

# **Study und Examination Regulations of the Albert-Ludwigs University for the Postgraduate Course Master of Science Global Urban Health**

Due to § 32 Paragraph 3 Clause 1, § 31 Paragraph 1 and § 19 Paragraph 1 Clause 2 nr. 9 of the of the Law on higher education in Baden-Württemberg (State Higher Education Act - LHG) from the 1<sup>st</sup> of January 2005 (GBl. p.1) as amended by the Law on 1<sup>st</sup> of April 2014 (GBl. p.99), the Senate of the Albert-Ludwigs University in its meeting on 25<sup>th</sup> of November 2015, decided on the following articles.

The Rector gave his approval on the 7<sup>th</sup> of March 2016

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## **I. Content and Structure of the Course**

### **§ 1 Scope of the study and examination regulations; academic degree**

(1) These study and examination regulations apply for the postgraduate course Master of Science Global Urban Health at the Albert-Ludwigs University Freiburg.

(2) Due to a passed Masters examination, the academic grade Master of Science (abbreviated M.Sc.) is awarded.

### **§ 2 Admission requirements**

The admission requirements are regulated by the Admissions and Enrolment Regulations of the Albert-Ludwigs University as well as the Admissions Regulations of the University for the postgraduate Master of Science Global Urban Health.

### **§ 3 Profile and concept of the study program**

(1) The aim of the postgraduate program MSc Global Urban Health is to train graduates from undergraduate degree programs in the social sciences, life sciences, natural sciences or engineering, in particular those in the areas of migration sociology, cultural anthropology, psychosocial medicine, environmental medicine, health systems analysis and urban planning for the special exigencies of concept development, planning and implementation of health-related programs in urban areas. Students should obtain the necessary knowledge, skills and competences in the field of detection and quantification of a variety of heterogeneous risk factors and their prevention and control in an interdisciplinary context. One way of developing an individual focus is the Master's thesis, where the students can implement their knowledge and skills in a specific research project. The Master degree qualifies for an occupation in both science and research as well as leadership positions in local government, in international and national organizations, in projects for the planning and implementation of health-related interventions in industrial countries, developing countries, and emerging industrial countries.

(2) The course is structured in modules and connected to a course-accompanying examination system. It is designed as a full-time postgraduate course.

### **§ 4 Begin of the course, standard study time and ECTS credits**

(1) The postgraduate course Master of Science Global Urban Health may only be started in the winter semester.

(2) The standard study time including the Master's thesis will take to semesters. The course has a scope of work of 60 ECTS points. According to the European Credit Transfer and Accumulation System (ECTS), all components of the course are allocated ECTS points, the number of which correlate to the estimated necessary workload of the student. One ECTS point corresponds with an average workload of 30 hours.

(3) The study contents are selected and limited so that the course can be completed within the standard time period. The nature, number and scope of the coursework and examinations should be determined so that the time it takes to complete these corresponds to the ECTS points awarded for that module.

### **§ 5 Language of teachings and examinations**

(1) The courses and examinations in the postgraduate course Master of Science Global Urban Health are carried out in English.

(2) At request, examinations can be done in another language if an examiner fluent in that language can be assured.

### **§ 6 Course content**

In the postgraduate course Master of Science Global Urban Health, the modules in the following table with their respective lectures must be completed. Before the completion of the basic module, only one structural module may be taken. The for every module obligatory lectures and to be completed coursework and examinations are listed in the module handbook, and will be announced to the students in a timely manner.

Module Course	Type	ECTS Points	Semester	Coursework/Exam
<b>Basic module (16 ECTS Points)</b>				
Epidemiology and statistics	V, Ü	6	1	PL: written
Qualitative and quantitative methods and findings of social and public health research	V, Ü, S, Pr	10	1	PL: written and oral
<b>Structural Module 1: Environment and Non-communicable Diseases (7 ECTS Points)</b>				
Environmental determinants	V, Ü, S, Pr	3	1 and 2	SL
Non-communicable diseases	V, Ü, S, Pr	3	1 and 2	SL
Final Exam		1	2	PL: written and oral
<b>Structural Module 2: Communicable Diseases and Programmes (7 ECTS Points)</b>				
Communicable diseases and outbreaks	V, Ü, S, Pr	3	1 and 2	SL
Quality assured programmes	V, Ü, S, Pr	3	1 and 2	SL
Final Exam		1	2	PL: written and oral
<b>Structural Module 3: Migration and Mental Health (7 ECTS Points)</b>				
Mental health in urban environments	V, Ü, S, Pr	3	1 and 2	SL
Migration and violence in urban settings	V, Ü, S, Pr	3	1 and 2	SL
Final Exam		1	2	PL: written and oral
<b>Master module (23 ECTS Points)</b>				
Research Design		3	1 and 2	SL
Oral Master Examination		3	2	PL: oral
Master Thesis		17	2	PL: Master Thesis

Abbreviations in the table:

Pr = Practical; S = Seminar; Ü = Exercise; V = Lecture; PL = Examination; SL = Coursework

## II. Coursework and course examinations

### § 7 The purpose and scope of the Master's examination

(1) The Master's examination is to determine whether the student has acquired the in the postgraduate course Master of Science Global Urban Health imparted expertise, understands and can critically judge the interrelations, and has the ability to apply the scientific methods and knowledge independently.

(2) The Master's examination consists of the course examinations (module examinations), this also includes the Master's thesis and the oral Master's examination.

(3) The Master's examination is passed if all module examinations were evaluated in each case with at least the grade "sufficient" (4.0). Moreover, all in accordance with § 6 ECTS points from the module coursework and examinations must be acquired. ECTS points for the individual modules, courses or other accomplishments are given, when all required coursework and course examinations are completed.

## **§ 8 Coursework (Studienleistung)**

- (1) Coursework is individual written, oral or practical work, which is completed by students usually in connection with lectures; it can be the regular attendance to lectures, for which alone no ECTS points are given. What coursework must be done in each of the modules and which of this coursework is a prerequisite for the admission to module examinations, is written in the module handbooks and the students will be informed in a timely manner – at the latest at the beginning of the course.
- (2) The coursework is to be evaluated by the course leader and marked with either “passed” or “failed”, specific grades are not necessarily to be given.
- (3) If all the coursework for the module has been completed, no further coursework may be done for this module.

## **§ 9 Course examinations**

- (1) Course examinations are performed in the form of module examinations. Module examinations can be final examinations, in which all content from the module can be tested, or partial module examinations, relating to one or more components of the module. Nature and scope of these examinations, that can be written, oral, or practical, are written in the module handbooks and the students will be informed in a timely manner – at the latest at the beginning of the course.
- (2) If all the examinations for the module have been completed, no further examinations may be taken for this module.

## **§ 10 Course oral examinations**

- (1) Course oral examinations are often oral conversation examinations.
- (2) Through oral examinations the student must demonstrate that he or she knows the basic concepts of their Master studies, recognises the context of the examination area, and can classify specific questions into the correct category.
- (3) Oral examinations have a maximum duration of ten minutes per ECTS point and a total duration of no more than 30 minutes; they are usually done individually in front of an examiner in the presence of an assistant. Group examinations are allowed with up to four students, which are done in front of at least two examiners. Here, each student will only be questioned by one examiner. Before determining the grade according to § 15, the examiner must listen to all other examiners.
- (4) The essential topics and the outcome of the oral examination must be recorded in a report. The report must be signed by the examiner/s and assistant. The result of the test is communicated to the students following the oral examination.

## **§ 11 Course written examinations**

- (1) Course written examinations are usually supervised examinations or assignments.
- (2) In a written examination the student should demonstrate that he or she can answer the questions on the basis of the necessary knowledge with minimal aid and a restricted amount of time.
- (3) The length of the exam is 60-180 minutes, and should be orientated in a way that one ECTS point will have a maximum of 30 minutes examination time. The dates for exams and the permissible aid materials will be announced to the students from the Admissions and Examinations Committee at least four weeks before the exam.
- (4) In an assignment, the student should demonstrate that he or she can analyse a specific topic within their area of expertise in a written form.
- (5) The assessment of the written examinations should not take longer than four weeks; § 18 Paragraph 7 Clause 1 remains unaffected.

## **§ 12 Written examinations with multiple-choice**

(1) Written examinations can be partially or completely composed of multiple choice questions, where the student must tick which answers are correct in response to the question (multiple-choice). The examination questions must be related to the subject matter of the module and allow for reliable answers. Each student must receive the same questions. When determining the examination questions, at least two examiners must decide which answers are to be accepted as correct in accordance with paragraph § 26 Clause 1; it is important to ensure that no incorrect examination questions are issued. Before the results are given out, the examination questions must be checked again by the examiners, if they are obviously incorrect according to Clause 2. If questions are found to be incorrect, then these are not to be considered when grades are determined. The number of exam questions is reduced accordingly. When evaluating the exam, following Clause 1, the reduced number of questions must be considered. The reduction of the number of questions cannot be to the detriment of the student. An examination question is erroneous particularly then, when the wording is incomprehensible, contradictory or ambiguous, or when the answer which is supposed to be the correct one, in fact is incorrect.

(2) Written examinations, in accordance with paragraph 1, clause 1, that consist of single answer multiple-choice (only one of n answers is correct), are considered as "passed" when at least 60 percent of the questions are answered correctly, or if the percentage of correct answers does not lie more than 20 percent under the average of correctly answered questions in that module exam. If the student has achieved the minimal amount of correct answers to pass, following Clause 1, then their grade is as follows:

"Excellent", if they have achieved at least 75 percent

"Good", if they have more than 50 but less than 75 percent

"Satisfactory", if they have more than 25 but less than 50 percent

"Pass", if they have none or less than 25 percent

of the questions beyond what is required to pass.

(3) For written examinations referred to in paragraph 1, clause 1, that consist of multiple-choice questions with more than one correct answer (an unknown amount  $x$ , that is between zero and  $n$ , from a total of  $n$  answer possibilities is correct), the rules in paragraph 2 apply, stating that instead of the ratio of correctly answered questions to the total amount of questions, the ratio of points collected to the total amount of points achievable applies. For every multiple-choice question an achievable amount of points will be set that is equivalent to the amount of possible answers ( $n$ ) and can be multiplied by a factor that weighs the difficulty of the question. The student will be given a basic number of points for every question which, if all the marked answers correspond with those classified as correct, will be the highest amount of points given for that question. For every match between an answer the student marks as correct /does not mark as correct and a possible answer that is classified as correct /incorrect, a basic point should be given. If an answer classified as is not marked as correct, or an answer that is classified as incorrect is marked as correct, a point is subtracted from the basic number of points, however the basic points cannot be less than zero. The given point is calculated from the basic points give times the difficulty factor for that question. The final number of points is the addition of all basic points times the difficulty factor for that question.

(4) If a question does not have the same difficulty as the others, then this level of difficulty for the questions must be stated on the examination paper.

(5) For written examinations were only some of the questions are multiple-choice, paragraph 1-4 is only applicable to the part of the exam with this type of question.

(6) If the exam questions to be eliminated under paragraph 1, clause 6 is more than 15 percent of all exam questions, then the examination must be repeated; this is also applicable to examinations were 15 percent or more of the points are for multiple-choice questions.

(7) The regulations of paragraph 1 to 6 shall apply to coursework where applicable.

### **§ 13 Coursework and course examinations using new media**

(1) Coursework and course examinations can use modern technology and communication technology (new media), as long as the technical, personal and spatial requirements are fulfilled; this is particularly applicable to online examinations and electronic written exams. Course examinations can also be done as distance examinations at other institutions, especially at other universities (for example as online examinations or video conferences).

(2) For coursework and course examinations after paragraph 1 apply, §§ 8 to 12. The Admissions and Examination Board must ensure that the rules of a fair examination are observed. In particular, the identity of the students must be confirmed and the compliance with the Albert-Ludwigs University regulations for examinations must be ensured (for example the exclusion of non-permitted materials, distant examination and the examination at the Albert-Ludwig's University take place at the same time).

(3) If examinations are to be completed in electronic form students will be given ample opportunities, within the respective course, to familiarize themselves with the electronic examination system. The data protection laws are applied. Electronic exams are considered written supervised work.

#### **§ 14 Registration and admission to course examinations**

(1) For the course accompanying examinations, the Admissions and Examinations Board determines a time period in which the students must sign up for the exam, and will inform the students in a timely manner in the appropriate form. For the repetition of an examination, the student must sign up again.

(2) To be admitted to a course examination a student must

1. be enrolled as a student at the Albert-Ludwigs University in the postgraduate course Master of Science Global Urban Health,
2. be able to prove she/he has met the necessary conditions required for the examination,
3. not have failed an examination or have lost the right to register for an examination in the course Master of Science Global Urban Health or in another postgraduate course with the same or similar course content,
4. not be registered or not to be in the examination process at a different university in the same or a similar course,
5. have signed up or the respective examination.

Related courses with essentially the same content are Master courses in the same field of study with comparable scope of work. Sentence 1 No. 3 is not used, if the reason of the loss of the right to register for the examination was the failure of an examination, which was not in the same field as this course.

(3) Admissions are decided by the Admission and Examinations Board. They may refer the matter to the chairman. Admission may only be refused if the conditions in clause (2) are not met. The decision about the admission to a course exam must be reported to the student. A student must be notified of any rejection in writing with a reason and information on the right to appeal.

(4) The admission should be revoked if the student is no longer enrolled in the postgraduate course Master of Science Global Urban Health at the Albert-Ludwigs University Freiburg or is on leave.

(5) The admission may be revoked if the admission was based on false information or subsequent facts have occurred or come to light which would have led to a refusal of admission.

(6) The Admissions and Examinations Board may decide on a date, until which the student may, after the final date for admissions following paragraph 1 clause 1, sign out of an examination they have signed up for, that is not a repeat examination. The application and any previously granted admission in this case will be classified as not carried out.

#### **§ 15 Grading of course examinations and generation of the module grade**

(1) The grades for each course examination are given by the respective examiner.

(2) Each examination is evaluated with one of the following grades:

- |   |   |              |   |  |
|---|---|--------------|---|--|
| 1 | = | excellent    | = | An outstanding performance   |
| 2 | = | good         | = | a performance that is significantly above the requirements                           |
| 3 | = | satisfactory | = | a performance that corresponds to average requirements                               |
| 4 | = | pass         | = | a performance that despite its shortcomings still satisfies the requirements         |
| 5 | = | inadequate   | = | A performance that due to significant deficiencies does not satisfy the requirements |

For a more differentiated assessment of the examination results, intermediate values can be formed by raising or lowering the grade by 0.3. Excluded are the grades 0.7, 4.3, 4.7 and 5.3.

(3) The grades are as follows:

For an average up to	1.5	=	excellent
For an average between	1.6 - 2.5	=	good
For an average between	2.6 - 3.5	=	satisfactory
For an average between	3.6 - 4.0	=	pass
For an average over	4.0	=	inadequate

(4) If within a module, there is only a final examination or a single partial examination, this grade is the module grade. If within a module there are more than one examination, the module grade is calculated as the weighted (by ECTS points) arithmetic mean of all examinations. Each examination must be passed with at least a 4.0. The module grade is calculated to the first decimal point, all further decimal places are deleted without rounding.

(5) Differing from paragraph 4 clause 2, the grade for the Master's Thesis counts four thirds and the oral Master's examination one third of the Master module grade.

### **§ 16 Repetition of course examinations**

(1) Course examinations that receive the grade "inadequate" (5.0) or are counted as "failed" can be repeated once. The latest date for this repeat exam is the next regular examination date. At least four weeks should lie between the announcement of the results for the failed exams and the repeat exam. Before the last possible repeat exam after a failed module examination, the student must have the possibility to participate in the lectures and seminars of that module again.

(2) In the basic modules as well as the structural modules, one examination that was failed or received the grades "inadequate" (5.0) can be repeated twice. The latest date for this second repeat exam is the next regular examination date after the first repeat examination.

(3) If these examinations are repeated outside the regular examination dates, the type of examination in a reasoned case can differ from that written in § 6. Prerequisite for this is that the examination contains the same course content. The student will be informed about the type of examination at the latest with the announcement of the date for the repeat examination.

(4) If the time period for taking the repeat examination is missed, the repeat examination will be regarded as failed, unless the student was not at fault for this.

(5) The repetition of passed examinations is not allowed.

### **§ 17 Registration and admission to the master's thesis**

(1) To be admitted to the Master's examination, a student must

1. be enrolled in the Master of Science Global Urban Health at the Albert-Ludwigs University Freiburg and have obtained at least 32 ECTS points,
2. not have lost their examination right or failed all possible repeat exams in the postgraduate course Master of Science Global Urban Health or in the same or a similar course,
3. not be registered or not to be in the examination process at a different university in the same or a similar course,
4. have correctly and on time registered for the Master's examination.

Sentence 1 No. 2 is not used if the reason of the loss of the right to register for the examination was the failure of an examination, which was not in the same field as this course.

(2) The application for the admission to the Master's examination and for the topic of the Master's examination must be submitted to the Admissions and Examinations Board by the student and include the following:

1. Evidence that the student fulfils the admission requirements in paragraph 1 and

2. a written document, stating if the student has lost their examination right or failed all possible repeat exams in the postgraduate course Master of Science Global Urban Health or in the same or similar course.
- (3) The application for admission to the master's thesis should be submitted no later than three months after passing the last of the course examinations in the other remaining modules.
- (4) Admissions are decided by the Admissions and Examinations Board. The admission may only be denied if the requirements in paragraph 1 are not fulfilled. The student must be informed in writing within a month about the rejection of their application. This decision must contain a reason and information on the right to appeal.
- (5) The admission should be revoked if the student is not enrolled in the Master of Science Urban Global Health or is on leave while writing their Master's thesis or submitting the finished thesis.
- (6) The admission may be revoked if the admission was based on false information or subsequent facts have occurred or come to light which would have led to a refusal of admission.

### **§ 18 Master's thesis**

- (1) The Master's thesis is a piece of written work in which the students must show that they are capable of working through a problem in urban global health by following scientific methods within a specified time frame. The work should normally be based on empirically collected data which are obtained within a two month research phase presented in an appropriate manner.
- (2) The thesis will receive 17 ECTA points. The subject and the supervision must be in accordance with the scope of the thesis. The time frame to complete the Master's thesis is generally four month. In individual reasoned cases, the Admissions and Examination Board can, with previous written application, extent the completion time up to a maximum of three months. The application should be submitted as soon as possible has to be received by the Admissions and Examination Board before the end of the completion time, according to clause 3. If the reason for the extension is due to the subject itself, the Admissions and Examination Board decides on the extension in consultation with the thesis supervisor. If the reason is health related, a medical certificate is required and can be requested by the Admissions and Examinations Board. § 31 is untouched.
- (3) The subject of the thesis will be specified by the examiner in accordance with § 26 paragraph 1 clause 1; he/she is therefore obliged to supervise the master thesis. The examinee must have the opportunity to propose a subject and a supervisor, but this does not constitute a legal right. Not more than two weeks after the examiner has set the subject, the examinee has to apply to be assigned the subject with the Admissions and Examination Board. The chairperson of the examination committee will ensure, when requested, that the examinee receives a subject for the thesis at least four weeks after the application. The Admissions and Examination Board assigns the subject of the master thesis and appoints the thesis supervisor. The subject and the deadline will be issued at the same time as the student is informed she/he has been registered for the thesis. The topic and date must be recorded. The time period for completion of the Master's thesis begins with the assignment of the subject. If the approval of the ethics commission is required for the subject, the time period for completion of the Master's thesis will begin with the announcement of approval by the ethics commission to the student; in case of disapproval by the ethics commission, the chair of the Admissions and Examination Board will see to assigning the student a new subject within no more than four weeks.
- (4) The subject of the thesis may only be returned once within the first four weeks. A new subject must be assigned to the student within four weeks.
- (5) The thesis must be written in English. With an additional application, submitted at the same time as the admission application, the Admissions and Examinations Board can allow a different language if an examiner for this language is available. An English abstract must be in the appendices.
- (6) The student must submit their thesis on time (paragraph 3 clause 7), printed and bound in four copies as well as in electronic form (on the given data carrier system in the given file format) to the Admissions and Examinations Board; the submission date must be logged. If the thesis is submitted by mail, the student is obligated to prove the posting date; this date is logged as the submission date. At submission, the student must sign a written statement that:
  1. he or she wrote the thesis themselves,
  2. he or she did not use any other sources or aids than stated and has not committed plagiarism,
  3. the thesis has not partially or completely been previously submitted,

4. the electronic form is identical to the printed version in formatting and contents,
5. the thesis has not been published.

If the student does not submit the thesis on time, this will be regarded as failed and graded with “inadequate”(5.0), unless the delay is not his or her fault. The decision if this is the case lies with the Admissions and Examinations Board.

(7) The thesis must be marked within six weeks by two examiners following § 26 paragraph 1 clause 1; at least one of the examiners must be a lecturer at the Albert-Ludwigs University Freiburg. The first examiner is in general the supervisor of the thesis. The second examiner is appointed by the Admissions and Examination Board in consultation with the first examiner. The two examiners independently grade the thesis with the grades in § 15 paragraph 2. The final grade is the arithmetic mean of the two grades; § 15 paragraph 4 clause 4 applies accordingly. If there is a difference of two grades between the examiners, the examination board will appoint a third examiner. The final grade will be the arithmetic mean of the three grades; § 15 paragraph 4 clause 4 applies accordingly.

### **§ 19 Oral Master's examination**

- (1) Those who have been admitted to the Master's thesis and have successfully completed the basic module and all advanced modules are admitted to the oral Master's exam.
- (2) The Admissions and Examinations Board will set at least one oral examination period for each semester. The oral Master's examination is to be taken in the time period after the admission to the oral exam, with the stipulation that there must be at least four weeks between the examination and announcement of the results of the last examinations in the core module and the advanced modules and the oral Master's examination. If the oral examination is not completed in the six months following the admittance to the examination, the oral examination is graded with “inadequate” (5.0), unless this is not the students fault.
- (3) The oral examination is 30 minutes and receives 3 ECTS points. The exam questions cover the content of the basic module and all structural modules.
- (4) The oral examination is a collegial exam with two, maximum three examiners. The student may propose the examiners he or she wants, however this is not a legal right. The student will receive the names of the examiners before the exam.
- (5) The oral examination is held in English. At the request of the examinee, the examination may be conducted in another language if one of the examiners is fluent to the extent that they can conduct the questioning and evaluate the expertise of the examinee.
- (6) Every examiner grades the oral examination following § 15 paragraph 2. The final grade for the oral exam is the arithmetic mean of the three grades: § 15 paragraph 4 clause 4 applies accordingly.
- (7) Students who wish to sign up for the oral examination in the postgraduate course Master of Science Global Urban Health at a later date, can be admitted as listeners according to seating spaces. They are not allowed to comment or distribute the results. On request of the student or due to an important reason, the examination can be closed to the public.

### **§ 20 Repetition of the Master Thesis and the oral examination**

- (1) A Master's examination that received the grade “inadequate” (5.0) or was failed can be repeated once. The written application for a new thesis as reassessment and for the assignment of a new subject for the thesis must be submitted to the Admissions and Examinations Board at the latest six months after the notification from the previous examination. Failure to do so in this time period means the student no longer has an examination right unless it is not the students fault. § 18 paragraph 3 applies accordingly.
- (2) A subject may only not be accepted if the student has not used their right to return a subject for the failed examination.
- (3) A failed oral Master's examination can only be repeated once. The repeat examination must be held in the two months following the failed examination. Failure to do so in this time period means the student no longer has an examination right unless it is not the students fault.

### **§ 21 Passing and failing course examinations**

- (1) A course examination is passed if it has at least received the grade “pass” (4.0).
- (2) The Admissions and Examinations Board will send the student a written letter if they have failed an examination, with information to repeat examinations and deadlines. This written statement must include information on the right to appeal.
- (3) Coursework and examinations are ultimately failed if the student has failed the first examination and one of the repeat examinations. The admission to the Master of Science Global Urban Health is revoked.
- (4) A written examination that has been graded and failed by a single examiner must be graded again by an examiner appointed by the board. The final grade is the arithmetic mean of the two grades.

## **§ 22 The overall grade of the Master**

- (1) The final grade of the Master is the arithmetic mean of the grade for the Master module, the core module and the advanced modules; where the master module is 40% of the grade and the remaining modules 60%.
- (2) The grade for the core module and advanced modules together is the arithmetic mean of the grades weighted by ECTS points.
- (3) If the final grade is “excellent” (1.0), the title “with distinction” is awarded.

## **§ 23 Master's certificate**

- (1) If the student has passed their Master's examination, they will, within four weeks, be awarded their final grade following § 1 paragraph 1 with an English official document. A second official document will be signed by the Dean of the Philosophical Faculty and the chairman of the Admissions and Examinations Board and the official seal of the Philosophical Faculty. The date is that of the last examination.
- (2) The academic degree may only be used after the student has received the official documents.
- (3) At the same time the student receives the official document, the student will receive an English certificate that states the subject and the grade of the Master's thesis, as well as the final grade (with decimal points) of the Master module. The certificate has the same date as the official document and is signed by the chairman of the Admissions and Examinations Board and has the seal of the Philosophical Faculty.
- (4) The examinations office also provides an English transcript of records that states all modules and their grades and ECTS points. The transcript also has an ECTS grading table with the Master's examinations. This table shows the grades with their numeric and percentage distribution following § 15 paragraph 2 clause 1. This transcript can be translated into German on request. The transcript of records will be signed by the head of the examination office and have the seal of the philosophical faculty.
- (5) The examination office also provides an English Diploma Supplement. This states information about the student, the type and level of the degree, the status of the Albert-Ludwigs University, as well as detailed information on the postgraduate course Master of Science Global Urban Health. The Diploma Supplement references the original documents. In the final section it gives general information on the German university system. Paragraph 4 clause 3 applies accordingly.

## **§ 24 Official notification and certificate when failing an examination**

- (1) Students who have ultimately failed an examination will receive a written document stating this, with information on how to appeal.
- (2) If the student has ultimately failed an examination, they may request a document which states which examinations and coursework they have completed with ECTS points and grades and with the failed examination.

## **III. Examinations board and the execution of examinations**

### **§ 25 Admissions and Examinations Board**

- (1) The Admissions and Examinations Board is appointed by the Philosophical Faculty of the Albert-Ludwigs University Freiburg. The members consist of three university professors working at the medical

faculty, the economic and behavioural science faculty, the philosophical faculty and the faculty for environment and natural resources at the Albert-Ludwigs University, as well as one full-time employee at one of the named faculties, authorized to examine and working as an academic staff member, with all members regularly teaching in the postgraduate course Master of Science Global Urban Health. Instead of a university professor, a full-time lecturer (Privatdozent, P.D) of one of the subjects above who regularly teaches the Master of Science Global Urban Health. For every member of the board a deputy is appointed. A chairman and a deputy chairman are also appointed from the members. The term of office is three years for the chairman and all members; reappointment is permitted.

(2) The Admissions and Examinations Board is responsible for the organisation of the exams and the duties assigned to them by the studies and examinations regulations. It makes sure the regulations are complied with and makes the necessary decisions. The board is assisted in carrying out its duties by the Examination Office. The Admissions and Examinations Board reports to the Interdepartmental Study Committee and the Faculty Council of the Philosophical Faculty giving regular information on the development of the study and examinations practices and makes suggestions on reforms and updates of these regulations.

(3) The Admissions and Examinations Board discusses and makes decisions in a properly conducted meeting. The board can make decisions if the chairman or his deputy is present, as well as another member who is allowed to vote. Decisions are passed by a simple majority, in a tied vote the vote of the chairman/his deputy is decisive. The meetings are not open to the public. Decisions can also be made in a written manner, via fax, email or similar if all members agree or take part in the decision.

(4) The chairman conducts the business of the board and represents it. The board may delegate certain tasks to the chairman or the deputy; this does not apply to decisions on appeals. In addition the chairman is authorized to make urgent decisions in place of the board; he/she must inform the board without delay about these decisions.

(5) The members of the board are bound to secrecy. If they are not in public service, the chairman must commit the members to secrecy.

(6) The members of the board have the right to sit in the examinations.

## **§ 26 Examiners and assessors**

(1) Examiners can only be persons who are authorized examiners. Authorized persons are those who are university professors, private lecturers (Privatdozenten) or academic staff that have received authorization. Assessors are persons who have a Diploma, a Master or state exam or an equivalent qualification in the relevant subject.

(2) The Admissions and Examinations Board appoints the examiners and the assessors. This appointment may be delegated to the chairman. The appointment of the assessors can be delegated to the examiners.

(3) If examinations are course examinations related to a single lecture, following paragraph 1, the examiner is generally the lecturer.

(4) The examiners and assessors are committed to secrecy. If they are not in public service, the chairman of the board must commit them to secrecy.

## **§ 27 Recognition of study periods, coursework and examination achievements**

(1) Study periods, coursework and examinations that have been completed in degree courses at state or state recognized universities, institutions of higher education in Germany, in degree courses state or state recognized universities abroad, or in the context of contact studies will be recognized, unless the acquired competencies are not equivalent.

(2) Study periods, coursework and examinations that have been completed as state recognized distance learning are also recognized if they are equivalent to studies where the student is present.

(3) Coursework and examinations that have been completed as part the requirements for the admission to the Master of Science Global Urban Health cannot be recognized for the Master.

(4) Acquired competencies are equivalent if they essentially correspond to the study period, examinations or coursework in the Master of Science Global Urban Health at the Albert-Ludwigs University. In the analysis of equivalence, not a schematic comparison but an overall consideration and comparison should be carried out. In the recognition of study periods, coursework and examination results which

were completed at universities outside of Germany, the regulations approved by the Conference of Ministers of higher education (Kulturminister Konferenz) and the University Rectors' Conference as well as agreements in the framework of university partnerships are to be observed. The Central Office for Foreign Education can be asked when there are doubts about equivalence.

(5) The recognition of study periods, coursework and examinations is for the continuation of studies and examinations. They should therefore be refused so far as in the postgraduate course Master of Science Global Urban a total of more than two thirds of all coursework and examinations or more than two thirds of the required ECTS credits are to be recognized. This does not apply if the achievements to be recognized were completed in another course of study or in another subject at the Albert-Ludwigs University.

(6) The Admissions and Examinations Board decides on the recognition of study periods, course work and examinations in doubtful cases after consulting the corresponding subject representative.

(7) The supporting documents required for recognition need to be submitted to the Admissions and Examinations Board until the end of the enrolment in the postgraduate course Master of Science Global Urban Health at the Albert-Ludwigs University semester or until the end of the semester following the acquisition of the degree. For certificates and other documents that are not in German, English or French, the submission of an officially certified translation into the German language may be required.

(8) If study and examination achievements are recognized, the grades provided that the grading system corresponds may be calculated into the module grades and include the overall score in accordance with these examination regulations. If the grading systems do not match, a grade set by the chairman of the Admissions and Examinations Board in accordance with the grading in § 15 paragraph 2 following clause 1. If a grade cannot be set due to the diversity of the grading systems following clause 2, the achievement is commented with "passed"; the grade is not included in the final grade or module grade. For the allocation of ECTS points, clause 1 and 2 apply accordingly. The approved coursework and examination results are indicated in the certificate and in the transcripts as such if they have been completed at another university. The indication of achievements previously completed at the Albert-Ludwigs University will be decided by the Admissions and Examinations Board. The burden of proof that the conditions for the recognition of coursework and examinations have not been fulfilled lies with the Admissions and Examinations Board.

(9) Students changing location or coming from a different subject area must sign a statement if they have ultimately failed an examination or Master's examination in the Master of Science Global Urban Health or a similar course with the same content, if they have lost their examination right or are currently enrolled in a Master's course.

(10) Achievements obtained outside of the university system can be recognized if they are equivalent following paragraph 4; they are only allowed to replace a maximum of 50% of the course. Paragraphs 6 and 7 apply.

## **§ 28 Absences and withdrawal**

(1) Absences during the attendance phases must be communicated to the course coordinator. Absences that exceed 30 percent of the sum of all attendances in the postgraduate course Master of Science Global Urban Health must all be caught up at a later date. A written request to catch up the work must be submitted to the Admissions and Examinations Board.

(2) If a student does not attend or does not complete an examination by the deadline, this is considered as withdrawal from the examination.

(3) If a student is prevented due to illness or another important reason to complete the exam within the deadline, the withdrawal with a written cancellation is approved. The cancellation shall be immediately submitted by the student stating the cancellation event and enclose the appropriate documentation to the Admissions and Examinations Board. In case of illness the application must include a doctor's note, which contains the necessary medical facts for assessing the inability to complete the exam. In justified cases, the Admissions and Examinations Board may require the submission of a doctor's note by a doctor known to the board. The authorization shall be excluded if the student has failed previous parts of the examination so that the examination as a whole cannot be passed.

(4) If the student in knowledge of or in negligent ignorance of an important reason in accordance with Paragraph 3 takes an examination, the withdrawal cannot be accepted because of this reason. Negligent ignorance is especially present, when the student does not provide clarification for health impair-

ments immediately. In any case, the assertion of a withdrawal reason is excluded, after one month has passed since the end of the examination.

(5) If the withdrawal is approved by the Admissions and Examinations Board, the exam is deemed not taken and the application as well as in the case of the initial examination admission to the examination is deleted; already proven academic achievements are recognized with a renewed application for the admission to the examination. If the withdrawal is not approved, the examination is considered as failed and is graded with "inadequate" (5.0). The student will be informed on the decision on their withdrawal in writing.

## **§ 29 Deception and breach of regulations**

(1) If a student attempts to influence their examination grade by deception, by using inadmissible aids or by influencing an examiner for private or external advantage, the examination or coursework in question is graded with "inadequate" (5.0) and assessed as "failed". An attempt at deception is already the possession of unauthorized aids during and after the issue of the examination papers in written exams.

(2) If there is suspicion a student is using impermissible aids, the student is obliged to participate in the investigation and surrender the aids. If he/she refuses to surrender the aids, despite being prompted to do so, the exam is graded with "inadequate" (5.0) or the academic performance is assessed as "failed".

(3) If a student disturbs the proper conduct of an exam they can be excluded by the examiner/assessor after prior warning from continuing the examination or coursework. In this case, the examination is graded with "inadequate" (5.0) or the academic performance is assessed as "failed".

(4) In serious or repeat cases referred to in paragraph 1 or 3, the Admissions and Examinations Board can exclude the student from any or all further coursework and examinations. In less serious cases, the grade of the examination is reduced or no penalty can be imposed.

(5) If it turns out after the examination that the deceptions in paragraph 1 were present, the Admissions and Examinations Board can revoke the examination grade and the actions in paragraph 1 clause 1 can be applied. If the Master certificate and transcript were already handed out at the time of the revocation, these are to be collected again. Revoking is excluded if more than five years have passed since the deceived examination. If the cases in paragraph 1 are proved a year after the examination, coursework or Master grades are given out, the grade can be lowered or the examination assessed as "failed".

## **§ 30 Compensation for disadvantages**

(1) Exam independent chronic health issues of a student that make examinations difficult, can be considered by the Admissions and Examinations Board when a written application is submitted; it must however be proven, that the student has the necessary skills and knowledge to complete the exam. Compensatory measures in written exams are longer examination times, breaks in examinations that do not affect the examination time, or personal or course related aids allowed.

(2) In disputable cases the Admissions and Examinations Board, with consent of the student, can ask a member of the Disabled or Chronically Ill Students or other expert for advice.

(3) Applications for disadvantages should be submitted with the registration to an examination or at least one month before the exam. The application must contain a doctor's note with all medical information needed to evaluate the disability and a description of the disability by the student.

(4) In case of difficulty completing coursework due to not only transient or chronic illness, the regulations in paragraph 1 to 3 apply.

## **IV. Final provisions**

### **§ 31 Protection periods**

(1) With an application, the protection periods for the protection of the working mother (Maternity Protection Act - MuSchG) in the version from the 20<sup>th</sup> June 2002 (BGBl. I S. 2318) in accordance with § 3, paragraph 1, § 6, paragraph 1 apply. The application must include the necessary supporting evidence. The mother-protection periods interrupt each deadline in these study and examination regulations.

(2) Likewise, parental / maternity leave in accordance with § 15 paragraph 1 to 3 of the Law on parental allowance and parental / maternity leave (Bundeselterngeld- und Elternzeitgesetz - BEEG) (BGBl. I S. 33) in the version of the publication from the 27<sup>th</sup> January 2015 apply. The student must submit a written ap-

plication at least four weeks before the date he / she wants to start parental leave, to the Admissions and Examinations Board, enclosing the necessary supporting documents and the period for which he / she wants to take parental / maternity leave. The Admissions and Examinations Board has to examine whether the legal conditions are fulfilled that entitle employees / workers to parental / maternity leave and informs the student on their decision and the new examination deadlines. The completion time of the master's thesis cannot be interrupted by parental / maternity leave. The assigned subject for the thesis is revoked and the student will be provided with a new subject after their parental / maternity leave.

(3) The protective provisions for the care of a close relative in § 7 paragraph 3 of the act on care leave (Care Leave Act - PflegeZG) from the 28<sup>th</sup> May 2008 (BGBl. I p 874, 896) in its current version, of the person in need of care following §§ 14 and 15 of the Eleventh Book of the Social Law (SGB XI) from 26<sup>th</sup> May 1994 (BGBl. I S. 1014, 1015) apply.

### **§ 32 Insight into the examination documentation and storage of examination files**

(1) Within six weeks after the announcement of the grades, particularly the Master's thesis and the oral Master's examination, the student has the right to request to see the examination documents at the examination office. The inspection is to be granted within four weeks of the request.

(2) The examination files are to be kept at least five years. The main folder, which consists of copies of the master document, certificate, transcripts, and the Diploma Supplement will be kept indefinitely; the storage can be carried out in electronic form.

### **§ 33 Tuition fees**

According to the Statutes of the Albert-Ludwigs University on the charging of tuition fees for the Master of Science Global Urban Health, tuition fees are to be charged.

### **§ 34 Coming into effect**

These study and examinations will come into effect on the 1<sup>st</sup> October 2016.

Freiburg, the [\[Datum\]](#)

Prof. Dr. Dr. h.c. Hans-Jochen Schiewer  
Rector