "sufficient" (4.0) or better.
- (6) If the orientation examination is not passed or is considered not to have been passed, it is possible to retake it once during the subsequent 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 a preliminary component of the Bachelor's examination.
- (8) Admission to the major (75%) and first and second major (50%) tracks of the Bachelor's degree programme in Musicology requires proficiency in Latin, English, and one other modern foreign language. Admission to the minor in musicology requires proficiency in English and one other modern foreign

language. If proof of the relevant language skills (except for English and French) cannot be furnished by means of certificates, one semester per language will not be counted towards the standard period of study. In total, no more than two semesters may be discounted. Exceptions to this rule may apply to students holding a university entrance qualification obtained abroad and will be handled on a case-by-case basis. Proof of language skills must be submitted by the end of the 5th semester. If candidates miss this deadline, they may not retake the examination component, unless they are not responsible for exceeding the deadline.

- (9) Generally, the language of instruction and examination is German. Lectures and courses and their examination components may also be held in English.

§ 4 Modules, credits and transcript 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 an individual module.
- (3) A distinction is made between
- compulsory modules: must be completed by all students
 - compulsory elective modules: students may select these from a limited subject area
 - elective 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 (=sub-module grades) for the complete module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit corresponds to a student 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 transcript of grades (transcript of records) will be issued at the end of each semester, listing all module and sub-module examinations passed by the student, including the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board of the Faculty of Philosophy is responsible for the organisation of examinations and the tasks required by the examination rules and regulations. It is made up of two professors, a research assistant representative, and a student, who serves in an advisory capacity. The faculty council appoints the chairperson, the deputy, and the other members of the examinations board for a period of two years each. The student member is appointed for one year. The chairperson and the deputy chairperson must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers involved in examinations. The examinations board may delegate these appointments to its chairperson or to another person authorised by the Institute. The board may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further tasks on its chairperson, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.
- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners, and observers are obliged 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 as an integrated part of courses and lectures during the course of study may only be carried out by professors, lecturers, associate professors, or research associates who, on the basis of longstanding teaching experience, have been granted the right to conduct examinations. Research assistants or research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there is not

enough qualified faculty personnel available to conduct examinations.

- (2) Examinations held during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (4) The candidate is permitted to suggest examiners for the Bachelor's thesis. This does not, however, constitute legal entitlement to be examined by a particular examiner.
- (5) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.

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

- (1) Course credits and examination results as well as academic degrees that were obtained through a degree programme at another state or state-recognised higher education institution or college of cooperative education (Berufsakademie) in the Federal Republic of Germany, or through degree programmes at state or state-recognised higher education institutions abroad, will be recognised as long as the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that are replaced. 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) Where agreements and conventions between the Federal Republic of Germany and other states on the equivalence of higher education standards (equivalency agreements) favour students from other states by way of deviation from paragraph 1 and § 29 paragraph 2 clause 5 LHG (Landeshochschulgesetz – State Higher Education Act), the provisions of the equivalency agreements take precedence.

- (5) Examination results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills 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 of the higher education system may not replace more than 50% of the university degree programme. Universities shall specify the details in the examination rules and regulations, in particular the extent to which knowledge and skills gained outside of the higher education system can be recognised and the preconditions that must be fulfilled. The examination rules and regulations may require the completion of a placement test.
- (7) Credits may be awarded for study and examination components completed in the context of continuing education programmes for professionals (Kontaktstudien). When recognising credits acquired through continuing education programmes for professionals for a university degree programme, paragraphs 2 and 5, as well as paragraph 6 clause 1 no. 1 apply accordingly. When recognising knowledge and skills gained outside a university degree programme for continuing education programmes for professionals, paragraph 6 applies accordingly.

§ 8 Unexcused absences, withdrawal, deception and breaches of regulations

- (1) An examination is graded as "failed" (5.0), if a candidate fails to appear and is unable to provide a valid reason for his or her absence, or if the candidate withdraws after the examination has started. The same applies if the candidate fails to complete a written examination by the established deadline, unless the candidate is not at fault for the deadline being exceeded.
- (2) Reasons for withdrawal or absence, in accordance with paragraph 1, must be plausible and must immediately be submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a University-designated physician may be requested. If the reasons stated are accepted, a new examination date will be scheduled. In this case, examination results that are already available will be taken into account.
- (3) When deciding whether the candidate is responsible for exceeding a deadline

for registering for 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 further taking part in the examination by the examiner or examination supervisor, in which case the examination result will be graded as "failed" (5.0). In serious cases, the examinations board may exclude the candidate from all further examinations.
- (5) Within a period of one week, the candidate may request that the decision be validated by the examinations board in accordance with paragraph 4 clauses 1 and 2. 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 examination components completed during the course of study

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

§ 10 Oral examination components completed during the course of study

- (1) In oral examination components, candidates are required to show that they are able to identify interconnections within the examined subject matter, and that they are able to relate specific problems to these interconnections. In addition, candidates should demonstrate that they have adequate fundamental knowledge relating to their academic programme.
- (2) An oral examination lasts between 15 and 30 minutes.

§ 11 Written examination components completed during the course of study

- (1) In written examination components, candidates should demonstrate that they are able to recognise problems relating to their subject and find solution for

them, using subject specific methods with limited time and resources.

- (2) A written examination lasts between 60 and 180 minutes.
- (3) If a written examination component takes the form of a term paper, candidates must assure that they are the author of their work and have used no sources or aids other than those indicated.
- (4) The evaluation period for written examinations should not exceed four weeks.

§ 12 Assessment of examination components

- (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 performance, 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. For modules that require a final module examination, the grade received for the final module examination constitutes the overall grade for this module.
- (3) A subject grade is awarded for each subject (75% major, 50% 1st major subject; 50% 2nd major or minor subject). These subject grades are calculated in accordance with § 19, paragraph 2, using the module grades, which are weighted according to the corresponding number of credits earned.
- (4) Grading for the final module grade, the subject grade, and overall Bachelor's examination grade is as follows:

for an average up to and including 1.5

very good

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

- (5) In accordance with paragraph 4, when calculating final module grades, subject grades and the overall grade for the Bachelor's examination, only the first digit after the decimal point is taken into account, without rounding.
- (6) The Bachelor's examination is passed when all required examination components in both subjects, as well as the cross-disciplinary skills and the Bachelor's thesis, have been graded as "sufficient" (4.0) or better. In accordance with paragraph 4, when calculating the overall grade for the Bachelor's examination, the numerical grades for each subject and the grade for the Bachelor's thesis will be added without rounding, and weighted according to the number of credits earned.
- (7) In addition to the German-system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:

A	top 10 %
B	the following 25%
C	the following 30%
D	the following 25%
E	the following 10%

The grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group, depending on the size of the graduating cohort. 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 of a degree programme comprising musicology as the first or second major subject or as the minor subject will only be granted to those who:
1. are enrolled at Heidelberg University in a Bachelor's degree programme comprising musicology,
 2. have not lost their entitlement to take the final examinations in a Bachelor's degree programme in musicology.
- (2) Certificates proving the following must also be provided for admission to the Bachelor's thesis in musicology:

1. successful completion of the orientation examination
2. successful completion of modules and courses set forth in Appendix 1, comprising
 - a) at least 95 credits if musicology is the major subject (75%),
 - b) at least 65 credits if musicology is the first or second major subject (50%),
 - c) 35 credits earned for the minor in another subject
3. successful completion of the modules in the cross-disciplinary skills segment, comprising 20 credits
4. language skills as specified under § 3 paragraph 8.

§ 14 Bachelor's examination admission procedure

- (1) The application for admission to the examination must be made in writing, and addressed to the chair of the examinations board. The following must be included in the application:
 1. evidence of fulfilment of the admission requirements outlined in § 13 paragraph 1,
 2. a declaration stating whether the candidate has previously failed a Bachelor's examination in a Bachelor's degree programme in musicology, or whether they are currently involved in an examination procedure in such a programme.
- (2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the examination may only be rejected if:
 1. the requirements outlined in § 13 paragraph 1 are not fulfilled, or
 2. the documents set forth in paragraph 1 are incomplete, and have not been completed upon request, or
 3. candidates have failed their final attempt at the Bachelor's examination in a Bachelor's degree programme in musicology or have lost the entitlement to take the final examinations, or
 4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 15 Scope and nature of the examination

- (1) The Bachelor's examination as part of a degree programme comprising musicology as the major subject (75%), first or second major subject (50%) or as the minor subject consists,

1. for the 75% major track in musicology, of successful completion of the relevant compulsory and compulsory elective modules marked accordingly in Appendix 1, including all relevant courses, and the Bachelor's thesis
 2. for the 50% double major track with musicology as the first major subject, of successful completion of the relevant compulsory and compulsory elective modules marked accordingly in Appendix 1, including all relevant courses, and the Bachelor's thesis
 3. for the 50% double major track with musicology as the second major subject, of successful completion of the relevant compulsory and compulsory elective modules marked accordingly in Appendix 1, including all relevant courses
 4. for the musicology minor, of successful completion of the relevant compulsory and compulsory elective modules marked accordingly in Appendix 1, including all relevant courses.
- (2) The examinations referred to in paragraph 1, number 1 are taken as an integrated part of the respective lectures or courses. They may be in written or oral form. The lecturer responsible for a course determines the nature and duration of the examination components. This information is announced at the beginning of the course at the latest.

§ 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 musicology.
- (2) In accordance with § 6 paragraph 1 clause 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 chair 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 chair of the examinations board will ensure that the candidate receives a topic for the Bachelor's thesis in a timely fashion. The candidate is permitted to propose topics; however, this does not constitute entitlement to a particular topic. The chairperson of the examinations board assigns the thesis topic; the date of assignment must be recorded.
- (5) The deadline for submission of the thesis is nine weeks following assignment of the topic. In exceptional cases, the examinations board may extend this

deadline by up to three additional weeks. If the deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded. The topic may only be rejected once, and only within the first two weeks after the date of assignment.

- (6) The topic, task and scope of the Bachelor's thesis must be limited in such a way that the candidate should be able to complete the thesis within the given time frame.
- (7) The Bachelor's thesis may be written in German or English. Other languages may be approved by the examinations board.

§ 17 Submission and assessment of the Bachelor's thesis

- (1) Three copies of the Bachelor's thesis and one digital copy saved in a standard file format must be submitted to the examinations board by the deadline; the date of submission must be recorded. The thesis must contain a summary.
- (2) When submitting the Bachelor's thesis, the candidate must assure in writing that they are the author of their own work and that they 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 should be the supervisor of the thesis. The second examiner will be appointed by the examinations board. The candidate is permitted to propose a second examiner. This does not, however, constitute legal entitlement to examination 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 Passing the examination and overall grade

- (1) The Bachelor's examination in Psychology is passed when all examination components according to § 15 paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) In accordance with § 12 paragraph 3, the module grades will be weighted according to the number of credits earned when calculating the grade for each subject. In accordance with § 12 paragraph 4, the numerical values of all module grades shall be considered without rounding for the calculation of the overall grade.
- (3) When calculating the overall grade, the grades of the compulsory modules will

be weighted by a factor of 1, the grades of the compulsory elective modules by a factor of 1.5, and the grade of the Bachelor's thesis by a factor of 2. Of the 10 compulsory modules specified in Appendix 1, only the best 8 will be taken into account for the final grade if musicology is the major subject (75% track or 1st or 2nd major subject in the 50% track); only the best 6 will be taken into account if musicology is the minor subject (25%).

- (4) The overall grade for the Bachelor's examination is calculated in accordance with § 12 paragraph 6.

§ 19 Retaking an examination and deadlines

- (1) If examinations are not passed, or are considered not to have been passed, they may be retaken once. This includes failed examinations taken at other universities. A second retake is only permitted under exceptional circumstances and only for a maximum of two examination components completed during the course of study. A second retake of the Bachelor's thesis is not permitted.
- (2) It is not permitted to retake an examination component which has been graded as passed.
- (3) Failed examinations must be retaken no later than during the following semester. If the candidate fails to meet this deadline, they will lose their entitlement to take the 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.

§ 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 credit points, as well as the overall grade of the Bachelor's examinations. The diploma will also list the interdisciplinary skills 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 studies of the faculty of the major subject or 1st major subject and by 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 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 studies of the faculty of the major subject or the 1st major subject, respectively, and by 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. On request, and on presentation of proof, a certificate will be issued listing passed examination components and the corresponding grades, the missing examination components required to obtain the Bachelor's degree, and a note indicating that the Bachelor's examination was not passed at the final attempt.

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 accordingly correct the examination results for the affected examination components 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 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.

§ 22 Access to examination documents

After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing and within a period of up to one year after the

examination process. The chair of the examinations board will decide when such access will be given.

§ 23 Coming into force and transitional provisions

1. These examination rules and regulations become effective on the first day of the month following their publication in the President's bulletin (Mitteilungsblatt des Rektors). On that date, it shall supersede the Heidelberg University examination rules and regulations for the Bachelor's degree programme in Musicology of 8 February 2007 (President's bulletin dated 12 February 2007, p. 325), amended on 20 November 2008 (President's bulletin of 28 November 2008, p. 875).
2. Students already enrolled in the Bachelor's degree programme in Musicology at Heidelberg University on the date of entry into force of these examination rules and regulations may apply to continue their studies in accordance with the previous examination rules and regulations for a period of up to 3 years.

Appendix I: Overview of modules and courses of the BA programme

Abbreviations: BaSe – Basic seminar; MuSe – Musicology lecture + specialised seminar; ChoSE – Elective seminar; CP – credits; WCH – Weekly contact hours; CDS – Cross-disciplinary skills

The grades of the modules marked with an asterisk form part of the overall grade of the Bachelor's examination.

a) Musicology major (75%)

Status	Module	Reference	Lectures and Courses	Academic semester	Duration	CP	Assessment
Compulsory	Composition Theory and Ear Training I	BaSe 1.1*	BaSe: Composition Theory and Ear Training I	1st - 3rd	1 sem.	5	defined by examiner
	Composition Theory and Ear Training II	BaSe 1.2*	BaSe: Composition Theory and Ear Training II	2nd - 4th	1 sem.	5	defined by examiner
	Analysis I	BaSe 2.1*	BaSe: Analysis I	1st - 3rd	1 sem.	3	defined by examiner
	Analysis II	BaSe 2.2*	BaSe: Analysis II	2nd - 4th	1 sem.	3	defined by examiner
	Basic Principles and Methods of Musicology	BaSe 3*	BaSe: Basic Principles and Methods of Musicology	1st - 4th	1 sem.	3	defined by examiner
	Notation and Source Studies	BaSe 4*	BaSe: Notation and Source Studies	1st - 4th	1 sem.	3	defined by examiner
	Basic course History of Music I	BaSe 5*	BaSe: Basic course History of Music I	1st - 4th	1 sem.	4	defined by examiner
	Basic course History of Music II	BaSe 6*	BaSe: Basic course History of Music II	1st - 4th	1 sem.	4	defined by examiner

	Basic course History of Music III	BaSe 7*	BaSe: Basic course History of Music III	1st - 4th	1 sem.	4	defined by examiner
	Basic course History of Music IV	BaSe 8*	BaSe: Basic course History of Music IV	1st - 4th	1 sem.	4	defined by examiner
Total						38	
Compulsory Scope: 3 core courses 2 specialisation modules	Early Period until ca. 1650 - as core course	MuSe 1*	Ancient Musical History (Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper Presentation + comprehensive term paper
	- as specialisation module	MuSe 1+*		3rd - 5th	1 - 2 sem.	10	
	ca. 1650 to ca. 1880 - as core course	MuSe 2*	Recent Musical History (Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper Presentation + comprehensive term paper
	- as specialisation module	MuSe 2*		3rd - 5th	1 - 2 sem.	10	
	ca. 1880 until present - as core course	MuSe 3*	Modern Musical History (Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper Presentation + comprehensive term paper
	- as specialisation module	MuSe 3+*		3rd - 5th	1 - 2 sem.	10	
Total						44	
Elective	Advanced module	ChoSe 1	according to demand	1st - 5th	1 sem.	1-2	defined by examiner
	Extension module Musical History	ChoSe 2	Lecture + specialised seminar from MuSe 1, 2, 3 range;	3rd - 5th	1 - 2 sem.	5-10	defined by examiner choice of short presentation / presentation / term paper

A 05-24-1

22-04-13

05-19

Coding reference

Last amended

Edition – Page

	Supplementary module Musical History	ChoSe 3	Specialised seminar from MuSe 1, 2, 3 range;	2nd - 5th	1 sem.	3-8	defined by examiner choice of short presentation / presentation / term paper	
	Career-related module	ChoSe 4	depending on courses offered	3rd - 5th	1 sem.	up to 5	defined by examiner	
	Special lectures and courses	ChoSe 5	depending on courses offered	2nd - 5th	1 sem.	1-6	defined by examiner	
Total							31	

Cross-disciplinary skills	Professional Skills	CDS 1	depending on courses offered	1st - 5th		3-10	defined by examiner	
	Interdisciplinary Competence	CDS 2	depending on courses offered	1st - 5th		2-5	defined by examiner	
	Cross-cultural learning	CSD 3	depending on courses offered	1st - 5th		10	defined by examiner	
	Organisational, pedagogical and social skills	CDS 4	depending on courses offered	1st - 5th		3-6	defined by examiner	
	Subject-related practical skills	CSD 5	depending on courses offered	1st - 5th		2 - 4	defined by examiner	
Total CP	of which 20 CP related to musicology major						20	
Bachelor's Thesis	Bachelor's Thesis		-	6th	9 weeks	12		

b) Musicology, first major subject (50%) and second major subject

Status	Module	Reference	Lectures and Courses	Academic semester	Duration	CP	Assessment
Compulsory	Composition Theory and Ear Training I	BaSe 1.1*	BaSe: Composition Theory and Ear Training I	1st - 3rd	1 sem.	5	defined by examiner
	Composition Theory and Ear Training II	BaSe 1.2*	BaSe: Composition Theory and Ear Training II	2nd - 4th	1 sem.	5	defined by examiner
	Analysis I	BaSe 2.1*	BaSe: Analysis I	1st - 3rd	1 sem.	3	defined by examiner
	Analysis II	BaSe 2.2*	BaSe: Analysis II	2nd - 4th	1 sem.	3	defined by examiner
	Basic Principles and Methods of Musicology	BaSe 3*	BaSe: Basic Principles and Methods of Musicology	1st - 4th	1st sem.	3	defined by examiner
	Notation and Source Studies	BaSe 4*	BaSe: Notation and Source Studies	1st - 4th	1 sem.	3	defined by examiner
	Basic course Musical History I	BaSe 5*	BaSe: Basic course Musical History I	1st - 4th	1 sem.	4	defined by examiner
	Basic course Musical History II	BaSe 6*	BaSe: Basic course Musical History II	1st - 4th	1 sem.	4	defined by examiner
	Basic course Musical History III	BaSe 7*	BaSe: Basic course Musical History III	1st - 4th	1 sem.	4	defined by examiner
	Basic course Musical History IV	BaSe 8*	BaSe: Basic course Musical History IV	1st - 4th	1 sem.	4	defined by examiner
Total						38	

Compulsory elective Scope: 2 core courses 1 specialisation module	Early Period until ca. 1650		Ancient Musical History				
	- as core course	MuSe 1*	(Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper
	- as specialisation module	MuSe 1+*		3rd - 5th	1 - 2 sem.	10	Presentation + comprehensive term paper
	ca. 1650 to ca. 1880		Recent Musical History				
	- as core course	MuSe 2*	(Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper
	- as specialisation module	MuSe 2*		3rd - 5th	1 - 2 sem.	10	Presentation + comprehensive term paper
	ca. 1880 until present		Modern Musical History				
	- as core course	MuSe 3*	(Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper
	- as specialisation module	MuSe 3+*		3rd - 5th	1 - 2 sem.	10	Presentation + comprehensive term paper
Total						26	
Elective	Advanced module	ChoSe 1	according to demand	1st - 5th	1 sem.	1-2	defined by examiner
	Extension module Musical History	ChoSe 2	Lecture + specialised seminar from MuSe 1, 2, 3 range;	3rd - 5th	1 - 2 sem.	5-10	defined by examiner choice of short presentation / presentation / term paper
	Supplementary module Musical History	ChoSe 3	Specialised seminar from MuSe 1, 2, 3 range;	2nd - 5th	1 sem.	3-8	defined by examiner choice of short presentation / presentation / term

A 05-24-1

22-04-13

05-22

Coding reference

Last amended

Edition – Page

							paper	
	Career-related module	ChoSe 4	depending on courses offered	3rd - 5th	1 sem.	up to 5	defined by examiner	
	Special lectures and courses	ChoSe 5	depending on courses offered	2nd - 5th	1 sem.	1-6	defined by examiner	
Total							10	
Cross-disciplinary skills	Professional Skills	CDS 1	depending on courses offered	1st - 5th		3-10	defined by examiner	
	Interdisciplinary Competence	CDS 2	depending on courses offered	1st - 5th		2-5	defined by examiner	
	Cross-cultural learning	CSD 3	depending on courses offered	1st - 5th		10	defined by examiner	
	Organisational, pedagogical and social skills:	CDS 4	depending on courses offered	1st - 5th		3-6	defined by examiner	
	Subject-related practical skills	CSD 5	depending on courses offered	1st - 5th		2 - 4	defined by examiner	
Total CP	of which 10 CP related to musicology major						20	
Bachelor's Thesis	Bachelor's Thesis		-	6th	9 weeks	12		

c) Musicology as minor subject (25%)

Status	Module	Reference	Lectures and Courses	Academic semester	Duration	CP	Assessment
Compulsory	Composition Theory and Ear Training I	BaSe 1.1*	BaSe: Composition Theory and Ear Training I	1st - 4th	1 sem.	5	defined by examiner

	Analysis I	BaSe 2.1*	BaSe: Analysis I	1st - 4th	1 sem.	3	defined by examiner
	Basic Principles and Methods of Musicology	BaSe 3*	BaSe: Basic Principles and Methods of Musicology	1st - 4th	1 sem.	3	defined by examiner
	Basic course Musical History I	BaSe 5*	BaSe: Basic course Musical History I	1st - 4th	1 sem.	4	defined by examiner
	Basic course Musical History II	BaSe 6*	BaSe: Basic course Musical History II	1st - 4th	1 sem.	4	defined by examiner
	Basic course Musical History III	BaSe 7*	BaSe: Basic course Musical History III	1st - 4th	1 sem.	4	defined by examiner
	Basic course Musical History IV	BaSe 8*	BaSe: Basic course Musical History IV	1st - 4th	1 sem.	4	defined by examiner
Compulsory elective or elective	Core course: Early Period until ca. 1650	MuSe 1*	Ancient Musical History (Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper
	Core course: ca. 1650 to ca. 1880	MuSe 2*	Recent Musical History (Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper
	Core course: ca. 1880 until present	MuSe 3*	Modern Musical History (Lecture + specialised seminar)	1st - 5th	1 - 2 sem.	8	Presentation + term paper
Total						35	

Appendix II: Cross-Disciplinary Skills for the B.A. programme in Musicology, first and second major subject

Preamble

In accordance with the Senate decision of 19 July 2005, all future Bachelor's degree programmes must include 20 credits in cross-disciplinary skills, 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 credit points that may be chosen from the various degree programmes may be found in the appendix to the examination 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 skills component are indicated in the course catalogue or module handbooks. The goals of the qualifications and skills 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 the 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 skills component in the following four areas: professional qualification (I), interdisciplinary competence (II), interculturality (III), organisational, pedagogical, and social competence (IV): Students of the Bachelor's degree programme in musicology (first and second major) must complete courses totalling 10 credits.

I. Professional qualification (primarily intradisciplinary):

1. Work placement: up to **10 CP**; course performance will be assessed on the basis of a detailed placement 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, preparation and follow-up, 1 CP: course performance, protocol, thesis, or equivalent 1 CP

III. Interculturality:

1. Period of study at a university abroad: successful completion of a successful period of study at a university abroad with proof of at least 15 CP or ECTS credits obtained in one or both subjects studied, and submission of a detailed report along with an evaluation by a supervising professor or a transcript: **up to an additional 5 CP** can be awarded for the acquisition of intercultural skills.
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 CDS course segment may be recognised for the additional language. This does not apply to languages that have already been certified by means the university entrance qualification, and languages that were used to extend the standard period of study.

IV. Organisational, pedagogical and social competencies:

Participation in courses offered across different degree programmes, 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**: CP will be awarded based on the actual workload.

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