

Internal Regulations for Examination and Assessment of the Erasmus Mundus Master Course “Medical Technology and Healthcare Business“ (EMMAH) leading to the degree Master of Science (M. Sc.)

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I. General

Section 1: Aim of the Master's Programme and purpose of the master's assessment process

- (1) Giving due regard to changes and requirements in the working world, the aim of the Master's Programme in EMMAH is to impart to students holding a relevant bachelor's degree (Section 3, Paragraph 1, No. 1) the particular knowledge, skills and methods required in the medical technology and management field in a way that enables them to conduct scientific work, to critically assess and integrate scientific findings and knowledge, and to act responsibly. In order to achieve these objectives, the Master's Programme in EMMAH strives to link research and instruction very closely with one another, inter alia through intensive lab courses conducted in collaboration with the three universities Hamburg, Lille and Porto.
- (2) The master's assessment process shall lead to conferral of a master's degree in EMMAH which qualifies the holder to practice a profession. The purpose of the master's assessment process is to determine whether the candidate has acquired the specialised knowledge necessary for practicing a particular profession, has a fundamental grasp of his field of study and has the ability to apply scientific methods and findings.
- (3) The Programme shall be conducted in English.
- (4) Master degree programmes are advanced courses and lead to a further and higher academic and vocational qualification.

Section 2: Master's degree

- (1) Candidates who successfully complete the master's assessment process shall be awarded a European Master, a joint master degree in "Medical Technology and Healthcare Business".
- (2) The academic degree is awarded, if a total of at least 300 ECTS credit points (CP) are demonstrated. These credit points consist of a preceding programme and the course content of this master degree programme.

Section 3: Admission requirements

- (1) The requirements for admission to the Master's Programme are:
 - a. A recognised first academic degree that establishes the candidate's academic qualification for the Master's Programme.
 - b. Sufficient English-language proficiency is a prerequisite for admission to the programme. Minimum is the B2 level of the European reference system.
- (2) The master's assessment process shall lead to conferral of a master's degree in EMMAH which qualifies the holder to practice a profession. The purpose of the master's assessment process is to determine whether the candidate has acquired the specialised knowledge necessary for practicing a particular profession, has a fundamental grasp of his field of study and has the ability to apply scientific methods and findings.
- (3) The Programme shall be conducted in English.
- (4) For the purposes of paragraph 1, candidates should have, as a special educational background, knowledge in the following fields: Clinical Physiology or equivalent, Medical

Imaging and Radiation Therapy or equivalent, Biomedical Engineering or equivalent, Audiology or equivalent, Health Sciences or equivalent.

- (5) The question of whether the individual candidate fulfils the admission requirements set forth in paragraph 1 and has the required academic qualifications shall be decided by the Pedagogical Committee of each partner.

Section 4: Standard period of study, scope of studies, credit points

- (1) The standard period of study including the master's assessment process is four semesters (two years).
- (2) One Credit Point (ECTS) corresponds to a workload of 25 to 30 hrs.
- (3) A total of at least 120 credit points (based on the European Credit Transfer System - ECTS), with the master's thesis accounting for a minimum of 30 of these credit points, shall be required to complete this Master's Programme.

Section 5: Modules

- (1) The Master degree programme is modular. A module is a range of classes on the same subject or area. A module is a discrete course unit which is made up of one or more related classes and constitutes one component of the overall learning outcomes for the degree programme as a whole. Each module should, as a rule, be worth at least five credit points.
- (2) One module is generally completed with no more than one examination.
- (3) The programme-specific examination and study regulations set out the module titles, the number of modules, the type (e.g. compulsory module) and number of credit points awarded for each module, and the grade weighting in accordance with Section 21 (5) and (12). The programme-specific examination and study regulations shall refer back to the module descriptions for details; the module descriptions are provided in module handbooks. The provisions of the general and of the programme-specific examination and study regulations are binding for the module handbooks; the module handbooks may not depart from these provisions. Module descriptions primarily contain the following information on the relevant module: module content and outcomes, the type of class, module prerequisites, applicable courses and programmes, conditions for the award of credit points, credit points and grades, how often the module is run, the module workload, and the duration of the module. The module handbooks and any changes to or cancellation of the handbooks shall be approved by the Faculty Council and are not part of these Regulations or of the programme-specific examination and study regulations.
- (4) The programme-specific examination and study regulations differentiate between compulsory, optional compulsory and elective modules.
 - a. The compulsory modules teach basic, advanced and specialist competencies. Students must complete all compulsory modules.
 - b. Optional compulsory modules are designed to reinforce and build on the basic components and/or to allow students to specialise. Optional compulsory modules should allow specialisation, generally towards the end of the degree programme. Students must complete the required number of modules from among the range of optional compulsories offered. The programme-specific examination and study regulations may group together optional compulsory modules for a specific specialism or focus. The specialism option brings together related fields, and allows the student to define his or her own and relatively broad degree specialism. The "focus" option, on the other hand,

allows the student to set his or her own particular focus within what is otherwise a relatively strictly defined course programme.

- c. Elective modules are a range of “optional” classes which are designed to build on the core modules. They are not part of the Bachelor or Master examination. Students may apply to have elective modules for which they have been awarded examination or study credits to be listed in the diploma supplement.
- d. Supplementary modules are generally modules which are offered as optional compulsories, and which a student successfully completes in addition to the optional compulsory modules which he or she has already chosen. Students may apply to have supplementary modules included on their certificate and in the diploma supplement as supplementary modules in accordance with Section 21 (16); supplementary modules are not, however, included in the calculation of the overall grade.

Section 6: Assessment process and assessment deadlines

- (1) The master's assessment process shall encompass grade-based and pass / fail examinations and a master's thesis. Examinations shall be conducted in English.
- (2) Course-specific examinations and the master's thesis shall flank the course of study and should be completed within the standard period of study set forth in Section 4, the student has a right to defend the thesis within 6 months after the last day of classes in the last semester. Two dates prior to the start of the next lecture period shall be offered for course specific examinations. The first date should be scheduled shortly after the end of the respective lecture period, as scheduled by the local academic calendar.
- (3) Candidates shall register to the master's assessment process at the time that they register for the local EMMAH programme (see Section 11). The local coordinator shall announce the registration deadline; this deadline should precede the examination date by at least six weeks.
- (4) Should a candidate prove on the basis of a medical certificate that he or she is unable to complete the assessment process in part or in its entirety in the designated form due to prolonged or chronic physical illness or impairment, the chairman of the Academic Board shall allow the candidate to undergo a different but equivalent form of assessment. An appeal can be filed under the proper local legislation. The same shall apply to course credits. All results are communicated electronically via the website of the consortium.
- (5) On application by the particular student, corresponding allowances shall be made for the maternity protection leave time frames stipulated in the version of
 - a. the Maternity Protection Act in Portugal,
 - b. the Maternity Leave Act (Gesetz zum Schutz der erwerbstätigen Mutter [MuSchG]) in Germany
 - c. the article 10 in the order of 22 January 2014 of in France,
- (6) that is currently in force. Necessary documents shall be attached to the application. All time frames stipulated by these Examination Regulations shall be suspended by maternity protection leave; assessment time frames shall not include periods of maternity protection leave. Allowances shall likewise be made on application for periods of parental leave under the version of the locally valid law. Students shall notify the Academic Board in writing of the period or periods during which they wish to take parental leave, enclosing necessary substantiating documents, at least four weeks prior to the date on which they wish to start parental leave. The Academic Board shall determine whether the statutory requirements have been met which would lead to an employee being entitled to parental

leave under the local Child-raising Allowance and Parental Leave Act and shall inform the student immediately of its findings and, if applicable, any new assessment deadlines. The time frame in which a student's master's thesis must be completed may be adapted according to the local appropriate legislation.

Section 7: Examiners and assistant examiners

- (1) As a rule, only professors or lecturers shall be appointed as examiners. Further, only those persons who hold a corresponding Master's degree or a Diploma in the fields of EMMAH from a European university and, providing there are no compelling reasons for a departure from this requirement, have taught classes on their own authority in the examination subject in the segment of the Master's Programme that precedes the examination may be appointed as an examiner. Only those persons who hold a corresponding Master's degree or Diploma or a comparable degree may be appointed as an assistant examiner or preliminary evaluator.
- (2) As a rule, course examinations shall be conducted by the lecturer in charge of the course. Should this person not be able to conduct these examinations within the stipulated time frame due to illness or other compelling reasons, the Local Coordinator shall ensure that another examiner is appointed to conduct the examination. Such examiners should have already taught courses in the particular module on their own authority.
- (3) Examiners shall be independent in their conduct of examinations.
- (4) The Local Coordinator shall ensure that the students are notified of the names of the examiners at least two weeks prior to the date of the particular examination.
- (5) The examiners, assistant examiners and preliminary evaluators shall be bound to confidentiality. Those members who are not civil servants shall be bound to confidentiality by the Local Coordinator.

Section 8: Recognition of grades and credits for courses work, assignment to a more senior specialised-study semester

- (1) Credits shall be granted, without a determination of equivalency for grades that a student has earned in the same course of study at another university.
- (2) Credits shall be granted for grades earned in other courses of study or at a non-university educational institution provided that equivalency has been determined.
- (3) The recognition is decided by the Pedagogical Committee.

Section 9: Cancellation, failure to appear, withdrawal, cheating, disruption of examinations

- (1) Candidates may cancel their registration for a course-based examination without indicating the reason for the cancellation up to one week before the examination date at the latest.
- (2) Candidates who fail to appear on the day of an examination without good cause or who withdraw from an examination without good cause once it has begun shall just lose their first attempt; this shall not affect Paragraph 1. The same shall apply when a candidate does not complete a written test within the allotted time.
- (3) Candidates shall immediately notify the Local Coordinator in writing of the reasons for their failure to appear and credibly substantiate them. In the event of illness, the

candidate shall be required to submit a medical certificate. Any grades that have already been earned shall be recognised.

- (4) Candidates who try to influence the outcome of an assessment (examination or thesis) through deception or the use of inadmissible materials or aids shall receive the grade "F". Disciplinary sanctions shall be taken in accordance with the regulations of each University.
- (5) Candidates may, within a period of 14 days, request that decisions taken pursuant to paragraph 2 and paragraph 4, sentences 1 and 2 be reviewed by the Local Coordinator which shall give the particular candidate an opportunity to state his case. The Local Coordinator shall inform the respective candidate of any negative decisions, substantiate its decision, and advise him of the legal remedies available to him, immediately and in writing.

II. Master's assessment process

Section 10: Scope and type of assessment

- (1) The master's assessment process consists of:
 - a. The final examinations for courses organised in the modules of EMMAH and the candidate's field of specialisation;
 - b. A master's thesis. Candidates shall be awarded credit points (credits on the basis of the European Credit Transfer System - ECTS) for successful examinations, following the schedule available on the website. In the case of a block of courses, the credit points will be apportioned between the individual courses on the basis of the number of hours they accounted for.
- (2) The assessments for individual lecture courses shall, as a rule, be conducted in the form of examinations as given in the module description.

Section 11: Admission to the master's assessment process

- (1) Only those persons who fulfil the admission requirements specified in Section 3, paragraph 1 and are enrolled in the Master's Programme in EMMAH at the three universities may be admitted to the master's assessment process.
- (2) Candidates shall submit their application for admission to the master's assessment process to the Local Coordinator together with their application for the first examination in the process. The following shall be included with the application, unless already submitted:
 - a. Documents proving that the candidate satisfies the admission requirements specified in paragraph 1
 - b. A statement from the candidate on whether:
 - he has already failed a master's assessment process in this course or a related course of study
 - or has definitively failed the process in this course or a related course of study after having exhausted all options for repeating it
 - or has already failed a diploma assessment process in EMMAH
 - or has definitively failed the diploma assessment process in EMMAH after having exhausted all options for repeating it,and whether he is presently undergoing an assessment process elsewhere.
 - c. All further applications shall also be submitted to the local EMMAH coordinator. When applying, the candidate shall specify which modules and courses are to be covered by the examination.
- (3) Should the candidate not be able to include the documents stipulated in paragraph 1 and 2 in the required form, the Academic Board may allow him to provide the requisite proof in another form.

Section 12: Admission procedure

- (1) The Academic Board or, in accordance with Section 6, Paragraph 8, the local EMMAH coordinator shall decide on applications for admission to the master's assessment process.
- (2) An application shall be rejected when
 - a. The requirements specified in Section 11, Paragraph 1 have not been satisfied, or
 - b. The candidate's documentation is incomplete, or
 - c. The candidate has definitively failed the master's assessment process in the same Master's Programme after having exhausted all options for repeating it or has definitively failed the Master assessment process in EMMAH after having exhausted all options for repeating it, or
 - d. The candidate is already enrolled in the same master's programme at another university, or the candidate is currently undergoing a master's assessment process in EMMAH degree programme.

Section 13: Written tests

- (1) In the course of a written test, candidates are supposed to prove that they are capable of understanding a problem and finding ways to solve it using methods commonly used in their discipline, within a specific period of time and with the help of limited aids.
- (2) The examiners shall announce on a timely basis which aids may be used during a written test.
- (3) Each written test shall be graded by an examiner in accordance with Section 18. Should the candidate be repeating the written test for the second time pursuant to Section 19, Paragraph 3, it shall be graded by two examiners. Preliminary correction by assistants shall be permissible.
- (4) On request, candidates shall be allowed to examine their graded tests.

Section 14: Oral examinations

- (1) In oral examinations, candidates are supposed to prove that they understand the relationships and correlations in the field they are being tested on and are able to analyse and process specific questions or tasks within this overall context. Oral examinations should also determine whether the individual candidate has a broad basic knowledge of his field.
- (2) Oral examinations shall be conducted by either a panel of several examiners or a single examiner in the presence of a competent assistant examiner (Section 7, paragraph 1, sentence 5), with the candidate.
- (3) Oral examinations should last an average of 30 minutes (a minimum of 15 minutes and a maximum of 45 minutes) per candidate undergoing a regular assessment in the course of the semester.
- (4) A record shall be kept of the essential topics and results of the examination in the individual courses. Candidates shall be informed of their grade immediately following the oral examination.

Section 15: Master's thesis

- (1) The master's thesis is a written dissertation on an independent research project and concludes the candidate's academic training. A master's thesis should demonstrate that the candidate is capable of conducting independent work on a problem taken from the EMMAH field and of producing findings within a specified period of time under application of scientific methods.
- (2) Any professor or person with qualifications to lecture from the participating universities who regularly offers courses for the EMMAH in accordance with Section 10, Paragraph 1, sentences 1 – 4, may propose to the local EMMAH coordinator the subject for a master's thesis; as a rule, the person who assigns the subject shall also act as supervisor for the thesis. Permission from the local EMMAH coordinator shall be required when a professor who conducts research and teaches at an educational institution or facility outside the participating faculties provides the topic for the master's thesis and subsequently serves as the candidate's supervisor or when the candidate is to do his thesis at a facility outside the university.
- (3) Candidates may apply to the local EMMAH coordinator to have a topic assigned to them. In such cases, who shall ensure that the candidate receives a topic for his master's thesis on a timely basis.
- (4) The local EMMAH coordinator shall notify candidates of the topic of their master's thesis. A record shall be kept of the date of notification.
- (5) Candidates shall have six months from the date on which they were notified of the topic of their thesis to the date on which they have to submit their thesis. The topic and the nature of the assigned task must be such that the master's thesis can be completed within the specified period. Candidates may decline a topic only once, and only within the first month of notification. As an exception, the Academic Board may extend the submission deadline by up to six weeks upon receipt of an application in which the candidate cites reasons that would justify an extension. the student has a right to defend the thesis within 6 months after the last day of classes in the last semester. This 6month period can be further extended by another 6 months for important reasons by the Board decision.
- (6) Candidates shall declare in writing when they submit their thesis that the particular thesis is their own work, that they used only those sources and resources cited in the thesis and that they have identified citations as such.
- (7) The master's thesis should comprise about 50 (30 to 80) DIN A4-size pages. It must be written in English, and if needed in a second language at choice of the candidate.
- (8) Each EMMAH student must deliver an oral presentation of the thesis topic at the end of the fourth semester as planned and organised by the local EMMAH coordinator, if the rules of the institution, the thesis is delivered to, requires an defence. The composition of the jury and the specific assessment of the oral presentation as part of the master thesis assessment, must comply with the local rules¹; these rules must be stated by the local EMMAH coordinator at the time the student is presented his master thesis topic. In the case of an industrial thesis topic, the local EMMAH coordinator is responsible for

¹Local rules and procedures for the thesis defences:

Hochschule für Angewandte Wissenschaften Hamburg — no defence required.

Escola Superior de Tecnologia da Saúde do Porto — defence must be in accordance with internal rules specified in Despacho ESTSP/P – 23/2014: Regulamento de Mestrado da ESTSP [available on:

http://www.estsp.ipp.pt/fileManager/editor/Documentos_Publicos/Regulamentos/Regulamento_-_Cursos_de_Mestrado_.pdf].

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monitoring the proper secrecy conditions in full respect of the related intellectual property rights.

- (9) Thirty credit points minimum shall be awarded for the master's thesis.

Section 16: Submission and evaluation of a master's thesis

- (1) Candidates shall submit their master's thesis in quadruplicate to the local coordinator by the specified deadline. A local record shall be made of the time and date on which the particular master's thesis was submitted. Should a master's thesis not be handed in on time, it shall be delayed until the next repeat session.
- (2) Master's theses shall be evaluated and graded by at least two examiners. One of the examiners shall be from the teaching staff of the university, but not the supervisor who assigned the subject for the particular master's thesis. The other may be designated by the local EMMAH coordinator.
- (3) The examiners shall each grade the master's thesis separately and provide the reasons for the grade they assigned in writing in accordance with Section 18, Paragraph 1. When the difference between the two grades is less than (10%), they shall be averaged together for the final grade for the particular master's thesis. Should the difference be (10%?) or greater, the local coordinator shall appoint a third examiner to evaluate the thesis. In such cases, all three grades will be averaged together for the final grade. A master's thesis may however be awarded the grade "-E (Sufficient)" or higher only when at least two of the individual grades were "E" or higher. Grades shall be averaged in accordance with Section 18, Paragraph 6.

Section 17: Supplementary courses

- (1) In addition to their examinations in compulsory courses, candidates may opt to be examined in other subjects (supplementary courses). On application, the EMMAH local coordinator shall specify the course and the type and scope of the examination, which can be the local system. On application by the candidate, the results of any examination in these courses shall be included in his certificate documenting academic performance; these grades however shall not be used when calculating his overall grade.

Section 18: Assessment, grading system and pass requirements for the master's assessment process

- (1) The grade for each examination shall be determined by the respective examiner, based on his local grading system. The conversion in the ECTS grading system shall be used where the appropriate statistics are available
- (2) Candidates shall be informed of the grades earned in individual examinations within six weeks of the particular examination, and the grade awarded for their master's thesis within eight weeks at the latest following the submission deadline. The Academic Board shall decide the method of notification, giving due consideration to data protection requirements.
- (3) The overall grade earned shall be calculated using the average grade from all examinations the candidate has passed which fall under the subject that constitutes the particular semester/year, with the individual grades being weighted on the basis of the corresponding credit points. The grading scale here is:

- (4) Candidates shall have satisfied the requirements for the master's assessment process when they have obtained a pass assessment for each module /unit which constitute a semester, and receive a passing grade on their master's thesis.
- (5) The final grade shall be calculated using the average of the grades earned.
- (6) Only the first decimal place after the decimal shall be used when calculating the grades for individual subjects or for overall performance; all further decimal places shall be dropped without rounding off.
- (7) When a candidate receives an A for his master's thesis and the grade average for the required subjects is also A, the candidate shall be awarded a master's degree "with distinction" rather than the final grade of "A" as stated in Paragraph 5.
- (8) The ECTS grades are calculated according to Section 21.

Section 19: Repeating the master's assessment process

- (1) Should a candidate's master's thesis be given the grade "F", the candidate may be proposed to revise and resubmit, or write another thesis. The candidate may decline the proposed topic for his master's thesis within the period specified in Section 15, Paragraph 5, sentence 3 only when he did not make use of this option with his first thesis.
- (2) Should a candidate's master's thesis be given the grade "F", the candidate shall, upon submitting an application for permission to write a second EMMAH master's thesis, be assigned a new topic. Sections 15 and 16 shall apply accordingly. Should the second thesis also be assessed as "F", the candidate shall have definitively failed the EMMAH master's assessment process and have no further opportunities to repeat it.
- (3) Students may repeat EMMAH course-specific examinations they have failed, according to the local legislation.
- (4) A student shall have definitively failed the master's assessment process when he fails to earn any credit points in the last permissible repeat of an examination in a module, making it impossible to earn the number of credit points required for the particular module as outlined in Section 10.

Section 20: Joint EMMAH Certificate and Diploma

- (1) Upon completing the master's assessment process and satisfying the requirements for a master's degree, candidates shall receive an official certificate documenting the individual's academic performance listing his grades within three months at the latest following the last assessment (i.e., examination or the master's thesis). The certificate shall be issued by the Academic Board and shall list the subject of the individual's master's thesis, the grade received for the thesis, and the overall grade. The overall grade shall be entered in words and as a number with one decimal place in accordance with Section 18, Paragraph 5. Supplementary courses shall be listed in accordance with Section 17, Paragraph 2. The certificate shall be signed by the Deans of each University.
- (2) The certificate shall show the date on which the individual completed his last assessment (i.e., examination or the master's thesis).
- (3) The certificate shall be issued in English and stamped with the logos of the 3 institutions of the EMMAH Programme. It shall be augmented by a Joint Diploma Supplement where a joint degree is legal, or two DS where double degrees are legally necessary. Diploma Supplements are issued in a standardised format in English and contain supplementary information regarding subject matter, the course of the holder's studies, the academic or occupational qualification acquired with the degree, and the university awarding the

degree(s). Diploma Supplements are intended to improve the level of recognition and assessment.

- (4) In the event that a candidate definitively fails the master's assessment process after having exhausted all options available for repeating it, the chairman of the Board shall issue the candidate a written notification thereof which shall include information regarding possible legal remedies.
- (5) Students who leave one of the three universities without completing their course of study shall be issued, upon request, a certificate after their name has been removed from the university's register of students (exmatriculation). This certificate shall be limited to those parts of the student's course of study which he successfully completed. In addition, a certificate may be issued upon request that indicates which examinations or other assessments (examinations or master's thesis) the student did not pass or which the student still needs in order to complete the requirements for a master's degree.
- (6) At the same time that he receives the joint network certificate, the candidate shall be issued a Single diploma in English with the same date as the certificate. This diploma shall document that the holder was awarded a master's degree in accordance with Section 2. The Diploma shall be signed by the respective Legal Authorities of the institutions delivering the EMMAH Master.

Section 21 Grading

- (1) Examinations and the Master thesis are graded on the following basis:

Decimal grade		Grade		Definition
0.7	=	Excellent	=	Exceptional work
1.0 and 1.3	=	Very good	=	Extremely good work
1.7, 2.0 and 2.3	=	Good	=	Work that more than meets the general requirements
2.7, 3.0 and 3.3	=	Satisfactory	=	Work that meets the general requirements
3.7 and 4.0	=	Pass	=	Work that meets requirements despite weaknesses
4.3, 4.7 and 5.0	=	Fail	=	Work that does not meet requirements due to considerable weaknesses

- (2)
- (3) A grade of 4.0 or above is a pass. No grades other than those defined above may be awarded.
- (4) The programme-specific examination and study regulations may provide for the award of grades and points for examinations. In this case, the following definitions apply:

Points	Decimal grade		Grade		Definition
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15	0.7	=	Excellent	=	Exceptional work
14 and 13	1.0 and 1.3	=	Very good	=	Extremely good work
12, 11 and 10	1.7, 2.0 and 2.3	=	Good	=	Work that more than meets the general requirements
9, 8 and 7	2.7, 3.0 and 3.3	=	Satisfactory	=	Work that meets the general requirements
6 and 5	3.7 and 4.0	=	Pass	=	Work that meets requirements despite weaknesses
4 to 0 4 3 2 to 0	4.3 to 5.0 4.3 4.7 5.0	=	Fail	=	Work that does not meet requirements due to considerable weaknesses

(5)

(6) A student who receives a grade of “fail” for a written examination/assessment may apply for his or her script to be marked by a second examiner, to be appointed by the Examination Committee from amongst the examiners appointed in accordance with Section 6. Applications for second-marking must be submitted within four weeks of notification of the result; semester breaks do not count towards these four weeks.

(7) The final grade for the examination in question is the average of the grades from all examiners; Section 21 (1), (2) and (6) apply accordingly.

(8) As a rule, the overall grade for modules comprising multiple examination credit assessments is the arithmetic mean of the individual (decimal) grades. The programme-specific examination and study regulations may alternatively specify that the grades for the individual examinations are to be weighted differently in the calculation of the overall module grade. In such cases, the weighting should reflect the student workload (credit points) for each individual credit. Grades are taken (and not rounded) to two decimal places only; any further decimal places are ignored. Section 21 (6) shall not apply in such cases.

(9) The following definitions apply for module grades:

Up to 0.85	Excellent
Over 0.85 up to 1.5	Very good
Over 1.5 up to 2.5	Good
Over 2.5 up to 3.5	Satisfactory
Over 3.5 up to 4.0	Pass
Over 4.0	Fail

(10)

(11) The overall grade for an examination graded by multiple examiners is the arithmetic mean of the grades awarded by the various examiners. In the event that a number of examiners split an examination as detailed in Sections 13, 14 and 15, they must agree

upon a standard marking scheme. The weighting for each examiner's grade should be defined in accordance with the corresponding student workload.

- (12) When the mean is calculated, arithmetic values should be adjusted to correspond to the grades defined in Section 21 (2). The mean is rounded to the nearest grade pursuant to Section 21 (1) (up or down). In the event that the mean lies exactly between two grades pursuant to Section 21 (2), it is to be rounded to the better of the two grades.
- (13) To pass an examination, students require a "pass" or better. To pass a module, students must at least obtain a "pass" for each of the examinations and any study credit or pre-examination credit assessments which are part of that module.
- (14) Successful study credit and pre-examination credit assessments are graded as "passes" and unsuccessful study and pre-examination credit assessments as "fails". The provisions of (1) to (3) apply accordingly.
- (15) An overall grade is calculated for the Master examination. This overall grade comprises two grade components. The first component is calculated on the basis of the module grades weighted by credit points; the programme-specific examination and study regulations may alternatively specify a weighting by factors. The second grade component is the grade for the Bachelor or Master thesis. The final overall grade is the weighted total of the two individual grades; the weighting is defined in the programme-specific examination and study regulations. Where the programme-specific examination and study regulations do not specify the weighting for the two grade components, the module grade component is weighted at 80 percent and the Bachelor/Master thesis grade at 20 percent of the final overall grade. The grade is taken (and not rounded) to two decimal places only; any further decimal places are ignored. Section 21 (9) shall not apply in such cases.

(16) The final overall grade is as follows:

Up to 0.85	Excellent
Over 0.85 up to 1.5	Very good
Over 1.5 up to 2.5	Good
Over 2.5 up to 3.5	Satisfactory
Over 3.5 up to 4.0	Pass
Over 4.0	Fail

(17)

- (18) A student's relative grade is also stated alongside the final overall grade. The relative grade indicates where the student ranks amongst graduates in the same degree programme for a specified examination diet. As a rule, the examination diet is set by the faculty and is the same for all degree programmes. The basis for the relative grade is the

final overall grade. The relative grade should be defined in accordance with the guidelines in the current ECTS Users' Guide.

ECTS-Note part of successful students

A	the best 10 %
B	the next 25 %
C	the next 30 %
D	the next 25 %
E	the next 10 %
F	-

- (19) The assessment and marking process should take no longer than six weeks. Results shall be announced without delay, and the basis for the grades provided at the student's request. This shall not affect the administrative regulations governing electronic examination data management.
- (20) Students are entitled to take examinations in more modules than the set number required (supplementary modules). Students can apply to have the examination results for up to three supplementary modules included on their certificate; supplementary modules shall not, however, be included in the overall grade.

Section 22: Examination Committee

- (1) Examination Committees shall be set up to organise and to carry out all related duties as detailed in these Regulations and in the programme-specific examination and study regulations.
- (2) Each Examination Committee shall have five members: three professors thereof one from each participating partner, one member of academic staff and one student. The term of office for student members is one year; the term of office for all other members is two years.
- (3) The members of the Examination Committee and their deputies shall be chosen by the Faculty Council of the faculty that is running the course(s) for which that Examination Committee is responsible. The Examination Committee shall elect one of its members to be chair and one to be deputy chair. Both the chair and the deputy chair must be professors.
- (4) The members of the Examination Committee have the right to sit in on examinations. The members have a duty of confidentiality and discretion regarding all processes and consultations relating to the examination of individual students. The chair and the deputy chair are responsible for ensuring that any member or deputy member who is not a public servant gives an undertaking of discretion.
- (5) Examination Committee meetings are not open to the public. The Examination Committee shall be quorate when at least three members are present and one of those members is the chair or deputy chair. The chair shall have the casting vote if a vote is tied. The Examination Committee shall draw up rules of procedure for its work, which shall in particular govern the cases in which decisions may be arrived at by written consent in lieu of a meeting, and under what circumstances specific powers may be transferred to the chair. Appeals against the decisions of the chair may be made to the Examination Committee; appeals shall have a delaying effect. Minutes are to be kept of Examination Committee decisions. The decisions of the Examination Committee and of the chair by virtue of the individual powers transferred to him or her are binding on all parties concerned if and to the extent that such decisions relate to the organisation of examinations, in particular to the preparation and implementation of examinations, or to

any other tasks assigned to the Committee under the programme-specific examination and study regulations, or to compliance with examination rules.

- (6) The Examination Committee shall ensure that the assessment regulations are followed and that examinations proceed in a due and proper manner. The Examination Committee, together with the other bodies responsible, shall organise and timetable teaching and examinations to ensure that students are able to sit the required assessments and complete their final thesis (Bachelor or Master thesis) within the specified standard course time. Where necessary, the Committee shall report to the Faculty Council on the status of and developments in examinations and the time taken for course completion, and shall submit proposals for the reform of the course and the applicable examination and study regulations.
- (7) The Examination Committee shall assign the examiners for each examination and set the dates for examinations and the timescale for the corresponding registration process; these decisions are binding on all parties concerned. The Committee shall issue an examination timetable for each semester at least four weeks before the first examination and no later than eight weeks after classes have commenced. The Examination Committee shall announce any changes in the dates which may be required at least two weeks before the new examination date. In the event that the examiners offer additional examination dates, the competent body must be informed in time to make a general announcement to that effect, as a rule at least four weeks before and in all cases at least two weeks before the additional examination date. The Examination Committees may set specific dates for resits. The dates for assessments taken during the teaching period such as papers shall be set by the relevant examiners in good time and at least two weeks before the assessment.
- (8) The Examination Committee shall publish in good time, in an appropriate manner and with legally binding effect all rulings, provisions and other decisions which are to be taken in accordance with these Regulations and the applicable programme-specific examination and study regulations, in particular the announcement of registration and examination dates and examination results. An appropriate manner shall mean digital notification or publication on the Internet and/or a notice on the notice board or postal notification.

III. Final provisions

Section 23: Invalidity of the master's assessment process and revocation of the master's degree

- (1) Should it become known after the certificate has been issued that the candidate cheated on an examination or his master's thesis, the Academic Board of each University involved in EMMAH may refer to the local legislation in charge of such problems; correspondingly correct the grades for those examinations or the thesis on which the candidate cheated and declare the entire master's assessment process or parts thereof as failed.
- (2) Should it become known after the certificate has been issued that the particular candidate had not fulfilled the requirements for admission to the master's assessment process, and should this have happened without any fraudulent intent on the part of the candidate, this defect shall be remedied by the candidate's successful completion of the assessment process. Should the candidate have wrongfully secured admission with intent, the Academic Board of each University involved in EMMAH shall decide on the legal consequences in accordance with the administrative procedure of the locally valid law.
- (3) Prior to taking a decision, the Academic Board shall give the particular student an opportunity to state his case.
- (4) The incorrect certificate shall be withdrawn and, where applicable, a new certificate shall be issued. Decisions pursuant to Paragraph 1 and Paragraph 2, sentence 2, may be taken only for a period of five years after the issue of the certificate.
- (5) Should the candidate's entire master's assessment process be declared a "Fail", the Academic Board shall revoke the master's degree and withdraw his diploma.

Section 24: Access to master's assessment process records

- (1) Upon completion of the master's assessment process, candidates shall be granted access to their written examinations, their thesis, the examiners' written evaluations and the assessment process reports. Candidates may apply to the Local Coordinator within one month of issue of the certificate for access to their files. The Local Coordinator shall determine the place and time of such access.

Section 25: Entry into force, publication and languages

- (1) These Examination Regulations shall enter into force on the day after their publication.
- (2) These Examination Regulations shall be published (Official Announcements of the European Union and by each of the three universities).
- (3) If there are translated versions of this regulation into local languages, i.e. German, French or Portuguese, only this English version shall be valid, and the EMMAH master course shall be exercised according to the English version of this regulation.