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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 Master-Studiengang Politische Wissenschaft", dated 14 January 2010 (published in the President's bulletin [Mitteilungsblatt des Rektors] of 11 February 2010, p. 97), last amended on 25 July 2013 (President's bulletin [Mitteilungsblatt des Rektors] of 28 August 2013, p. 735), has legal validity.

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Heidelberg University Examination Rules and Regulations for the Master's degree programme in Political Science

of 14 January 2010

Preamble

All titles in this document, be they official, job, status or functions, are used in masculine form, however they refer to men and women equally and may also be used in the corresponding feminine form.

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Master's degree programme in Political Science deals with comparative analysis of political systems, foreign policy, institutions as well as conflicts and international regulatory policy, and, based on the methods of empirical political research, with theory-driven analysis of democracies and government policy in different political systems.
- (2) The purpose of the Master of Arts examination is to assess whether students have an overview of the interconnections within their subject, have the ability to apply in-depth academic methods and knowledge, and are able work independently following sound academic principles.
- (3) Admission to the academic programme is subject to separate admission regulations.

§ 2 Master's degree

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

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

- (1) The standard period of study for the Master's degree programme is four semesters, including examinations and Master's thesis.
- (2) Lectures and courses in the Master's degree programme run for three semesters: The Master's thesis is to be completed within the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP-credit points) for both compulsory and elective courses.
- (3) The Master's programme is a modular programme. Of the total 120 credits, 66 credits are allocated for completion of subject-specific lectures and courses relating to the degree programme in Political Science and the final oral examination, 4 credits are awarded for completion of interdisciplinary courses, 20 credits are obtained from a minor subject and 30 credits are awarded for the Master's thesis. The 20 credits obtained from the minor subject may alternatively be obtained from a focal area in a related subject.
- (4) Generally, any subject may be chosen as the minor subject, provided that the respective master's-level programme is offered. The examinations board decides which subjects shall be deemed as related.
- (5) Political Science may also be studied as a minor subject as part of a Master's

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degree programme and with a credit requirement of 20 credits.

(6) Generally, the language of instruction and examination is German. Classes may be given and examinations taken partially or completely 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 Master's thesis and the final oral examination are regarded as individual modules.
- (3) A distinction is made between
 - compulsory modules: must be completed by all students
 - compulsory elective modules: students may select these from a limited subject area
- (4) All components within a module must be graded as "sufficient" (4.0) or higher (=sub-module grades) for the complete module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit corresponds to a 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 examination organisation and the tasks prescribed in these examination rules and regulations. It is made up of two professors and a research assistant representative, and a student representative 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 representative 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. The examinations board may confer responsibility for appointing examiners and observers to its chairperson. The board may be called upon for all questions regarding examinations.

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- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility on its chairperson, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.
- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners and observers are obliged to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 6 Examiners and observers

- (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 on the basis of 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 personnel available to conduct examinations.
- (2) Observers must have sat the corresponding Master's examination or equivalent.
- (3) The candidate may suggest an examiner for the Master's thesis and the final oral examination; this does not constitute a legal entitlement to be examined by a particular examiner.
- (4) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.

§ 7 Recognition of course credits and 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

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institutions will be considered equal to the corresponding regular study programme in terms of the duration of study.

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- (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 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, 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 obtained outside of the higher education system will be recognised in accordance with § 32 of the Act on Higher Education of the Land of Baden-Württemberg (LHG), provided that they replace skills defined in the module handbook.

§ 8 Unexcused absence, withdrawal, exceeding of deadlines and deception

- (1) An examination is graded as "failed" (5.0) if a candidate fails to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started. The same applies if a written examination is not completed within the specified time limit, 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 caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination 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 at fault for exceeding a deadline for registration, or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of

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these provisions.

- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, they may be excluded by the examiner or examination supervisor from taking further part in the examination, in which case the examination will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) 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.

Types of examinations completed during the course of study § 9

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

Oral examination components completed during the course of study

- (1) In oral examinations, candidates should prove that they are able to identify interrelationships within the examination subject matter and relate specific problems to these interrelationships. In addition, candidates should demonstrate that they have adequate fundamental knowledge relating to their academic programme.
- (2) An oral examination lasts between 30 and 45 minutes.

Written examination components completed during the course of study § 11

- (1) In written examinations, candidates should be able to prove that they are able to recognise problems related to their subject and develop solutions for them, using subject-specific methods and within limited time and resources.
- (2) A written examination lasts between 60 and 120 minutes.

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- (3) If a written examination component is taken as a term paper, candidates must assure that they are the authors of their work and have used no sources or aids other than those indicated.
- (4) The evaluation period for written examinations should not exceed four weeks.

§ 12 Assessment of examination components

(1) Grades for the individual examinations are determined by the respective examiners. The following grades must be used for assessment of examinations:

1 = very good 2 = good	=	an outstanding performance; a performance which lies substantially above average requirements;
3 = satisfactory	=	a performance which fulfils average requirements;
4 = sufficient	=	a performance which, despite deficiencies, still meets the requirements;
5 = failed	=	a performance which, due to considerable deficiencies, does not meet the requirements.

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

- (2) The final module grade is calculated on the basis of the unrounded values of module examination components, weighted according to the number of credits earned. If a final examination is to be completed within a module, the grade from this final module examination constitutes the grade for this module.
- (3) Grading for the final module grade, and the overall Master's examination grade is as follows:

for an average up to and including 1.5 very good for an average of between 1.6 and up to/including 2.5 good for an average of between 2.6 and up to/including 3.5 satisfactory for an average of between 3.6 and up to/including 4.0 sufficient

- (4) When calculating final module grades and the overall examination grade, only the first decimal after the point is taken into account, without rounding. The overall grade for the Master's examination is calculated in accordance with § 19, paragraph 2.
- (5) In addition to the German-system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:

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

D the following 25 % E the following 10 %

The grades achieved by at least two previously

The grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group, depending on the size of the graduating cohort. For degree grades, the ECTS grade must be included. For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Master's examination

§ 13 Master's examination admission requirements

- (1) Admission to the individual examinations for the Master's examination will only be authorised for those who:
 - 1. are enrolled at Heidelberg University for the Master's degree programme in Political Science.
 - 2. have not lost their entitlement to take the final examinations in the Master's degree programme in Political Science.
- (2) The following certificates must be provided for admission to the final oral Master's examination:
 - 1. successful completion of the modules and courses listed in Annex 1, equating to 52 credits.
 - 2. successful completion of modules and courses in the minor subject or in the related subject, equating to 10 credits.
- (3) The candidate may only begin to work on the Master's thesis when the final oral examination has been taken.

§ 14 Master's examination admission procedure

- (1) The application for admission to the examination must be made in writing, and must be addressed to the chair of the examinations board. The following must be enclosed with the application:
 - 1. evidence of fulfilment of the admission requirements outlined in § 13 paragraph 1,
 - 2. declarations from candidates, stating whether they have previously failed a Master's examination in the Master's degree programme in Political Science, or whether they are currently undergoing an examination

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procedure in such a programme.

(2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.

- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the examination may only be rejected if:
 - 1. the requirements outlined in § 13 paragraph 1 are not fulfilled, or
 - 2. the documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 - 3. candidates have failed their final attempt at the Master's examination in the Political Science programme or have lost the entitlement to take the final examinations, or
 - 4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 15 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
 - 1. successful completion of the examinations for the modules and courses stated in Appendix 1,
 - 2. successful completion of the modules and courses for the minor subject or related subject,
 - 3. the final oral examination,
 - 4. the Master's thesis.
- (2) The examinations referred to in paragraph 1, number 1 are taken as an integrated part of the respective lectures or courses. They may be in written or oral form. The lecturer responsible for a 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. For minor subject or related subject examinations, the examination rules and regulations of the relevant subject apply.
- (3) The components of the Master's examination must be taken in the following order:

examinations completed as an integrated part of courses or lectures during the course of study (paragraph 1, number 1 and number 2) final oral examination (paragraph 1, number 3) Master's thesis (paragraph 1, number 4)

§ 16 Final oral examination

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(1) The purpose of the final oral examination is for candidates to prove that they have mastered the interrelationships between the individual disciplines of their subject, and are able to assess specialist problems accordingly. In addition, the final oral examination will assess whether the candidate has wide fundamental knowledge, as well as specialist knowledge in the specific subject areas examined.

- (2) The oral final examination is held by two examiners or by one examiner in the presence of a qualified observer. The candidate has a right to suggest an examiner, however, this does not constitute a legal entitlement. The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (3) In accordance with § 15, paragraph 1, nos. 1 and 2, candidates must take the final oral examination no later than eight weeks after the completion of the last final examination component.
- (4) Upon consent from the examiners, the candidate may suggest two topics to be covered during the final oral examination; the examination is, however, not limited exclusively to these topics.
- (5) The final oral examination lasts for approximately 45 minutes.
- (6) The final oral examination will, at the candidate's option, be held in German. The validity of § 3 paragraph 5 remains unaffected.
- (7) Important content and the results of the oral examination will be recorded in the minutes. Candidates must be notified of examination results immediately following the oral examination.
- (8) Students seeking to take the same examination at a later date may be allowed to observe the examination, provided that there is enough space available. The student observers may not be present for the assessment or announcement of the examination results. Upon the candidate's request, or for other valid reasons, observers may be prohibited from attending the examination.

§ 17 Master's thesis

- (1) The purpose of the Master'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.
- (2) In accordance with § 6 paragraph 1 clause 1, the Master's thesis may be assigned and supervised by any authorised examiner from the Political Science department. The assignment and supervision of a qualified examiner from another department or subject area at Heidelberg University requires the prior consent of the examinations board. With the prior consent of the examinations board, the Master's thesis may be completed at an institution outside of Heidelberg University; provided that it is supervised by an examiner authorised

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in accordance with clause 1.

(3) The candidate must begin work on the Master's thesis no later than two weeks after the successful completion of the final oral examination, or, must have by that time submitted an application to the chairperson of the examinations board for the assignment of a topic. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.

- (4) The topic of the Master's thesis will be determined by the supervisor. 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 their Master's thesis in due time. The candidate is permitted to propose topics; however, this does not constitute a legal entitlement to a particular topic. The topic is assigned by the chair of the examinations board. The date of assignment must be recorded.
- (5) The deadline for submission of the thesis is four months following assignment of the topic. In exceptional cases, the examinations board, having consulted the supervisor, may extend this deadline by up to two months. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not responsible for exceeding the deadline.
- (6) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate should be able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment.
- (7) The Master's thesis may be written in German or English. Other languages may be approved by the examinations board.

§ 18 Submission and assessment of Master's thesis

- (1) Three copies of the Master'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 the Master'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 Master's thesis is assessed by two examiners, one of whom must be a professor. The thesis supervisor should be the first examiner. The second examiner is designated by the examinations board. The candidate is permitted to make a proposal; however, this does not constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 applies

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accordingly. If the two assessments differ by more than one grade, the examinations board will determine the grade for the Master's thesis after consulting both examiners. In such cases, a third examiner may be consulted.

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§ 19 Passing the examination and overall grade

- (1) The Master's examination is passed when all examination components as set forth in § 15 paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) When calculating the overall grade for the Master's examination in accordance with § 12 paragraph 3, the numerical values of all module grades shall be considered without rounding according to § 12 paragraph 3, and shall be weighted according to their respective number of credits.

§ 20 Retaking an examination component and deadlines

- (1) If examinations are not passed, or are considered not to have been passed, they may be retaken once. This includes failed examinations at other universities.
- (2) It is not permitted to retake an examination component which has been graded as passed.
- (3) Failed examinations must be retaken no later than during the following semester. If the candidate fails to meet this deadline, they will lose their entitlement to take the examination, unless they are not responsible for the deadline being exceeded.
- (4) If a compulsory module examination is failed on the final attempt, the candidate will be excluded from the academic programme. Failure of compulsory elective modules and elective modules may be offset by the successful completion of a different module.

§ 21 Master's diploma and certificate

- (1) Once the Master's examination has been passed, a diploma will be issued within four weeks, listing all individual modules with their respective grades (graded in accordance with § 12 paragraph 3, and numerical value) and credits, as well as the grade and topic of the Master's thesis, and the overall grade of the Master's examination. The diploma will be dated with the date of the last examination component. It must be signed by the dean and chair of the examinations board.
- (2) If 60 or more credits were obtained by completing examination components in the fields of study covered by compulsory elective modules 2-5 (two compulsory elective modules, research practicum and Master's thesis), the respective field of study may be shown as a study focus in the diploma and degree certificate.
- (3) A "Diploma Supplement" in German and English is also provided, containing

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additional information about the course content and period of study. The content complies with the "European Diploma Supplement Model".

- (4) A bilingual Master'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 "Master of Arts". The Master's certificate is signed by the dean and the chair of the examinations board. It bears the faculty seal.
- (5) If the Master's examination is failed on 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. Upon request and on presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued that lists any completed examination components and their respective grades as well as the examination components still required for passing the Master's examination, and which indicates that the Master's examination has been failed.

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, but without any intent on the candidate's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) Before a decision is made, candidates will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deceit, the Master'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 made more than five years after the date indicated 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

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must be made in writing. The request must be submitted within one year of completion of the examination procedure. The chair of the examinations board will decide when and where such access will be given.

§ 24 Coming into force

These examination rules and regulations will come into force on 1 September 2010.

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Appendix 1: Modules, lectures and courses of the Master's degree programme

The following table shows the modules which must be completed as part of the Master's degree programme in Political Science.

	he Master's degree programme in Political Science	Courses (L = lecture, S = seminar)	Recommen- ded semester	Number of credits
Compulsory module (P1)	Research practicum	S S	1 2	12
cre	udents must choose any four out o edits. ent module options may be chosen	•	•	·
Compulsory elective module (WP2)	Government policy research / Policy research	L (S) / S		12
Compulsory elective module (WP3)	Comparative analysis of political systems	S/S		12
Compulsory elective module (WP4)	Comparative conflict analysis and international regulatory policy	S/S		12
Compulsory elective module (WP5)	Modern political theory / Institutional theory	L (S) / S		12
Compulsory elective module (WP6)	Perspectives and positions in Political Science	S/S		12
Advanced mo	dule			
Compulsory module (P7)	Final oral examination	Examination	3	4
Compulsory module (P7)	Master's colloquium	S	4	2
Compulsory module (P7)	Master's thesis (incl. colloquium)		4	30
Cross-discipli	nary Skills module			

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Cross- disciplinary Skills (ÜK)	Academic writing and presentation of research findings		S S	1 2	4	
Compulsory elective modules from other subjects						
Compulsory elective module	Freely selectable minor subje	ect	S/S	2	10	
						I
Compulsory elective module	Freely selectable minor subje	ect	S/S	3	10	
				Total	120	

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Appendix 2: Recommended curriculum for the Master's degree programme in Political Science

Semester 3rd Semes		Module examinations ekly contact hours) / CP	Total (credit points)	
Compulsory modules				
Geminar (2 / 6)		1	4 / 12	
Oral final examin (4 CP)	(2/36	
ions may be chosen per	4 Modules, (4 / 12 each)	uie.		
·				

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	2 WP (8 / 24)	1 WP (4 / 12)	1 WP (4 / 12)			16/ 48
Cross-disciplinary skills (ÜK) MAPOL_ÜK	Academic writing (2 / 2)	Presentation of research findings (2 / 2)			2 POA (proof of attention)	4 / 4
Total (WCH / CP) Political Science	12/32	8 / 20	4/16	2/32	6 / 2 POA	30 / 100
MAPOL_Bei1 module: Compulsory elective			Selected minor subject		1	4 / 10
MAPOL_Bei2 module: Compulsory elective		Selected minor subject			1	4 / 10
Subtotal PS + ÜK (WCH / CP)	12/32	12 / 30	8 / 26	2 /32	8 / 2 POA	38 / 120

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Appendix 3: Modules, lectures and courses of the minor degree programme

§ 1 Validity; examinations board

These regulations are amendments to the examination rules and regulations of the Master's Degree programme in Political Science, in particular Appendices 1 and 2. The political science examinations board is responsible for the module examinations in political science. For the rest, the Master's examination rules and regulations pertaining to the major subject for which the student is enrolled apply.

§ 2 Range of courses offered and modules

- (1) Where political science is studied as a minor subject as part of a master's degree programme, students are required to complete 20 credits.
- (2) Of the following five compulsory elective modules, students must complete two different modules with two courses (4 WCH) each:
- Government policy research / Policy research
- Conflict analysis and comparative foreign policy
- Comparative analysis of political systems
- Modern political theory / Institutional theory
- Perspectives and positions in Political Science
- (3) Students must complete 12 CP in one of the modules. 8 CP must be completed in the second module.

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