

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 Soziologie”, dated 16 December 2010 (published in the President’s bulletin [Mitteilungsblatt des Rektors] of 14 January 2011, p. 53), last amended on 12 December 2013 (President’s bulletin [Mitteilungsblatt des Rektors] of 17 December 2013, p. 819) has legal validity.

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

dated 16 December 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
- § 8 Unexcused absence, 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

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 Soziologie”, dated 16 December 2010 (published in the President’s bulletin [Mitteilungsblatt des Rektors] of 14 January 2011, p. 53), last amended on 12 December 2013 (President’s bulletin [Mitteilungsblatt des Rektors] of 17 December 2013, p. 819) has legal validity.

Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Bachelor's degree programme in Sociology provides students with a sound theoretical and empirical grounding in Sociology. Students will gain knowledge of the theoretical and methodological foundations of the subject, with due reference being made to the requirements of the job market and the changes taking place within it. Students will learn to work to academic standards and to critically analyse social conditions and the measures taken by governmental and non-governmental institutions to improve them. The degree programme focuses on the study of the structural conditions of institutional configurations such as "state", "market" and "civil society", along with the repercussions that these have on individuals' behaviour. The Bachelor's degree programme in Sociology enables students to obtain an undergraduate degree, qualifying them to work in a number of professional fields. Graduates will be able to work independently to solve issues arising in their chosen field of work, whilst also assuming their social responsibilities in each of the institutional configurations, "state", "market" and "civil society".
- (2) Completing the Bachelor's degree programme in Sociology equips students with both subject-specific and cross-disciplinary skills. The subject-specific (1-6) and cross-disciplinary (7-12) competence-orientated qualification objectives include the following:
 1. Graduates of the degree programme are aware of the theoretical and methodological fundamentals of Sociology and have acquired further specialist knowledge in those topics listed under point 2.4. They also have knowledge in the specialist areas they individually selected.
 2. Graduates of the degree programme have acquired fundamental knowledge of the following subject areas: Fundamental issues in Sociology, social structure analysis and sociological theory.
 3. Graduates of the degree programme have a basic overview, and more specialist knowledge, of the three institutional configurations within society (state, market and civil society).
 4. Graduates of the degree programme understand the fundamental principles of empirical social research and can apply this knowledge in individual research projects relating to sociological issues.
 5. Graduates of the degree programme have gained the skills required to conduct analyses from a general sociological perspective, and to carry out more specialised analyses of the three institutional configurations within society (state, market and civil society).
 6. Graduates of the degree programme recognise the points of intersection between Sociology and the other, closely related disciplines offered by the Faculty of Economics and Social Sciences.
 7. Graduates of the degree programme are able to learn independently and work alone to solve specialist, sociological issues.
 8. Graduates of the degree programme have sound information literacy and research skills and are thus able to adopt a problem-orientated approach to acquire specialist knowledge and skills.
 9. Graduates of the degree programme have acquired the basic knowledge required to

carry out scientific work and are able to adhere to the relevant ethical principles.

10. Graduates of the degree programme are able to draw on their theoretical and empirical knowledge to discuss issues, and are able to present knowledge and information in a systematic manner.

11. Graduates of the degree programme are able to approach questions and solve problems in a reflective manner, working in a team.

12. Graduates of the degree programme are able to transfer generic knowledge and skills, engage in interdisciplinary dialogue and cooperate across disciplines.

13. Graduates of the degree programme are able to take a problem-orientated approach to solving issues with which they are confronted in practice, by applying the knowledge and methodological skills they have acquired during their course of studies.

Successful completion of the degree programme enables graduates to work in various professional fields, including academic research and teaching, market and opinion research, local, regional and federal statistics, in consultancy or further training, in public administration, in development projects, as a consultant, in the fields of culture, media and journalism, in associations and foundations, or in the private sector, particularly in the fields of human resources, organisation and management.

- (3) The purpose of the Bachelor's examinations is to assess whether students have mastered the basics of Sociology, have an overview of the interrelationships between the various compulsory and elective areas within the field of Sociology, and whether they have acquired the necessary skills, both methodological and practical, to enter a profession.
- (4) Admission requirements for the academic programme are subject to the admission regulations for Sociology.

§ 2 Bachelor's degree

Upon successful completion of the Bachelor's examination, Heidelberg University will confer the academic degree, "Bachelor of Arts" (abbreviated to B.A.).

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

- (1) The standard period of study for the Bachelor's degree programme is six semesters, including examinations. Successful completion of the Bachelor's degree programme requires a total of 180 credits (CP), obtained through both compulsory and elective courses.
- (2) The Bachelor's degree programme is modular and comprises subject-specific modules (146 CP) and modules in cross-disciplinary skills (22 CP). The Bachelor's thesis is worth 12 CP. The required modules and the corresponding courses and lectures are listed in Appendix 1.
- (3) Sociology may also be studied as a minor subject in combination with another major subject. In this case, 35 CP are to be gained in Sociology, and 113 CP must be gained in the major subject. The required modules and the corresponding courses and lectures are listed in Appendix 3.

- (4) An orientation examination must be taken no later than at the end of the second semester. This examination is taken during the course of study. Where Sociology is studied as a major subject, the orientation examination consists in successful participation in the courses, “Introduction to Sociology I” and “Comparative Social Structure Analysis”. Successful participation in these courses involves the completion of a written examination of a duration of 120 minutes each, which must be graded as “sufficient” (4.0) or better. Where Sociology is studied as a minor subject, this regulation applies only to the successful completion of “Introduction to Sociology I”.
- (5) 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) The orientation examination is a preliminary part of the Bachelor’s examination.
- (7) Generally, the language of instruction and examination is German. Lectures and courses 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. Modules consist not only of lectures and courses, but also of the examination prerequisites necessary for the successful completion of the module.
- (2) The Bachelor's thesis is considered an individual module.
- (3) A distinction is made between:
 - compulsory modules: to be completed by all students.
 - compulsory elective modules: to be selected by the student from a limited subject area.
 - elective modules: to be chosen freely by the student from the modules offered within the subject area.
- (4) In order to pass a module, all module components must be graded "sufficient" (4.0) or better (sub-module grades).
- (5) Credits are awarded for successfully completed modules, including their individual components. One credit corresponds to a workload of 30 hours.
- (6) A 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 the organisation of examinations and the tasks

prescribed in these examination rules and regulations. It consists of two professors, 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 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 confer responsibility for appointing examiners and observers on its chairperson. Any questions regarding examinations may be referred to the examinations board.
- (3) The chairperson manages the business of the examinations board, prepares and chairs its meetings and has the deciding vote in the event of a tie 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 taken by 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 and observers

- (1) In general, examinations which are not completed during the course of study as part of individual courses or lectures, may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to examine by the faculty council on the basis of longstanding teaching experience. Research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed by the examinations board to conduct examinations in exceptional circumstances; if there are not enough qualified faculty members available to conduct examinations.
- (2) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (3) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (4) Examinations held as an integrated part of courses or lectures 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 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 and to take examinations. 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 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.
- (3) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, clause 5 of the LHG (State Law of Baden-Württemberg on Higher Education), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (4) Course components and examination results are to be graded on the basis of a credit system. Provided that the grading systems are comparable, grades must be transferred and, used when calculating the overall grade in accordance with these examination rules and regulations. If grading systems are not comparable, any results will be indicated in the record as “passed”. A note indicating where credits have been recognised may be included in the diploma.
- (5) Provided that they adequately compensate skills as defined in the module handbook, qualifications gained outside of the higher education system are recognised in accordance with § 32 of the LHG (State Law of Baden-Württemberg on Higher Education).

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

- (1) An examination is graded as "failed" (5.0), if a candidate fails to attend the examination and is unable to provide a valid reason for his or her absence, or if the candidate withdraws after the examination has started. This also applies if a written examination is not completed within the specified time frame, unless the candidate is not responsible for exceeding the time limit.
- (2) Reasons for withdrawal or absence must be plausible in accordance with paragraph 1, and must be submitted immediately to the examinations board in writing. If the candidate, or a child for whom the candidate is generally the sole carer, is ill, a medical certificate must be provided. In the event of doubt, the University may request a medical certificate from a designated doctor. 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 (Mutterschutzgesetz) 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 a candidate disrupts the proper course of the examination, they may be excluded from continuing the examination by the examiner or examination supervisor, in which case the examination will be graded as "failed" (5.0). In severe cases, the examinations board may exclude the candidate from all further examinations.
- (5) The candidate has seven days to 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 include:
 1. oral examinations
 2. written examinations.
- (2) If the candidate provides 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 in an alternative form. The same applies for other course requirements.

§ 10 Oral examination components completed during the course of study

- (1) In oral examination components, candidates should demonstrate that they are able to identify the 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 10 and 60 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 solutions for them using subject-specific methods within a limited period of time and using limited resources.
- (2) Written examination components are of a duration of between 60 and 180 minutes. The

exact duration will be determined by the leader of the respective course or lecture, unless these examination rules and regulations state otherwise.

- (3) If a written examination component is taken as a term paper, candidates must assure that they are the authors of their own work and have used no sources or aids other than those indicated.
- (4) Provided that separate parts of a term paper can be recognised as the work of a particular student, term papers may be completed in groups.
- (5) The evaluation period for written examination components 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 for sub-module examinations, weighted according to the number of credits earned.
- (3) A subject grade will be calculated for the minor subject in accordance with § 18, paragraph 2.
- (4) Final module grades and the overall grade for the Bachelor's examination are as follows:

for an average up to/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) To determine final module grades and the overall grade of the Bachelor's examination pursuant to paragraph 4, only the first digit after the decimal is taken into account; all other digits are dropped without rounding.

- (6) The Bachelor's examination is passed when all examination components have been graded as "sufficient" (4.0) or better. The overall grade for the Bachelor's examination will be calculated in accordance with § 18, paragraph 2.
- (7) In addition to the final grade calculated according to the German system, 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%

Depending on the size of the graduating cohort, 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. An ECTS grade must be stated along with the final degree grade, and, if possible and relevant, may be provided for individual modules.

Section II: Bachelor's examination

§ 13 Bachelor's examination admission requirements

- (1) Admission to the Bachelor's examination in Sociology is only authorised for those who:
- are enrolled in the Bachelor's degree programme in Sociology at Heidelberg University,
 - have not lost their entitlement to take the final examinations in the Bachelor's degree programme in Sociology.
- (2) Certificates proving the following must also be provided for admission to the Bachelor's thesis:
- successful completion of the orientation examination, and
 - successful completion of the courses and lectures listed in Appendix 1, equating to at least 120 credits.

§ 14 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:
- proof of fulfilment of the admission requirements as stated in § 13,
 - a declaration from the candidate confirming whether they have previously failed a Bachelor's examination in a Bachelor's degree programme in Sociology, or whether they are currently involved in an examination procedure in such a degree programme.

- (2) If the candidate is unable to provide evidence in the prescribed form, the examinations board may accept alternative documents as proof.
- (3) The examinations board will decide whether to admit the candidate on the basis of the application. 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. conditions are not fulfilled in accordance with § 13, or
 2. the documents set forth in paragraph 1 are incomplete, and have not been completed upon request, or
 3. the candidate has failed their final attempt at the Bachelor's examination in Sociology, or has lost their 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 consists of:
 1. successful participation in the modules and the relevant courses and lectures listed in Appendix 1 (major subject) or Appendix 3 (minor subject),
 2. a Bachelor's thesis (major subject only).
- (2) The examinations referred to in paragraph 1, item 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 lecture or course determines the nature and duration of the examination components and provides this information no later than the beginning of the lecture or course.

§ 16 Bachelor's thesis

- (1) The Bachelor's thesis should demonstrate that the candidate is able to work independently, within a given period of time and using academic methods, to address a problem from the field of Sociology.
- (2) Candidates can propose an examiner for their Bachelor's thesis; however, this does not constitute a legal entitlement to be examined by a certain examiner.
- (3) Candidates may only propose examiners authorised to examine in accordance with § 6, paragraph 1, clause 1. The candidate must begin work on the Bachelor's thesis no later than two weeks after successful completion of the last examination taken 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 this deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not responsible 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 both receives a topic for the Bachelor's thesis, and that they are allocated a supervisor, within two weeks. 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 deadline for submission of the thesis is eight weeks following assignment of the topic. In exceptional cases, the examinations board may extend this deadline by up to two weeks. If the deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded. The topic may only be rejected once, and only within the first two weeks following its assignment.
- (6) The topic, task and scope of the Bachelor's thesis must be limited in such a way that the candidate is able to complete the thesis within the given period.
- (7) The Bachelor's thesis may be written in German or English.

§ 17 Submission and assessment of the Bachelor's thesis

- (1) Three hard copies and one digital copy of the Bachelor's thesis are to 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 is assessed by two examiners, one of whom must be a professor. The first examiner should be the supervisor of the thesis. The second examiner is selected by the examinations board. The assessment period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the grades differ by more than one grade, the examinations board will determine the final grade for the Bachelor's thesis 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 is passed when all examination components according to § 15, paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) When calculating the overall grade for the Bachelor's degree in accordance with § 12, paragraph 4, the module grades are weighted according to the number of credits they are worth. The module grades are thereby taken into account for the calculation of the overall grade in accordance with § 12, paragraph 4.
- (3) The grade for the Bachelor's thesis is weighted by a factor of 2 in the calculation of the

overall grade.

§ 19 Retaking an examination and deadlines

- (1) Failed examinations, or examinations deemed failed may be retaken once. This includes examinations failed at other universities. A second retake is only permitted in exceptional circumstances and only for a maximum of three examination components completed during the course of study. Where Sociology is studied as a minor subject, a second retake is permitted for only two examination components. A second retake of the Bachelor's thesis is not permitted.
- (2) Examination components which have been successfully passed may not be retaken.
- (3) Failed examination components 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) Upon successful completion of the Bachelor's examination, a diploma will be issued within four weeks. This will list all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credits, as well as the overall grade for the Bachelor's examination. The diploma bears the date on which the last examination component was completed. It must be signed by the chair of the examinations board.
- (2) A "Diploma Supplement" in English and German will also be provided. This contains additional information about course content and the period of study. The content complies with the European Diploma Supplement Model.
- (3) A bilingual Bachelor's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Bachelor of Arts". The degree certificate is signed by the chair of the examinations board and bears the seal of the Faculty of Economics and Social Sciences.
- (4) If the Bachelor's examination is failed on the final attempt or is considered to have been ultimately failed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and following presentation of the relevant proof, a certificate will be issued, listing passed examination components and the corresponding grades, missing examinations that are required to obtain the Bachelor's degree, and a statement indicating that the final attempt of the Bachelor's examination was unsuccessful.

Section III: Final provisions

§ 21 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may correct the examination results for the affected examination components accordingly, 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 decide on the action required.
- (3) The candidate will be given the opportunity to provide an explanation before the decision is made.
- (4) The incorrect examination certificate will be confiscated, and, where applicable, a new certificate must be issued. If the examination has been graded as "failed" due to cheating or deception, the Bachelor's certificate must also be confiscated along with the incorrect examination certificate. In accordance with paragraph 1 and paragraph 2, clause 2, a decision may not be made more than five years after the date indicated on the examination diploma.

§ 22 Access to examination documents

Once the examination procedure has been concluded, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be submitted in writing, and within a period of up to one year after completion of the examination process. The chair of the examinations board determines when and where access will be granted.

§ 23 Coming into force

- (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). They thereby supersede the examination rules and regulations for the Bachelor's degree programme in Sociology dated 22 June 2006, which were amended on 28 March 2007 (President's bulletin of 2 May 2007).
- (2) Students who are already enrolled in the Bachelor's degree programme in Sociology at Heidelberg University at the point at which these examination rules and regulations come into force may, upon request, complete their course of study in accordance with the examination rules and regulations dated 28 March 2007.

Appendix 1: List of Modules and Curriculum

Compulsory Modules:

Module no.	Module code	WCH	CP	Assessment/ Examination components	Recommended semester, where the degree programme is completed in the standard period of study
BASoM 1 #*	Fundamentals of Sociology (L, S)	6	20	written examination, work assignments, presentation, term paper	1-2
BASoM 2 #*	Comparative Social Structure Analysis (L, T)	4	8	written examination	1
BASoM 3 #*	Sociological Theory (L, S)	4	14	written examination, term paper, presentation	2-3
BASoM 4 #*	Economic and Social Statistics (L, PC, T)	6	8	written examination	2
BASoM 5 #*	Methods of Empirical Social Research and Statistics (L, T, S)	12	22	worksheets, written examination, term paper, research report	1-5
BASoM 7 *	Key Skills, Information Literacy (T, PC)	6	8	work assignments	1-2
BASoM 11	Bachelor's Thesis	8 weeks	12	Bachelor's thesis	6
BASoM 9 #*	Elective Sociology Module (freely selected from lectures and courses from modules 1, 3 and 6)	varied	18	term papers	1-6

BASoM 10 #*	Interdisciplinary Elective Module <ul style="list-style-type: none"> - 6 CP Interdisciplinary Institutional Analysis (L or S) - minimum of 12 CP from the fields of Political Economics or Political Science - 18 CP freely selected courses and lectures 	varied	36	dependent on the specific course or lecture	1-6
----------------	--	--------	----	---	-----

Compulsory Elective Modules:

BASoM 6 #*	Fundamentals of Institutional Analysis (L, 2 S)	6	20	written examination, term paper, presentation	3-5
BASoM 8 #	Vocational Skills	8 weeks	14	work placement report	4-6

* Successful completion of these modules is required for admission to the Bachelor's thesis in accordance with § 13, paragraph 2.2 of these examination rules and regulations. 14 CP from module BASoM 6, 6 CP from module BASoM 9 and 20 CP from module BASoM 10 must be awarded.

These modules are part of the Bachelor's examination (§15, paragraph 1 of these examination rules and regulations)

Appendix 2: Degree programme schedule

Winter semester	BASoM 1 Fundamentals of Sociology I (L+T) 20 CP	BASoM 2 Comparative Social Structure Analysis (L+T) 8 CP	BASoM 5 Methods of Empirical Social Research and Statistics I 22 CP		BASoM 7 Key Skills / Information Literacy I 8 CP		
Summer semester	Fundamentals of Sociology II (2S)	BASoM 3 Sociological Theory (L+S) 14 CP		BASoM 4 Economic and Social Statistics 8 CP	Key Skills / Information Literacy II		
Winter semester			Continuation of BASoM 5 Methods of Empirical Social Research and Statistics IIa	BASoM 6 Fundamentals of Institutional Analysis I (Fundamentals / L) 20 CP		BASoM 9 Elective Sociology Module 18 CP	BASoM 10 Interdisciplinary Elective Module 36 CP
Summer semester		Methods of Empirical Social Research and Statistics IIb	Fundamentals of Institutional Analysis II (Specialisation / S)	BASoM 8 Vocational Skills 14 CP			
Winter semester			Qualitative Methods of Social Research		Fundamentals of Institutional Analysis III (Specialisation / S)		
Summer semester	BASoM 11 Bachelor's Thesis 12 CP						

Appendix 3: Modules for the Bachelor's Degree Programme in Sociology (minor subject)

Recomm. semester	Code	Module / Course, lecture	Form	CP	Contact hours
1 (WS)	BASoM B1a	Fundamentals of Sociology* Lec. / Tut.: Introduction to Sociology	CM	7	4
2 (SS)	BASoM B1b	Fundamentals of Sociology Sem.: Fundamental Issues in Sociology	CEM	6	2
3 (WS)	BASoM B2	Comparative Social Structure Analysis Lec. / Tut.: Comparative Social Structure Analysis	CM	8	4
3/5 (WS)	BASoM B3a1 B3b1 B3c1	Fundamentals of Institutional Analysis Lec.: Economy, Market and Organisation or Civil Society and Associations or State and Public Administration	CEM	8	2
3/4/5 (WS/SS)	BASoM B4	Sociological Theory Sociological Theory 1/2	CEM	8	2
4/6 (SS)	BASoM B3a2 B3b2 B3c2	Fundamentals of Institutional Analysis Specialisation Seminar: Economy, Market and Organisation or Specialisation Seminar: Civil Society and Associations or Specialisation Seminar: State and Public Administration	CEM	6	2

* Orientation examination CM: Compulsory module CEM: Compulsory elective module

CM: 2 lectures = 15 CP
CEM: 2 seminars and 1 lecture = 20 CP

Published in the President's bulletin (Mitteilungsblatt des Rektors) dated 14 January 2011, pg. 53, amended on 27 July 2012 (President's bulletin of 20 August 2012, pg. 659) and on 12 December 2013 (President's bulletin of 17 December 2013, pg. 819).

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 Soziologie", dated 16 December 2010 (published in the President's bulletin [Mitteilungsblatt des Rektors] of 14 January 2011, p. 53), last amended on 12 December 2013 (President's bulletin [Mitteilungsblatt des Rektors] of 17 December 2013, p. 819) has legal validity.