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Heidelberg University Examination Rules and Regulations for the Bachelor’s degree programme in Political Science

of 25 July 2013

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Bachelor's degree programme Political Science provides an education in political science which draws on theory and empirical research. Graduates have the ability to work independently in a relevant field of work, or are able to pursue a "Master of Arts" or a "Master of Education". The academic programme provides students with thorough, specialised knowledge in all areas of political science. Students also develop important key qualifications for their professional success and the ability to conduct independent academic research.

1. Subject-related qualification objectives:

Having completed the Bachelor's degree programme Political Science as a major, graduates will understand the meaning of basic concepts, terms and theories in political science, taught in the introductory module. Graduates have a sound knowledge of the scientific foundations in the various subject areas – political theory and the history of political thought, the political system in Germany and in the European Union, the comparative analysis of political systems, policy research as well as international relations. (Graduates of the BA 50% know about the scientific foundations in three subject areas). Students have also had experience with empirical methods.

In addition, graduates have thorough specialised knowledge of research in freely chosen areas covering at least two of the following subject areas: political theory, international relations, the political system in Germany and in the European Union, comparative analysis of political systems, policy research, and empirical methods.

After having completed the Bachelor's degree programme Political Science as a minor, graduates will understand the meaning of basic concepts, terms and theories in political science, taught in the introductory module, as well as the scientific foundations in three subject areas of political science.

2. General qualification objectives:

Political science is taught as part of a dual degree programme. This means that graduates will have knowledge in a second academic subject. In addition, they are able to apply knowledge beyond the limitations of a single subject, and are able to engage in inter-disciplinary dialogue and trans-disciplinary collaboration. Graduates are able to read, speak and communicate across language, media and subject borders.

Graduates have proven their ability to manage their own learning, to reflect critically on their own and others' statements and to relate new findings to existing knowledge. Their sound knowledge of academic working, along with their ability to apply both quantitative and qualitative methods, enables graduates to address new academic questions within a limited time, producing relevant solutions.

During their academic programme, graduates in Political Science have dealt extensively with academic literature in English and have gained sound English language skills. Depending on their individual choice, graduates have

gained additional skills in further languages, improved their media and presentation skills, software skills or skills in didactics and pedagogics.

3. Graduates may enter any of the following professions:

Graduates have usually gained practical experience in several typical areas of employment for political scientists. Alongside professions which are directly related to the field of political science, the degree also enables graduates to work in more general professional fields. Graduates are qualified to work in research and teaching positions at universities and research institutions, in political education and scientific consulting for political parties and parliaments, in public administration and with inter-/ and supranational organisations, in associations and non-government organisations, in the media and journalism as well as in private corporations, particularly in areas of public relations, organisation and management. By subsequently completing a "Master of Education", graduates may also train to become a teacher in a German secondary school (Gymnasium).

- (2) The purpose of the Bachelor's examinations is to assess whether students have mastered the basics of political science, have gained an overview of the interrelationships between the individual disciplines, and have acquired the necessary fundamental skills, both methodological and practical, to enter a profession.

§ 2 Admission regulations

Admission requirements to the academic programme are subject to separate admission regulations.

§ 3 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.

§ 4 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 that a total of 180 credits (abbreviated to CP) are gained in both compulsory and elective courses.
- (2) The Bachelor's degree programme is modular. The Bachelor's programme Political Science can be studied as a major (75%), as a first or second major (50%) or as a minor (25%) subject.
- For the 75%/25% version, the programme consists of a major subject (113 CP) and a minor subject (35 CP); or

- for the 50%/50% version, the programme consists of two major subjects with a 50% weighting (1st major subject 74 CP; 2nd major subject 74 CP);
- cross-disciplinary skills amounting to 20 CP and
- the Bachelor's thesis amounting to 12 CP, to be composed in the major subject (75%) or in the first major subject (50%) respectively.

The required modules and corresponding courses are listed in the annex.

- (3) Following completion of the Bachelor's degree programme in Political Science, students who wish to complete a Master of Education, enabling them to teach in German secondary schools (Gymnasium), the student must choose to study two subjects with a weighting of 50% each (Teaching Degree option). In this case, the present examination rules and regulations for studying two major subjects, each with a weighting of 50%, as well as the "Framework regulations for the Teaching Degree option in Bachelor's programmes at Heidelberg University" must be observed.
- (4) Generally, subjects from Bachelor's degree programmes may be freely combined, provided that the subjects in question are offered and paragraph 3 does not contain any restrictions. In accordance with these regulations, the Bachelor's degree is awarded to those who have passed the prescribed examination components in both subjects. Successfully passing examination components in only one subject does not entitle students to a Bachelor's degree.
- (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 module "Introduction to Political Science". Successful participation includes completion of a written exam of 120 minutes, which students must pass with the grade "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 following semester. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless the student is not responsible for the deadline being exceeded.
- (7) The orientation examination is an early part of the Bachelor's examination.
- (8) Generally, the language of instruction and examinations is German. Lectures and courses may also be held in English.

§ 5 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 not only of lectures and courses, but also of the examination prerequisites necessary for the completion of the module.

- (2) The Bachelor's thesis is regarded as an individual module.
- (3) A distinction is made between
 - compulsory modules which must be completed by all students
 - compulsory elective modules which students can select from a limited range of modules, and
 - optional modules which students may choose freely from the modules offered within the subject area.Any information concerning the type of lecture, WCH, credits and the recommended semester to attend said lecture can be found in the overview of modules and lectures of bachelor studies (annex) as well as in the module handbook.
- (4) All components within a module must be graded as "sufficient" (4.0) or higher (=sub-module grades) for the entire module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit point (CP) corresponds to a workload of 30 hours.
- (6) Examination components recognised as having been completed during the course of study may not be used as credit for more than one subject. Should two subjects both require a certain course to be taken, the student may apply for use of the same course for both subjects. The decision on this matter will be taken by the examination committees in question.
- (7) When selecting modules as part of the Bachelor's degree programme, students planning to complete a master's degree programme should bear the admission requirements, content any cross-disciplinary skills necessary for the respective degree programme in mind.
- (8) A transcript of records will be issued at the end of each semester, listing all module examinations students have passed, including the corresponding credits and grades.

§ 6 Examinations board

- (1) The examinations board of the Faculty of Political Science is responsible for the organisation of examinations and for all tasks prescribed in these examination rules and regulations. The examinations board consists 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 can confer responsibility for appointing examiners and observers on its chairperson. The chairperson 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) Further tasks of the examinations board can be assigned to the chairperson or to a representative within the Institute, provided that this does not violate applicable law. This 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 subject to official secrecy. Those who are not civil servants are sworn to secrecy by the chairperson.
- (7) In the event of a negative decision taken by the examinations board, the candidate must be informed immediately in writing, stating the reasons and providing information on the procedure for appeal.
- (8) The examination office of the Institute for Political Science supports the examination board and enacts its decisions.

§ 7 Examiners and observers

- (1) In general, examinations which are not completed during the course of study as part of individual lectures and courses, may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to examine on the basis of longstanding teaching experience. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may be appointed only in exceptional circumstances; if not enough authorised examiners are available.
- (2) Examinations held during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (4) 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.
- (5) The chairperson of the examinations board ensures that candidates are notified of examiners' names in due time.

§ 8 Recognition of course credits, examination results

- (1) Examination prerequisites and results, and academic degrees obtained through degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised as long as there is no significant difference concerning the skills acquired, courses taken and degree obtained through the programme. Recognition enables continuing the academic programme and passing examinations. Units of study completed at recognised distance learning institutions will be considered equal to the corresponding regular study programme in terms of the duration of study.
- (2) It is the applicant's responsibility to provide all information necessary for achievements to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (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, sentence 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), the rules and regulations in the Equivalency Agreement take precedence.
- (4) Course credits and examination results have to be assessed based on a CP-system. Provided that the grading systems are comparable, examination prerequisites and results are to be transferred and, in accordance with these examination rules and regulations, are to be taken into account when calculating the overall grade. If grading systems are not comparable, examination prerequisites and results are graded as a "pass". This recognition can be stated 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.

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

- (1) An examination is graded as "failed" (5) if a candidate fails to appear without being able to state a valid reason for their absence, or if they withdraw from the exam without being able to state a valid reason. The same applies if the candidate fails to provide a written examination by the established deadline, unless the candidate is not responsible for the deadline being exceeded.
- (2) Reasons for withdrawal or unexcused absence in accordance with paragraph 1 must be plausible and must be immediately submitted 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 case of doubt, the university can request a medical certificate from a designated doctor. If the reasons are accepted, a new appointment 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 registration or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave. The candidate must be granted use of these provisions. The same applies for students with disabilities or chronic illnesses, 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 relevant examination will be graded as "failed" (5). 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 will be graded as "failed" (5). In severe 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.

§ 10 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 which plausibly proves that they are not able to take examination components in the form prescribed, completely or partially, due to permanent or sustained health problems, the examinations board may allow them to take an equivalent examination in an alternative form. The same applies for other course requirements.

§ 11 Oral examination components completed during the course of study

- (1) In oral examination components, candidates should illustrate their knowledge of the terms, theories and methods of Political Science and their ability to critically analyse and evaluate principal and current problems within the subject area.

- (2) An oral examination lasts between 20 and 60 minutes.

§ 12 Written examination components completed during the course of study

- (1) 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.
- (2) A written examination lasts between 45 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 own work and have used no sources or aids other than those indicated.
- (4) The evaluation period for written examinations should not exceed six weeks.

§ 13 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:
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|------------------|--|
| 1 = very good | = an outstanding performance; |
| 2 = good | = a performance which lies substantially above average requirements; |
| 3 = satisfactory | = a performance which corresponds to 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, interim grades may be given by increasing or decreasing the individual grades by 0.3; The grades 0.7; 4.3; 4.7 and 5.3 may not be used.

- (2) The unrounded sub-module grades are weighted according to the number of credit points gained in order to determine the overall module grade. If a module requires only that a final examination is taken, the grade for this final examination is the grade for the module.
- (3) Final module grades, subject grades and the overall Bachelor's examination grade are:
- | | |
|--|--------------|
| for an average up to and including 1.5 | very good |
| for an average between 1.6 and up to / including 2.5 | good |
| for an average between 2.6 and up to / including 3.5 | satisfactory |
| for an average between 3.6 and up to / including 4.0 | sufficient |

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- (4) When calculating final module grades, subject grades and the overall bachelor's examination grade in accordance with paragraph 3, only the first decimal after the point is taken into account. The other decimals are dropped without rounding.
- (5) The bachelor's examination is considered to have been passed if all examinations in both subjects, as well as the Bachelor's thesis have been graded as "sufficient" (4.0) or better and the module "cross-disciplinary competencies" has been successfully completed. In accordance with paragraph 3, when calculating the overall Bachelor's examination grade, the numerical grades for both subjects and the Bachelor's thesis will be taken without rounding and will be weighted according to the number of credit points gained.
- (6) 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 | top 10 % |
| B | the following 25 % |
| C | the following 30 % |
| D | the following 25 % |
| E | the following 10 % |
- The relative overall grade is calculated on the basis of the examination results of the total graduating class, as well as the graduating classes from two or more previous years, depending on the number of students in the current graduating class. For degree grades, the ECTS grade must be added. For individual modules, the ECTS grade can be stated, where possible and necessary.

Section II: Bachelor's examination

§ 14 Bachelor's examination admission requirements

- (1) The Bachelor's examination, unlike the Bachelor's thesis, is taken during the course of studies. Students can only be admitted to the partial Bachelor's examination in Political Science if they
1. are enrolled at Heidelberg University for the Bachelor's degree programme in Political Science,
 2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme Political Science.
- (2) For admission to the Bachelor's thesis, certificates must be presented to prove the following:
1. passed orientation examination,
 2. successful passing of all lectures and courses stated in the annex with a total of 102 credit points if Political Science is studied as a major subject with 75% weighting, or 63 credits with a 50% weighting if Political Science is studied as a first major subject, as well as a sum total of 120 credits for the two

subjects and the crossdisciplinary skills.

§ 15 Admission procedure

- (1) The application for admission to the Bachelor's thesis must be made in writing, addressed to the chairperson of the examinations board. The application must include the following documents:
 1. evidence of fulfilment of the admission requirements in accordance with § 14 paragraph 1,
 2. A declaration from the candidate stating whether they have already failed a Bachelor's examination in the degree programme in Political Science or whether they are currently involved in an examination procedure.
- (2) The examinations board decides whether the candidate may be admitted to the examination on the basis of the application. Rejections must be made in writing, stating the reasons and providing information on the procedure for appeal.
- (3) The application for admission to the examination may only be denied if:
 1. conditions are not fulfilled in accordance with § 14 paragraph 1, or
 2. documents are not complete in accordance with § 15 paragraph 1 and have not been completed on request, or
 3. candidates have failed their final attempt at the Bachelor's examination in Political Science 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.

§ 16 Scope and nature of examination

- (1) The Bachelor's examination in Political Science consists of:
 1. successful participation in all modules and the corresponding lectures and courses listed in the annex;
 2. Bachelor's thesis (only for the 75%-variant and for the 50%-variant with Political Science as the first major subject)
- (2) The examinations referred to in paragraph 1, no. 1 are taken as an integrated part of their respective lectures or courses. They may be in written or oral form. The lecturer determines the nature and duration of the examination components. This information is announced at the beginning of the lecture or course at the latest.

§ 17 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 Political Science.

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- (2) The Bachelor's thesis may be assigned and supervised by any authorised examiner in accordance with § 7 paragraph 1 clause 1.
- (3) The candidate must apply for allocation of a Bachelor's thesis topic no later than four weeks after passing the last examination component taken during the course of studies. This application must be addressed to the chairperson of the examination board. If the candidate misses this deadline, the Bachelor's thesis is 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. If such an application is made, the chairperson of the examinations board will ensure that the candidate receives a topic for their Bachelor's thesis and is allocated a supervisor in due time. The candidate is allowed to propose topics; however, this does not constitute a legal entitlement to a certain 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 10 weeks after the topic was assigned. In exceptional cases, the examinations board may extend this deadline by up to 2 weeks. If the deadline is exceeded, the Bachelor's thesis will be graded as "failed", unless the candidate is not responsible for the deadline being exceeded. The topic may only be returned 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.

§ 18 Submission and assessment of the Bachelor's thesis

- (1) One copy of the Bachelor's thesis as an .rtf-file, and three bound copies must be submitted to the examinations board before the deadline. The date of submission is to be recorded.
- (2) When submitting their Bachelor's thesis, candidates 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 one examiner. Upon the candidate's request, the examinations board shall appoint a second examiner according to § 7 paragraph 1. The evaluation period should not exceed six weeks.

§ 19 Passing the examination and overall grade

- (1) The Bachelor's examination in Political Science is passed when all examination components according to § 16 paragraph 1 have been graded as "sufficient" (4.0) or better. Where Political Science is studied with a 75% weighting, the overall grade includes the compulsory modules POL_P1 to POL_7, the four elective modules as well as the Bachelor's thesis module POL_BA (not including the bachelor colloquium). Where Political Science is studied with a 50% weighting, the overall grade includes the compulsory modules POL_P1 and POL_P7, three of the compulsory elective modules POL_P2 to POL_P6, two elective modules, and, where Political Science is studied as a first major subject, 50% of the Bachelor's Thesis module POL_BA (not including the bachelor colloquium). Where Political Science is studied with a 25% weighting the overall grade includes the compulsory module POL_P1 and three of the compulsory elective modules POL_P2 to POL_P6 (see annex).
- (2) When calculating the subject grade in accordance with § 13 paragraph 3, the module grades are weighted according to the credits gained. In accordance with § 13 paragraph 4, the numerical values of the module grades, before rounding, will be used for this calculation.
- (3) In the calculation of the overall grade, the grade for the Bachelor's thesis module is weighted by a factor of two.
- (4) The overall grade for the Bachelor's examination is calculated in accordance with § 13 paragraphs 3 to 6.

§ 20 Retaking an examination component and deadlines

- (1) If examination components are not passed or considered not to have been passed, they may be retaken once. This includes examinations failed at other universities. A second retake is only possible in exceptional cases and only for a maximum of two examination components completed during the course of study. A second retake for the Bachelor's thesis is not authorised.
- (2) Retaking an examination that has been graded as passed is not permitted.
- (3) Failed modules must be retaken within the second semester following the first attempt at the latest. The Bachelor's thesis has to be reattempted within the first following semester. If the said deadline is not adhered to the entitlement to take the final exams will be lost, unless the candidate is not responsible for the deadline being exceeded.
- (4) If a compulsory module examination is failed on the final attempt, the candidate will be dismissed from the academic programme. In case of compulsory elective modules and optional modules, this may be compensated for with another module.

§ 21 Bachelor's diploma and certificate

- (1) After taking examinations in both subjects, a Bachelor's diploma confirming the passed Bachelor's examination will be issued within four weeks. It states the module titles for each subject as well as the grades obtained in each subject (grades in accordance with § 13 paragraph 3 and numerical value), the associated credits, and the overall grade for the Bachelor's examination. The diploma will state the topic of the Bachelor's thesis. The diploma is dated with the day of the last examination component. It must be signed by the chairperson of the examinations board.
- (2) A Diploma Supplement in German and English is added, containing additional information about the course content and period of study. The content complies with the European Diploma Supplement Model.
- (3) A bilingual Bachelor's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Bachelor of Arts". The degree certificate is signed by the chairperson of the examinations board and 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 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

§ 22 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 without any intent to deceive on the candidate's part, and this is only discovered after the diploma has been issued, the passed examination is considered to compensate for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examination committee will make a decision on the matter.
- (3) Before the decision is made, candidates will be given the right to provide an explanation.

- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination was graded as “failed” due to 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.

§ 23 Access to examination documents

After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing, and within a period of up to one year after the examination process. The chairperson of the examinations board decides when and where access will be given.

§ 24 Coming into force

- (1) These examination rules and regulations will come into force on 1 September 2013. They hereby supersede the examination rules and regulations for the Bachelor's degree programme in Political Science of 25 June 2007 (President's bulletin dated 19 July 2007, p. 2105), last amended on 24 June 2011 (President's bulletin dated 14 July 2011, p. 639).
- (2) Students who are already enrolled on the Bachelor's degree programme at Heidelberg University when these examination rules and regulations are come into force may request that for the former regulations to apply for them for up to two years.

Annex: Bachelor's programmes: modules, lectures and courses

The modules and lectures within the Bachelor's degree programme Political Science are separated into compulsory modules, compulsory elective modules and elective modules. Information about the different kinds of courses, the WCH, credits and the recommended semester in which to take each lecture and course can be found in the Module Handbook. The Module Handbook also states whether a module is a compulsory, compulsory elective or elective module.

A. Bachelor's degree programme Political Science (75%)

A : Compulsory modules (85 CP):

The following modules must be passed in order to successfully complete the Bachelor's degree programme:

Module POL_P1: Introduction to Political Science (12 CP)

Module POL_P2: Fundamentals of political theory (10 CP)

Module POL_P3: Fundamentals of the political system of the Federal Republic of Germany and the European Union (10 CP)

Module POL_P4: Fundamentals of international relations (10 CP)

Module POL_P5: Fundamentals of comparative analysis of political systems (10 CP)

Module POL_P6: Fundamentals of policy research (10 CP)

Module POL_P7: Empirical methods 1 (empirical economic and social research) (10 CP)

Module POL_BA: BA-Thesis (12 CP) and colloquium (1 CP)

A 2: Elective modules (40 CP):

In addition to the compulsory modules, four elective modules must be attended and passed. For each elective module, two other lectures/courses from one of the six following elective sections must be selected with a total of 10 CP per module. At least two of the elective sections POL_W2 to POL_W7 must be covered.

POL_W2 Political theory

POL_W3 Political systems of Germany and the European Union

POL_W4 International Relations

POL_W5 Comparative analysis of political systems

POL_W6 Policy analysis

POL_W7 Empirical methods

A 3: Crossdisciplinary Skills

(1) POL_Practice: Vocational qualification: Compulsory work placement (14 CP)

The work placement must be absolved in a field of work relevant for the future career of a political scientist. The duration of the work placement will be at least 10 weeks. These can be separated into parts or into individual work placements of at least 4 weeks each. A work placement report of at least 6 pages is required which should cover the following topics:

- a. Time and duration of the work placement
- b. Overview of the institution where the work placement was completed
- c. Skills required to complete the work placements

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- d. Were the tasks and experiences useful for the course of study?
- e. Were the tasks and experiences useful for the future choice of profession?
- f. Was it possible to put the knowledge acquired during the course of study into practice?
- g. What was the quality of the supervision and organisation of the work placement?
- h. Would you recommend the work placement?

The work placements reports are supposed to support students in their search for a work placement providing important information. The work placement reports can therefore be viewed at the work placement agent's office.

(2) POL_ÜK: Crossdisciplinary Skills

In addition to the compulsory work placement 6 CP have to be acquired from courses in the field of crossdisciplinary skills. Students can choose freely from the key competence modules offered in the field of Political Science, from POL_ÜK1 to POL_ÜK6.

POL_ÜK1: Informational and media competence

POL_ÜK2: Rhetoric and presentational competence

POL_ÜK3: Language competence

POL_ÜK4: Scientific methodology POL_ÜK5: Science and Practice

POL_ÜK6: specialised didactics and education studies

B. Political Science as a major subject (50% variant)

Political Science as a major subject (50% variant) amounts to 74 CP. Two compulsory modules, three compulsory elective modules and two elective modules are to be completed. Where Political Science is studied as a first major subject (50%), it also includes the Bachelor's thesis with a total of 12 CP. The following modules must be completed:

B 1: Compulsory modules

B 1a: Political Science as first major 50%: (36 CP)

Module POL_P1: Introduction to Political Science (13 CP)

Module POL_P7: Empirical methods 1 (empirical economic and social research) (10 CP)

Module POL_BA: BA-thesis and colloquium (13 CP)

B 1b: Political Science as second major 50%: (24 CP)

Module POL_P1: Introduction to Political Science (14 LP)

Module POL_P7: Empirical methods 1 (empirical economic and social research) (10 CP)

B 2: Compulsory elective modules (30 CP)

Three of the five following compulsory modules must be completed:

Module POL_P2: Fundamentals of political theory (10 CP)

Module POL_P3: Fundamentals of the political system of the Federal Republic of Germany and the European Union (10 CP)

Module POL_P4: Fundamentals of international relations (10 CP)

Module POL_P5: Fundamentals of comparative analysis of political systems (10 CP)

Module POL_P6: Fundamentals of policy research (10 CP)

B 3: Elective modules (20 CP)

In addition to the compulsory and compulsory elective modules, two different elective modules must be chosen from POL_W” to POL_W7 (10 CP each) as stated in A2. Each elective module requires that students select two seminars worth a total of 10 CP per module.

B 4: Crossdisciplinary Skills

- a. The crossdisciplinary skills required for the major (50 % variant) are to be illustrated in a work placement, unless a work placement is completed within the other major subject. The duration of the work placement must be at least 8 weeks. It can be separated into parts or into individual work placements of at least 4 weeks each. 10 Credit points can be gained. In accordance with A3, a work placement report has to be written.
- b. If the work placement is completed within the other major subject, lectures and courses offered in section A3 (2) ‘Crossdisciplinary Skills’ must be taken in order that the number of credits from work placement and crossdisciplinary modules totals 20.
- c. If students choose the teaching degree option in order to orientate the Bachelor’s degree programme towards a later completion of a Master of Education to train to teach at German secondary schools (Gymnasium), the student must begin developing teaching skills during the Bachelor’s degree programme. This entails gaining a total of 20 CP within the crossdisciplinary skills, which can be recognised across subjects/separately (cf. Framework regulations for the Teaching Degree option).

The 20 CP consist of the following:

- Specialised didactics in subject 1 (2 CP)
- Specialised didactics in subject 2 (2 CP)
- Introduction to School Pedagogy/Pedagogical Psychology (6CP)
- Basics of Education Studies (4 CP)
- Vocational work placement (3 weeks) in a school (3 CP)
- Vocational work placement (3 weeks) in an educational institution or school (3 CP)

C. Political Science as minor subject (25% variant)

Political Science as minor subject (25% variant) consists of achievements amounting to 35 CP. The following modules must be completed:

C 1: Compulsory modules (5 CP)

POL_P1a: Introduction to political science (lecture) (5 CP)

C 2: Compulsory elective modules (30 CP)

Three of the five following compulsory modules must be completed:

Module POL_P2: Fundamentals of political theory (10 CP)

Module POL_P3: Fundamentals of the political system of the Federal Republic of

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Coding reference

Last amended

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Germany and the European Union (10 CP)

Module POL_P4: Fundamentals of international relations (10 CP)

Module POL_P5: Fundamentals of comparative analysis of political systems (10 CP)

Module POL_P6: Fundamentals of policy research (10 CP)

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