

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung der Universität Heidelberg für den Bachelor-Studiengang Economics (Politische Ökonomik)" of 7 August 2006 (published in the President's bulletin [Mitteilungsblatt des Rektors] dated 27 September 2006, p. 985) and last amended on 15 May 2015 (President's bulletin dated 26 June 2016) has legal validity.

## Heidelberg University Examination Rules and Regulations for the Bachelor's degree programme in Economics

dated 7 August 2006

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## Section I: General provisions

### § 1 Purpose of the academic programme and examination

- (1) The Bachelor's degree programme in Economics conveys the knowledge required to carry out empirically founded analyses of the leadership and administrative structures in the economy and in society based on relevant theories. The complexity of these structures is reflected in the conceptualisation of the degree programme with its very close connections between findings in Economics and approaches to explanations from neighbouring disciplines in social sciences. 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 basics of Economics, have an overview of the interrelationships between the individual disciplines, and have acquired the necessary fundamental skills, both methodological and practical, to enter a profession.
- (3) The admission regulations for the Bachelor's degree programme in Economics describe the prerequisites for admission to this academic programme.

### § 2 Bachelor's degree

Heidelberg University, represented by the Faculty of Economics and Social Sciences, awards the academic degree of "Bachelor of Science" (abbreviated to "B.Sc.") to those who have passed the Bachelor's examination. In case the programme has a major subject with a 50% weighting or a minor subject with a 25% weighting, the academic degree will be awarded as regulated by the (first) major subject. This will also be the subject, in which the Bachelor's thesis is written.

### § 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) Admission as a part-time student to the B.SC. degree programme in Economics as a major subject with a 100% weighting is possible for those who hold a job with more than 15 hours of work per week, who take care of at least one child living in the same household or who can provide similar reasons of equal value for part-time studies. Corresponding proof must be provided. Further details are set forth in the most recent amendment of the regulations on part-time study at Heidelberg University (Regulations for Part-Time Study

(TeilzeitO)). Admission to part-time study extends the standard period of study and the deadlines for taking examinations for the first time according to the stipulations of the regulations on part-time study. With regard to the processing time for written examinations, § 4 paragraph 3 of the Regulations for Part-Time study (TeilzeitO) must be considered. The modules that need to be passed are listed in Annex 3.

- (2) The Bachelor's programme is a modular programme and consists of either
- a major subject with a 100% weighting and a total of 180 CP (including cross-disciplinary skills amounting to 20 CP and the Bachelor's thesis worth 12 CP)
- or
- a major subject with a 50% weighting with 74 CP from subject-related studies (either as a subject option or as a Teaching Degree option) in combination with subject-related studies of a second subject also amounting to 74 CP. Additionally, the programme consists of cross-disciplinary skills amounting to 20 CP (of which 10 CP must be obtained according to Annex 5/2a when choosing the subject option; of which 20 CP must be obtained according to the framework regulations for the Teaching Degree option, cf. Annex 5/2b) and a Bachelor's thesis worth 12 CP
- or
- a minor subject amounting to 35 CP in combination with a different major subject amounting to 113 CP.

The modules that must be passed for the major subject with a 100% weighting are listed in Annex 1.

The modules that must be passed for the major subject with a 50% weighting are listed in Annex 4.

The modules that must be passed for the minor subject with a 25% weighting are listed in Annex 2."

- (2a) When choosing the Teaching Degree option for later orientation of the Bachelor's degree programme towards a Master of Education which leads to a teaching position at secondary (grammar) schools (Gymnasien) in Germany, the student must choose to study two subjects with a weighting of 50% each. In this case, the present examination rules and regulations for studying a major subject with a 50% weighting as well as the "Framework regulations for the Teaching Degree option in Bachelor's programmes at Heidelberg University" have to be considered.

Students planning to pursue a Master's degree should keep in mind the admission requirements for the respective degree programmes when selecting from the different module options for their Bachelor's programme (see Annex 4) and/or courses from the range of cross-disciplinary skills (Übergreifende Kompetenzen - ÜK) (see Annex 5).

The major subject with a 50% weighting only enables students to continue pursuing a Master's degree in Economics at Heidelberg University, if they have obtained a minimum of 74 CP within the subject area of Economics (including possible extra credits in Economics) or with a Bachelor's thesis that can be attributed to the subject area of Economics. Further details are set forth in the

corresponding admission regulations for the Master's degree programme in Economics.

- (3) In principle, the major in Economics with a 50% weighting may be combined freely with any other major subject with a 50% weighting, provided that the subject in question is part of the programmes offered and that no restrictions according to paragraph 2a need to be considered. In principle, the minor in Economics with a 25% weighting may be combined freely with any major subject with a 75% weighting, provided that the subject in question is part of the programmes offered. §5 sets forth the competent examinations board for the present examination rules and regulations. The said examinations board may stipulate restrictions with regard to the possible combination of Bachelor's degree programmes. 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 cross-disciplinary skills and have completed their Bachelor's thesis. Completion of only one major subject does not entitle students to a Bachelor's degree.
- (3a) In accordance with § 20, the examinations board for the subject in which the thesis is written, is responsible for verifying adherence to the regulations set forth in § 3, and for issuing the diploma and degree certificate.
- (4) An orientation examination must be taken no later than at the end of the second semester. It is an integral part of the course and consists of successful participation in the course "Introduction to Economics". Successful participation in the course requires sitting a 120-minute written exam, which must be graded "sufficient" (4.0) or better. This also applies to students of the minor subject.
- (5) The orientation examination is an early component of the Bachelor's examination. If the orientation examination is not passed or is considered not to have been passed, it is possible to retake it 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.
- (6) Generally, the language of instruction and examinations is German. Lectures and examinations can also be held in English.

#### **§ 4 Modules, credits and list of grades**

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. 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 is regarded as individual module.

- (3) A distinction is made between
- compulsory modules: must be completed by all students
  - compulsory elective modules: students may choose freely from the compulsory courses and lectures attributed to the module.
  - 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 better (=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 workload of 30 hours.
- (6) 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 is responsible for examination organisation and the tasks prescribed in these examination rules and regulations. It is made up of three professors or lecturers, a representative of the research assistants, 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 their 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 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) Examinations board members have the right to attend examinations.
- (6) Members of the examinations board, examiners, and observers are obligated to maintain professional confidentiality. Those who are not civil servants are sworn to secrecy by the chairperson.

- (7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

## § 6 Examiners

- (1) In general, examinations which are not completed during the course of study may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to examine due to longstanding teaching experience. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances, when there is not enough qualified faculty available to conduct examinations.
- (2) The candidate may suggest an examiner for the Bachelor's thesis. This does not, however, constitute a legal entitlement to be examined by a certain examiner.
- (3) The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.
- (4) Examinations held during the course of study are usually conducted by the teacher of the respective course.

## § 7 Recognition of course credits, examination results

- (1) Course credits and examination results, as well as academic degrees obtained in degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised as long as there is no significant difference concerning the skills acquired, courses taken and degree obtained in the programme. Recognition enables the academic programme to be continued and examinations to be taken. Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme.
- (2) It is the applicant's responsibility to provide all information and documents necessary for achievements to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (3) 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, clause 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), the rules and regulations in the



Equivalency Agreement take precedence.

- (4) Course credits and examination results have to be assessed based on a CP-system. Grades – provided that the grading systems are similar – must be transferred and used when calculating the overall grade in accordance with these examination rules and regulations. If grading systems are not comparable, examination prerequisites and results are graded as a "pass". This recognition can be indicated in the diploma.
- (5) Qualifications not gained in university degree programmes are recognised according to § 32 of the Act on Higher Education of the Land of Baden-Württemberg (LHG) provided that they adequately replace skills as defined in the Module Handbook.

## **§ 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 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 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. In this case, 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 registering 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 candidates disrupt the proper course of the examination, they may be excluded from taking further part in the examination by the examiner or examination supervisor, in which case the examination result will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, clauses 1 and 2, within a period of 7 days, the candidate may request that the decision be validated by the examinations board. The candidate must be informed of negative decisions immediately

and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

## **§ 9 Types of examinations completed during the course of study**

- (1) Examinations completed during the course of study are:
  1. oral examinations
  2. written examinations (electronically, where applicable).
- (2) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed in the Module Handbook, 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 prove that they are able to identify connections within the examination subject matter, and relate specific problems to these interconnections. Additionally, the purpose of the oral examination is to assess whether the candidate has adequate basic knowledge of the field of study.
- (2) An oral examination lasts between 10 and 60 minutes.
- (3) In written examination components, candidates should show that they are able to recognise problems relating to their subject and find solutions for them, using subject-specific methods with limited time and resources.
- (4) A written examination lasts between 60 and 240 minutes. Multiple choice questions are permitted.
- (5) Multiple choice questions are generally set by the lecturer responsible for a lecture or course, as determined by the examinations board. The examination questions must correspond to the knowledge imparted in the lecture or course, and must provide reliable examination results. Before assessing the examination results, the responsible person, as determined in clause 1, must ensure that the questions for the examination correspond with clause 2. If the examiner finds that individual examination questions are incorrect, these questions must not be considered when assessing the examination results. In such a case, the total number of questions is reduced and the assessment is based on the reduced number of questions. Reducing the number of examination questions must not have negative consequences for the candidates.

An examination carried out as a multiple choice examination is considered to



be passed, when at least 50 % of the questions were answered correctly, or when the number of questions a candidate answered correctly is not more than 22 % lower than the average examination results of all candidates. (non-referenced grading).

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

Percentage correct                      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

- (6) 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.
- (7) The evaluation period for written examinations should not exceed four weeks.

## § 11 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 corresponds to the average requirements;
4 = sufficient	= a performance which, despite deficiencies, still meets the requirements;
5 = failed	= a performance which does not meet the requirements due to considerable deficiencies.

For more detailed assessment of examination results, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades above 4.0 may not be used.

- (2) The final module grade is calculated on the basis of the unrounded values of module examination components corresponding to the number of credits.
- (3) For the minor subject, a subject grade shall be calculated in accordance with § 17 paragraph 2.
- (4) Final module grades and the overall Bachelor's examination grade are:
- |   |              |
|---|--------------|
| 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 3, only the first decimal after the point is taken into account when calculating final module grades, subject grades and the overall Bachelor's examination grade. The other decimals are dropped without rounding.
- (6) The Bachelor's examination is passed when all examination components have been graded as "sufficient" (4.0) or better. Calculating the overall grade for the Bachelor's examination shall be done in accordance with § 17 paragraph 2.
- (7) In addition to the German-style grades, students who have passed the examination components will also be awarded a relative grade according to the following scale:

A	the 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. The ECTS grade is a mandatory supplement for degree certificates.

## Section II: Bachelor's examination

### § 12 Bachelor's examination admission requirements

In order to gain admission to the Bachelor's examination in the academic programme in Economics, candidates must:

1. be enrolled in the Bachelor's degree programme in Economics at Heidelberg University;
2. not have lost their entitlement to take the final exams in the Bachelor's degree programme in Economics or in any other degree programme in Economics.

### § 13 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 enclosed with the application:
  1. evidence of fulfilment of the admission requirements in accordance with § 12,
  2. a declaration from the candidate, stating whether they have previously failed a Bachelor's examination in the Bachelor's programme in Economics, or whether they are currently involved in 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 § 12, or
  2. documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
  3. the candidate has failed their final attempt of the Bachelor's examination in the degree programme in Economics or has lost their entitlement to take the final examination in this degree programme Economics or any other degree programme in Economics, or
  4. are currently involved in an examination procedure in such a programme.

### § 14 Scope and nature of the Bachelor's examination

- (1) The Bachelor's examination consists of:
  1. successful participation in the modules listed in Annex 1 (major subject with a 100% weighting or Annex 4 (major subject 50% weighting) or Annex 2 (minor subject with a 25% weighting) and the lectures and courses corresponding to these modules.

2. the Bachelor's thesis (only for the major subject with a 100% weighting or the major subject with a 50% weighting).”
- (2) The examinations referred to in paragraph 1, no. 1 are taken as an integrated part of their respective lectures or courses and usually are taken as a written examination. The lecturer responsible for a lecture or course determines the nature and duration of the integrated examinations and provides this information no later than the beginning of the lecture or course.

## § 15 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 Economics.
- (2) In accordance with § 6 paragraph 1 clause 1, the Bachelor's thesis may be assigned and supervised by any authorised examiner.
- (3) Writing the Bachelor's thesis may only be started once the modules PÖ 2a and PÖ 3a, listed in the curriculum for the Bachelor's degree programme in Economics according to Annex 1 or Annex 4, have been completed. The candidate shall start writing the Bachelor's thesis, once they have completed the modules allocated to the 5th semester as listed in the curriculum for the Bachelor's degree programme in Economics according to Annex 1 or Annex 4.
- (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 chair of the examinations board assigns the thesis topic; the date of assignment must be recorded.
- (5) The period when a topic is assigned to handing in the final thesis is 8 weeks. In exceptional cases, the examinations board may grant an extension of this period by up to 2 weeks, or for part-time students by up to 8 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.

- (8) A Bachelor's thesis graded "insufficient" may be repeated once.

### **§ 16 Submission and assessment of Bachelor's thesis**

- (1) One written copy and one digital copy of the Bachelor's thesis must be submitted to the examinations board before the established deadline; the submission date must be recorded. The thesis must contain a summary.
- (2) When submitting a Bachelor's thesis, candidates must certify in writing that they are the authors of their work and have used no sources or aids other than those indicated.
- (3) The supervisor will assess the Bachelor's thesis. Upon the candidate's request, the examinations board shall appoint a second examiner according to § 6 paragraph 1 clause 1. In the case of divergent assessments, the examinations board shall decide on the final assessment of the Bachelor's thesis. The evaluation period should not exceed six weeks.

### **§ 17 Passing the examination and overall grade**

- (1) The Bachelor's examination is passed when all examination components according to § 14 paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) When calculating the subject grade, and in accordance with § 11 paragraph 4, the module grades will be weighted according to the number of credits earned. In accordance with § 11 paragraph 5, the numerical values of the module grades, before rounding, will be used for this calculation.
- (3) When calculating the Bachelor's grade for the major subject, the module grades for the modules PÖ 1d and PÖ 2d stated in the curriculum for the Bachelor's degree programme in Economics according to Annex 1 or Annex 2 or Annex 3 or Annex 4 shall not be considered in accordance with § 11 paragraph 4.

### **§ 18 Retaking an examination and deadlines**

- (1) If examination components in compulsory modules are not passed or are considered not to have been passed, they may be retaken once. This includes failed examinations at other universities. For the major subject with a 100% weighting, a second retake is permissible for a maximum of 4 individual examination components in compulsory modules. For the major subject with a 50% weighting and the minor subject with a 25% weighting, a second retake is permissible for a maximum of 2 individual examination components in compulsory modules.
- (2) Retaking an examination that has been graded as passed is not permitted.

Passed examination results obtained in the elective modules PÖ 2d; PÖ 4d and PÖ 1e will be assessed in their chronological order of obtainment. Passed examination results obtained in the elective modules PÖ 3d or in the elective modules PÖ 2d, PÖ 4d and PK 1e will be assessed in their chronological order of obtainment. It is only possible to choose and to attend lectures and courses from the module PÖ 1e after the examinations in subjects related to Economics from module PÖ 4d have been passed. This also applies to the recognition of course credits and examination results according to §7.

- (3) For the major subject with a 100% weighting, the following applies: If examination components allocated to the module PÖ 4d are failed, the candidate may try to retake the necessary examination components for this module provided that the total number of failed examination components does not surpass 12. Failing the 13<sup>th</sup> attempt at an examination component within the module PÖ 4d is considered equal to failing the Bachelor's examination and leads to expulsion from the academic programme. When subject examinations with relation to Economics are taken as part of the module PÖ 1e, the candidate may try to retake the necessary examination components with relation to Economics for this module provided that the total number of failed examination components with relation to Economics does not surpass 4. Failing the fifth attempt at an examination component with relation to Economics within the module PÖ 1e is considered equal to failing the Bachelor's examination and leads to expulsion from the academic programme. For the major subject with a 50% weighting, the following applies: If examination components allocated to the module PÖ 3e, the candidate may try to retake the necessary examination components in this module provided that the total number of failed examination components does not surpass 3. Failing the fourth attempt at an examination component within the module PÖ 3e is considered equal to failing the Bachelor's examination and leads to expulsion from the academic programme. A third retake of an examination component allocated to the module PÖ 3e is not permissible. When a candidate chooses "Fundamentals of Business Management" instead of "Corporate Governance" as part of the module PÖ 3b in the Teaching Degree option, the candidate's previously failed attempts will be taken into consideration.

The following applies to the major subject with a 50% weighting and to the minor subject with a 25% weighting: If examination components allocated to the module PÖ 4d, the candidate may try to retake the necessary examination components in this module provided that the total number of failed examination components does not surpass 4. Failing the fifth attempt at an examination component within the module PÖ 4d is considered equal to failing the Bachelor's examination and leads to expulsion from the academic programme.

- (4) If a compulsory module is failed on the final attempt, the candidate will be excluded from the academic programme.
- (5) Not submitting a seminar paper or not taking an examination component required for a seminar within the field of Economics, after the candidate has bindingly enrolled for the seminar, shall be considered as a failed examination



component according to § 18 paragraph 3. Seminar paper topics have to be announced by suitable means at least one week prior to the final topic allocation.

## § 19 Extra Credits

- (1) Upon request to the examinations board, the diploma may reflect a maximum of 18 ECTS credits as extra credits.
- (2) Extra credits according to section 1 must be examination components obtained at the Alfred Weber Institute (AWI), which in principle are allocated to the modules PÖ 3e or PÖ 4d respectively.
- (3) Upon completion of module PÖ 3e, extra credits for other courses and examinations related to this module can be obtained. The candidate may request that these courses and examinations be stated as extra credits according to § 19 paragraph 1 and § 19 paragraph 2. After passing the module PÖ 4d, extra credits for other courses and examinations related to this module can be obtained at the AWI. It is the candidate's decision as to whether these courses and examinations are stated as Extra Credits according to § 19 paragraph 1 and § 19 paragraph 2 or whether these examination results are applied to courses and examinations as required for the Module Political Economics 1e. Where the candidate chooses the second option, the provisions according to the respective module description shall apply. The candidate must make their choice prior to taking the said courses and examinations. A retroactive application of these examination results to the module PÖ 1e is not permissible.
- (4) It is not possible to obtain extra credits in accordance with § 19 paragraph 1 after the Bachelor's examination according to § 17 paragraph 1 has been passed.

## § 20 Bachelor's diploma and certificate

- (1) After passing the Bachelor's examination, a diploma will be issued within four weeks. It states individual modules and grades (grades in accordance with § 11 paragraph 4 and numerical value), the corresponding credits, and the overall grade for the Bachelor's examination. The diploma is dated with the day of the last examination component. It must be signed by the chair of the examinations board for the Bachelor's degree programme in Economics. For the major subject with a 50% weighting, the modules and examination results for each subject will be listed.
- (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 Bachelor's certificate is issued with the diploma, bearing the same date. It certifies the conferment of the academic degree "Bachelor of Science". The dean of the Faculty of Economics and Social Sciences and the chair of the examinations board for the Economics degree programme sign the Bachelor's diploma. The Bachelor's diploma also bears the faculty seal.
- (4) If the Bachelor's examination is failed at the final attempt or is considered not to have been passed, the chair of the examinations board will issue a written notification, providing information on the procedure for appeal. A certificate will be issued upon request, and upon presentation of documentation of proof, listing passed examinations and their grades, missing examinations required for obtaining the Bachelor's degree, and a statement that, on the final attempt, the Bachelor's examination has not been passed.

### Section III: Final provisions

#### § 21 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may, accordingly, correct the examination results that were affected by the cheating and may declare the examination to be failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to deceive and this is not discovered until after the diploma has been issued, the passed examination will be considered to compensate for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) Before a decision is made, the candidate will be given the opportunity to provide an explanation.
- (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. In accordance with paragraph 1 and paragraph 2 clause 2, a decision may not be taken more than five years after 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**

These examination rules and regulations come into force on 1 October 2006.

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**Appendix 1: Study guide for the B.Sc. Economics (Political Economics) major (100%)**

The Bachelor's degree programme in Economics conveys the knowledge required to carry out empirically founded analyses of the leadership and administrative structures in the economy and in society based on relevant theories. The complexity of these structures is reflected in the conceptualisation of the degree programme with its very close connections between findings in Economics and approaches to explanations from neighbouring disciplines in social sciences.

PÖ1a Introduction to Macroeconomics* CM 8 ECTS	PÖ1c Fundamentals of Mathematics CM 10 ECTS		PÖ1d Vocational skills I CEM 6 ECTS	PÖ1e Interdisciplinary perspectives EM 34 ECTS	<b>1</b>	Winter semester 30 ECTS
PÖ2a Microeconomics CM 8 ECTS	PÖ2b Game theory CM 6 ECTS	PÖ2c Economic and social statistics CM 6 ECTS	PÖ2d Vocational skills II CEM 14 ECTS		<b>2</b>	Summer semester 30 ECTS
PÖ3a Macroeconomics CM 8 ECTS	PÖ3b Corporate Governance CM 8 ECTS	PÖ3c General statistical Methodology CM 6 ECTS			<b>3</b>	Winter semester 30 ECTS
PÖ4a Economic policies CM 6 ECTS	PÖ4b Finance CM 6 ECTS	PÖ4c Empirical economic research CM 6 ECTS			<b>4</b>	Summer semester 30 ECTS
PÖ4d Specialised module Economics CM 36 ECTS					<b>5</b>	Winter semester 30 ECTS
PÖ6a Bachelor's thesis CM 12 ECTS					<b>6</b>	Summer semester 30 ECTS

\* Orientation examination

CEM = Compulsory elective module

EM = Elective module

CM = Compulsory module

Compulsory modules Economics

90 ECTS

Vocational Skills

20 ECTS

Total workload

Elective modules Economics

36 ECTS

Interdisciplinary perspectives

34 ECTS

180 ECTS

## Appendix 2: Study guide for the B.Sc. Economics (Political Economics) minor (25%)

PÖ1a Introduction to Macroeconomics* CM 7 ECTS	1	Winter semester 7 ECTS
PÖ2a Microeconomics  CM 8 ECTS	2	Summer semester 8 ECTS
PÖ3a Macroeconomics  CM 8 ECTS	3	Winter semester 8 ECTS
PÖ4d Specialised module Economics CM 12 ECTS	4	Summer semester 0-12 ECTS
	5	Winter semester 0-12 ECTS
	6	Summer semester 0-12 ECTS

\*Orientation examination    CM = Compulsory module    EM = Elective module

Compulsory modules Economics	23 ECTS
Elective modules Economics	12 ECTS

Total workload  
35 ECTS

**Appendix 3: Study guide for the B.Sc. Economics (Political Economics) major (100%) part-time**

The Bachelor's degree programme in Economics conveys the knowledge required to carry out empirically founded analyses of the leadership and administrative structures in the economy and in society based on relevant theories. The complexity of these structures is reflected in the conceptualisation of the degree programme with its very close connections between findings in Economics and approaches to explanations from neighbouring disciplines in social sciences.

Winter semester		Summer semester					
PÖ1a Introduction to Macroeconomics* CM 8 ECTS	PÖ1d Vocational skills I CEM 3 ECTS	PÖ1e Interdisciplinary perspectives EM 34 ECTS	PÖ1d Vocational skills I CEM 3 ECTS	PÖ2c Economic and social statistics CM 6 ECTS	<b>1</b> academic year max. 36 ECTS		
	PÖ2d Vocational skills II CEM 3,5 ECTS		PÖ2d Vocational skills II CEM 3,5 ECTS		<b>2</b> academic year max. 36 ECTS		
PÖ3a Macroeconomics CM 8 ECTS	PÖ3c General statistical methodology CM 6 ECTS		PÖ4a Economic policies CM 6 ECTS	PÖ4c Empirical economic research CM 6 ECTS	<b>3</b> academic year max. 36 ECTS		
PÖ3b Corporate Governance CM 8 ECTS	PÖ2d Vocational skills II CEM 3,5 ECTS		PÖ2d Vocational skills II CEM 3,5 ECTS	PÖ4b Finance CM 6 ECTS	<b>4</b> academic year max. 36 ECTS		
PÖ4d Specialised module Economics				PÖ6a Bachelor's thesis		<b>5</b> academic year max. 36 ECTS	
						<b>6</b> academic year max. 36 ECTS	

\* Orientation examination

CEM = Compulsory elective module

EM = Elective module

CM = Compulsory module

Compulsory modules Economics

90 ECTS

Vocational Skills

20 ECTS

Total workload

Elective modules Economics

36 ECTS

Interdisciplinary perspectives

34 ECTS

180 ECTS



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**Annex 4: Study guide for the B.Sc. Economics (Political Economics) major (50%)**

PÖ1a Introduction to Macroeconomics <sup>1</sup> CM 7 ECTS	PÖ1c Fundamentals of Mathematics CM 10 ECTS	PÖ1d Vocational skills I <sup>2</sup> CEM 3 ECTS	<b>1</b> Winter semester as part of the major subject 17 ECTS
PÖ2a Microeconomics  CM 8 ECTS	PÖ2c Economic and social statistics CM 6 ECTS	PÖ2d Vocational Skills II <sup>2</sup>  CM 7 ECTS	<b>2</b> Summer semester as part of the major subject 14 ECTS
PÖ3a Macroeconomics  CM 8 ECTS	PÖ3d Accounting and Controlling CM 3 ECTS	PÖ3e compulsory elective module Macroeconomics <sup>3</sup> CEM 12 ECTS	<b>3</b> Winter semester as part of the major subject 11-17 ECTS
PÖ3b Corporate Governance <sup>4</sup>  CM 8 ECTS	PÖ4d Specialised module Economics CM 12 ECTS		<b>4</b> Summer semester as part of the major subject 6-12 ECTS
PÖ6a Bachelor's thesis  CM 12 ECTS		PÖ4d Specialised module Economics CM 12 ECTS	<b>5</b> Winter semester as part of the major subject 14 ECTS
PÖ6a Bachelor's thesis  CM 12 ECTS		PÖ4d Specialised module Economics CM 12 ECTS	<b>6</b> Summer semester as part of the major subject 6 ECTS

<sup>1</sup> Orientation examination <sup>2</sup> For the Teaching Degree option refer to appendix 5/2b <sup>3</sup> In this module, you are required to chose two among the following courses: Economic policies, Finance, Game theory, General statistical methodology and Empirical economic research

<sup>4</sup> For the Teaching Degree option, you can also pick Fundamentals of Business Administration.

CM = Compulsory module CEM = Compulsory elective module EM = Elective module

	Compulsory modules Economics	62 ECTS		Vocational Skills	10 ECTS <sup>2</sup>
	Elective modules Economics	12 ECTS		Bachelor's thesis	12 ECTS
Total credits as part of the major subject		74 ECTS			

## Attachment 5 Interdisciplinary Skills

### 1) Major at 100%

The interdisciplinary skills for a total of 20 CP/ECTS are made of a compulsory module (PÖ1d: vocational skills I awarding 6 CP/ECTS, and a compulsory elective module (PÖ2d: vocational skills II) awarding 14 CP/ECTS. Detailed information on the options offered, the corresponding course content, and the skills promoted can be found in the related module descriptions of the module handbook for the Bachelor's degree programme in Political Economics.

### 2) Major at 50%

#### a) Options within this subject

The interdisciplinary skills amounting to 10 CP consist of a compulsory module (PÖ1d: vocational skills I awarding 3 CP, and a compulsory elective module (2d: vocational skills II) awarding 7 CP/ECTS). Detailed information on the corresponding course content, and the skills promoted can be found in the related module descriptions of the module handbook for the Bachelor's degree programme in Political Economics.

#### b) Teaching Degree option:

When choosing the teaching degree option with a major subject share of 50% for a later orientation of the Bachelor's degree programme towards a Master of Education leading to a teaching position at higher secondary (grammar) schools (Gymnasien) in Germany, the student must already develop skills related to the teaching position as part of the Bachelor's programme. These comprise a total of 20 CP within the interdisciplinary skills, which can be recognised across subjects/separately (cf. Framework regulations for the Teaching Degree option in Bachelor's degree programmes at Heidelberg University of 17 Dec 2014). For the Teaching Degree option, the 20 CP consist of the following:

Semester 2 - Introduction to School Pedagogy/Pedagogical Psychology (6 CPs)

Semester 3 - Vocational internship (3 weeks) in a school (3 CPs)  
- Specialised didactics in subject 1 (2 CPs)

Semester 4 - Vocational internship (3 weeks) in an educational institution (3 CPs)  
- or in a school (3 CPs)  
- Specialised didactics in subject 2 (2 CPs)

Semester 6 - Basics of Education Studies (4 CPs)

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dated 14 July 2011, page 647), on 12 December 2013 (President's bulletin dated 17 December 2013, page 825), and on 15 May 2015 (President's bulletin dated 26 June 2016).

With the changes dated 17 Feb 2009, the degree programme was renamed to Bachelor's degree programme Political Economics (Politische Ökonomik), effective as of the Winter semester 2009/10.