Heidelberg University Examination Rules and Regulations for the Master’s degree programme in Translational Medical Research

dated 6 July 2017

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Preamble

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

Section I: General provisions

§ 1 Purpose of the academic programme and examinations

(1) The objective of the Master’s degree programme in Translational Medical Research is the study of translational medical research, with particular focus on the application of experimental scientific research to clinical treatment, as well as the development of innovative research studies based on clinical observations. In particular, advances in molecular and cellular biology will be effectively linked to clinical practice, including targeted reverse translation. Dynamic developments in molecular and cellular research present challenging demands to the training of future clinicians preparing to work in the field of translational research. These developments require that scientists are able to understand the molecular cellular and system-physiological basis for biologically-oriented diagnosis and therapy and thereby define conditions for the use of molecular therapies for individual patients, and engage in the most efficient and swift implementation of knowledge about molecular processes in clinical and therapeutic applications. As such, the Master’s degree programme in Translational Medical Research is interdisciplinary and research-orientated. The programme systematically fosters the training of young researchers within individually-selected specialisations chosen from the research areas offered by the Medical Faculty Mannheim.

(2) This degree programme is research-oriented and is designed to prepare candidates for independent scientific work in a subsequent doctoral programme. Students also obtain the advanced knowledge required to enter scientific occupations in industrial, economic, administrative, teaching and research fields.
(3) The purpose of the Master's examination is to assess whether students have mastered the interrelationships between the individual disciplines of their subject, are able to apply advanced scientific methods and findings, and have acquired the specialist knowledge, methodological and practical skills required to enter a profession or begin a doctoral programme.

(4) The admission requirements for the academic programme are subject to separate admission regulations.

§ 2 Master's degree

Upon successful completion of the Master’s examination, Heidelberg University, represented by the Medical Faculty, Mannheim, will confer the academic degree of "Master of Science" (abbreviated to "M.Sc.").

§ 3 Standard period of study, programme structure and range of courses offered in the Master’s degree programme in Translational Medical Research

(1) The standard period of study for the Master’s degree programme is two semesters, including examinations. Successful completion of the Master’s degree programme requires a total of 60 credits (CP).

(2) The degree programme is a modular programme. Examination prerequisites are determined in terms of credits (CP) in accordance with the European Credit Transfer System. The Master’s thesis, including the Master’s examination, totals 30 credits. The required modules and the corresponding courses and lectures are listed in Appendix A.

(3) Lectures and courses do not take place within the normal lecture period, but within modules that constitute a workload of approx. 23 weeks.

(4) The language of instruction and examination is English.

§ 3a Standard period of study, programme structure and range of courses offered in the Erasmus Mundus joint Master’s degree “International Master in Innovative Medicine” (IMIM)

(1) The standard period of study for the Master’s degree programme is four semesters, including examinations. Successful completion of the Master’s degree programme requires a total of 120 credits (CP). The first two of the four semesters, worth a total of 60 credits, are spent in Heidelberg. The third and fourth semester are spent at one of the European partner universities. The European partner universities for this course are the University of Groningen (Rijksuniversiteit Groningen) in the Netherlands, and Uppsala University (Uppsala Universitet) in Sweden.

(2) The degree programme is a modular programme. Examination prerequisites are determined in terms of credits (CP) in accordance with the European Credit Transfer System. The Master’s thesis,
including the Master’s examination, totals 30 credits. The required modules and the corresponding courses and lectures are listed in Appendix B.

(3) Lectures and courses do not take place within the normal lecture period, but within modules that constitute a workload of approx. 23 weeks.

(4) The language of instruction and examination is English.

§ 4 Modules, credits and transcript of records

(1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. Modules consist not only of lectures and courses, but also of the examination prerequisites necessary for completion of the module.

(2) The Master's thesis and final oral examination are regarded as individual modules.

(3) A distinction is made between:

- compulsory modules: must be completed by all students
- compulsory elective modules: students may select these from a limited subject area

(4) In order to pass a module, all sub-module components must be graded as "sufficient" (4.0) or better, or must be graded as “passed” (sub-module grades).

(5) Credits are awarded for successfully completed modules, including their individual components. One credit corresponds to a workload of approximately 30 hours.

(6) A transcript of records will be issued at the end of each semester, listing all module examinations students have passed, and the corresponding credits and grades.

§ 5 Examinations board

(1) The examinations board is responsible for the organisation of examinations and tasks required by these examination rules and regulations. It is made up of three professors or associate professors and a student representative, who serves in an advisory capacity. The members of the examinations board and their deputies are appointed by the faculty council. The chairperson must be a professor. The members are appointed for three years; the student member is appointed for one year. Members may be re-elected.

(2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers for examinations. The examinations board may delegate these appointments to its chairperson. The board may be called upon for all questions regarding examinations.

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(3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.

(4) The examinations board may confer further tasks on its chairperson, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.

(5) Members of the examinations board have the right to attend examinations.

(6) Members of the examinations board, examiners and observers are obliged to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.

(7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 6 Examiners and observers

(1) In general, examinations which are not completed during the course of study may only be carried out by professors, associate professors, or research associates who, on the basis of long-standing teaching experience, have been granted the right to conduct examinations. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there are not enough faculty members available who are authorised to conduct examinations. If external examiners are to conduct examinations, their rank must be equivalent to that of German professors and associate professors.

(2) Observers must have sat the corresponding Master's examination or equivalent.

(3) The candidate may suggest an examiner for the Master’s thesis. This does not, however, constitute legal entitlement to be examined by a particular examiner.

(4) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.

(5) Examinations held during the course of study are normally conducted by the instructor of the respective course.

(6) For examiners and observers, § 6 paragraph 5 (professional confidentiality) applies accordingly.

§ 7 Recognition of course credits, examination results and academic degrees

(1) Course credits and examination results as well as academic degrees that were obtained through a degree programme at another state or state-recognised higher education institution or college of
cooperative education (Berufsakademie) in the Federal Republic of Germany, or through degree programmes at state or state-recognised higher education institutions abroad, will be recognised as long as the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that are replaced. This recognition is required in order to continue an academic programme, take examinations, start a further academic programme or be admitted to a doctoral programme.

(2) Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.

(3) It is the applicant's responsibility to provide all information necessary for achievements to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil requirements.

(4) If existing agreements between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, clause 5 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.

(5) Examination components are to be graded on the basis of a credit system that allows for recognition of credits from equivalent or similar degree programmes studied at Heidelberg University, or at other universities. This also applies to credits gained at universities of cooperative education, provided that equivalence is established.

(6) Knowledge and skills gained outside of the higher education system may not replace more than 50% of those gained in a university degree programme. Knowledge and skills acquired outside of the higher education system are to be recognised for a degree programme at a higher education institution if:

1. the requirements for university admission are fulfilled at the time of recognition,

2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace,

and

3. the criteria for recognition have been verified through an accreditation procedure.

(7) A maximum of 30 credits will be recognised for the Master’s degree programme. A Bachelor’s thesis will not be recognised. If required documentation of individual examinations, which serves as proof of specific knowledge and skills, is not provided, the examinations board may request that a placement test be completed.

(8) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). When recognising credits from refresher courses for a university
degree programme, paragraphs 2 and 5, as well as paragraph 6, clause 1, item 1, apply accordingly. When recognising knowledge and skills gained outside of the higher education system for refresher courses, paragraph 6 applies accordingly.

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

(1) An examination is graded as "failed" (5.0) if a candidate fails to attend without being able to state a valid reason for their absence, or if the candidate withdraws from the examination after it has started. The same applies if a written examination is not completed within the specified time limit, unless the candidate is not responsible for exceeding the deadline.

(2) Reasons for withdrawal or absence in accordance with paragraph 1 must be plausible and must be immediately submitted to the examinations board in writing. If the candidate, or a child or relative for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination appointment will be scheduled. In this case, examination results that are already available will be taken into account.

(3) When deciding whether the candidate is responsible for exceeding a deadline for registering for, or taking, an examination, the examinations board must respect the provisions stated in the Maternity Protection Act (Mutterschutzgesetz) and the legal provisions concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic illnesses, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz).

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

(5) The candidate may request, within a period of two weeks, that the decision be validated by the examinations board in accordance with paragraph 4, clauses 1 and 2. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examination components

(1) Examinations as referred to in paragraph 1 are taken as an integrated part of the lecture or course. The lecturer responsible for a lecture or course determines the nature of the integrated examinations and provides this information no later than the beginning of the lecture or course. The examination components are:

1. oral examinations
2. written examination components


(2) If the candidate provides a medical certificate that plausibly proves that he or she is not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow him or her to take an equivalent examination. The same applies to other course requirements.

(3) Examination components may be taken in oral-practical form (e.g. demonstration with patients), and/or using modern media (computer, audio, video), and/or as part of a course (e.g. presentation).

(4) Module examinations may consist of several sub-module examinations.

§ 10 Oral or oral-practical examination components completed during the course of study

(1) In oral and oral-practical examination components, candidates are required to show that they are able to identify interconnections within the examined subject matter, and that they are able to relate specific problems to these interconnections. Furthermore, candidates should demonstrate that they have adequate fundamental knowledge relating to their academic programme.

(2) Oral examination components are generally conducted by an examiner and a qualified observer.

(3) An oral or oral-practical examination has a duration of between 15 and 60 minutes. Examinations may be taken as group examinations, with a maximum of five candidates in any one examination. The duration of the examination may be extended accordingly. In such cases, each candidate will be examined individually for no longer than 45 minutes.

(4) All significant content, and the result of the oral examination, must be recorded in the minutes.

(5) Students seeking to take the same examination at a later date may be allowed to observe the examination. The student observers may not be present for the assessment or announcement of the examination results. Upon the candidate's request, or for other valid reasons, observers may be prohibited from attending the examination.

§ 11 Written examinations completed during the course of study

(1) In written examination components, candidates should demonstrate that they are able to recognise problems relating to their subject and find solutions for them using subject-specific methods within limited time and using limited resources.

(2) A written examination lasts between 30 and 240 minutes. Multiple choice questions may be used.
(3) The questions in a multiple choice examination will generally be set by the lecturer responsible for a lecture or course, as determined by the examinations board. The examination questions must correspond to the knowledge imparted in the lecture or course, and must provide reliable examination results. Before assessing the examination results, the person responsible, as determined in clause 1, must ensure that the examination questions adhere to paragraph 3, clause 2. If the examiner finds that individual examination questions are incorrect, these questions are to be disregarded in the determination of examination results. In such cases, the total number of questions is reduced accordingly, and assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

If an examination consists of multiple choice questions, it is considered passed when at least 60% of the questions have been answered correctly, or when the number of questions correctly answered by the candidate is no less than 22% of the average number of questions answered correctly by all examination candidates. Where examinations are taken for the second time, norm-referenced grading may only be applied with prior approval from the examinations board. As an alternative to the 60% pass threshold, a scheme consisting of different levels of expectation may be formulated. The expectations used must be defined by at least two of the instructors responsible for designing the examination (standard setting). If a candidate has correctly answered the number of questions required to pass the examination, the multiple choice examination must be assessed as follows. For non-referenced grading, the scale for assessment is moved linearly by the difference between the absolute and relative threshold for passing.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>corresponds to grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 64 – 60</td>
<td>4.0</td>
</tr>
<tr>
<td>&gt; 64 – 68</td>
<td>3.7</td>
</tr>
<tr>
<td>&gt; 68 – 72</td>
<td>3.3</td>
</tr>
<tr>
<td>&gt; 72 – 76</td>
<td>3.0</td>
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<tr>
<td>&gt; 76 – 80</td>
<td>2.7</td>
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<tr>
<td>&gt; 80 – 84</td>
<td>2.3</td>
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<tr>
<td>&gt; 84 – 88</td>
<td>2.0</td>
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<tr>
<td>&gt; 88 – 92</td>
<td>1.7</td>
</tr>
<tr>
<td>&gt; 92 – 96</td>
<td>1.3</td>
</tr>
<tr>
<td>&gt; 96 – 100</td>
<td>1.0</td>
</tr>
</tbody>
</table>

(4) If a written examination component takes the form of a course paper, the examinee must assert that he or she is the author of the paper and that he or she has used no resources other than those indicated.

(5) The evaluation period for written examinations should not exceed four weeks.

§ 12 Assessment of examination components

(1) Grades for the individual examinations are determined by the respective examiners. The following grades must be used for assessment of examinations:
1 = very good = an outstanding performance;
2 = good = a performance which lies substantially above average requirements;
3 = satisfactory = a performance which fulfils average requirements;
4 = sufficient = a performance which, despite deficiencies, still meets the requirements;
5 = failed = a performance which, due to considerable deficiencies, does not meet the requirements.

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

(2) Final module grades are calculated using the unrounded grades achieved in sub-module examinations, weighted according to the number of credits earned. If a final examination is to be completed within a module, the grade from this final module examination constitutes the grade for this module.

(3) Final module grades and the overall Master's examination grade are:
for an average up to/including 1.5 very good
for an average of between 1.6 and up to/including 2.5 good
for an average of between 2.6 and up to/including 3.5 satisfactory
for an average of between 3.6 and up to/including 4.0 sufficient

(4) When calculating final module grades and the overall Master’s examination grade, in accordance with paragraph 3, only the first decimal after the point is taken into account, without rounding. The other decimals are dropped without rounding.

(5) The Master's examination is passed when all required examination components have been graded as "sufficient" (4.0) or better. When calculating the overall grade for the Master's examination § 20, paragraph 2 applies accordingly.

(6) In addition to the final grade calculated according to the German system, students who have passed the examination components will also be awarded a relative grade according to the following system:
A for the top 10 %
B for the following 25 %
C for the following 30 %
D for the following 25 %
E for the following 10 %

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

(7) Examination results may be appealed within a period of one month following their receipt. Appeals must be made in writing, and addressed to the chair of the examinations board.

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§ 13 Retaking examination components

(1) If examinations are not passed, or are considered not to have been passed, they may be retaken once. Any unsuccessful examination attempts at other universities are to be counted towards this retake limit.

(2) A second retake is only permitted in exceptional circumstances and only for a maximum of two examination components completed during the course of study. Upon request for a second retake, the chair of the examinations board will decide whether an examination component may be retaken by the candidate.

(3) Examination components which have been successfully passed may not be retaken.

(4) If a candidate has failed an examination component, it must be retaken on the next possible examination date. If the candidate fails to meet this deadline, they will lose their entitlement to take the examination, unless they are not responsible for the deadline being exceeded.

Section II: Master's examination

§ 14 Master’s examination admission requirements

(1) In order to be permitted to the Master’s examination for the Master’s degree programme in Translational Medical Research, candidates must:

1. be enrolled in the Master's degree programme in Translational Medical Research at Heidelberg University,

2. not have lost their entitlement to take the final examinations in the Master's degree programme in Translational Medical Research.

(2) For admission to the Master's thesis, certificates to prove the following must also be presented:

1. successful completion of lectures and courses totalling 30 credits in the Master’s degree programme in Translational Medical Research at Heidelberg University. In exceptional cases, candidates may be admitted to the Master’s thesis where they are provisionally able to prove the successful completion of courses worth a total of only 26 credits;

2. a declaration from the candidate stating whether he or she has previously failed a final examination in a Master’s degree programme in Translational Medical Research or in another related subject area, or whether he or she is currently involved in an examination procedure in such a degree programme.

(3) Students are responsible for submitting documentation of the successful completion of the
modules.

§ 15 Admission procedure for the Master’s examination

(1) The application for admission to the examination must be made in writing, addressed to the chairperson of the examinations board. Proofs must be enclosed with the application in accordance with § 14, paragraph 2.

(2) If the candidate is unable to provide such proofs in the prescribed form, the examinations board may accept alternative documents.

(3) The examinations board decides whether to admit the candidate on the basis of the application. Rejections must be substantiated and notified in writing along with instructions for appeal.

(4) Students in the International Master in Innovative Medicine (IMIM) will receive written notification of admission to the Master’s examination.

(5) The application for admission to the examination may only be rejected if:

1. the requirements outlined in § 14 are not fulfilled, or

2. the documents set forth in paragraph 1 are not complete, and have not been completed upon request, or

3. the candidate has failed the Master's examination in the Master’s degree programme in Translational Medical Research or a similar degree programme, or has lost his or her entitlement to take the final examinations, or

4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 16 Scope and nature of the Master's examination

(1) The Master’s examination for the Master’s degree programme in Translational Medical Research consists in:

1. successful completion of the examination components taken during the course of study totalling a minimum of 30 credits (see Appendix A),

2. the Master’s thesis,

3. an oral presentation and defence of the Master’s thesis.

(2) The Master’s examination for the International Master in Innovative Medicine consists in:

1. successful completion of the examination components taken during the course of study totalling a
minimum of 90 credits at at least two of the three European partner universities (see Appendix B).

2. the Master’s thesis, including an oral presentation and defence worth 30 credits.

(3) The examination components must be taken in the following order:

examinations components to be completed as an integrated part of the course of study (pursuant to paragraph 1)
Master’s thesis.

(4) In exceptional cases, the examinations board may allow examination components to be completed in a different order to that stated in paragraph 3. Once this permission is granted, the deadlines by which the individual examinations must be completed, will be determined. If the examinations are not taken by the established deadlines, they will be graded as "failed" (5.0) unless the candidate is not responsible for exceeding the allocated time.

§ 17 Master’s thesis in the Master’s degree programme in Translational Medical Research

(1) The Master’s thesis is the examination component that concludes the academic programme. The Master’s thesis serves to demonstrate that the candidate is able to work independently on a problem from the field of translational medical research, within a given period of time and using academic methods.

(2) In accordance with § 6, paragraph 1, item 1 the Master’s thesis may be assigned and supervised by any authorised examiner.

(3) The candidate must have submitted an application to the chairperson of the examinations board for the assignment of a topic for the Master’s thesis (“registration”) no later than four weeks after successful completion of the last examination component completed during the course of study. Work on the thesis may be begun only after registration. Permission to begin writing the thesis at a later date will only be granted upon submission of a substantiated request to the chairperson of the examinations board.

(4) If the candidate misses this deadline, the thesis is graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.

(5) The topic of the Master’s thesis will be determined by the thesis supervisor, in consultation with the candidate.

(6) If an application for assignment of a topic is submitted, the chair of the examinations board will ensure that the candidate receives a topic for their Master’s thesis in due time. The candidate shall be given the opportunity to propose topics. However, this does not constitute a legal entitlement to a certain topic. The topic for the Master’s thesis will be assigned by the chair of the examinations board; the date of assignment must be recorded.
(7) The deadline for submission of the thesis is five months after assignment of the topic. In exceptional circumstances, the examinations board may extend this deadline by a period of two months. If the deadline is not met, the Master’s thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.

(8) The topic, task and scope of the Master’s thesis must be limited in such a way that the candidate is able to complete the thesis within the given time frame.

(9) The Master's thesis may be written in English.

§ 17a Master’s thesis in the “International Master in Innovative Medicine” (IMIM)

(1) The Master’s thesis is the examination component that concludes the academic programme. The Master’s thesis serves to demonstrate that the candidate is able to work independently on a problem from the field of translational medical research, within a given period of time and using academic methods.

(2) In accordance with § 6, paragraph 1, item 1 the Master’s thesis may be assigned and supervised by any authorised examiner. The topic of the Master’s thesis will be determined by the thesis supervisor, in consultation with the candidate. The topic, task and scope of the Master’s thesis must be limited in such a way that the candidate is able to complete the thesis within the given time frame.

(3) Students can register for the Master’s thesis after successful completion of the final examination component to be completion as part of the course of study (generally after the third semester). The deadlines for registration and submission of the Master’s thesis are dependent on the regulations in force at the relevant European partner university, at which the Master’s thesis is completed.

(4) If the candidate misses the stated deadline, the thesis is graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.

(5) The structure and content of the Master’s thesis depend on the regulations in force at the relevant European partner university, at which the Master’s thesis is completed.

(6) The Master's thesis may be written in English.

§ 18 Submission and assessment of the Master’s thesis in the Master’s degree programme in Translational Medical Research

(1) Three hard copies and one digital version of the Master’s thesis must be submitted to the examinations board before the established deadline; the submission date must be recorded. The thesis must contain a summary.

(2) When submitting a Master's thesis, candidates must certify in writing that they are the authors of
their work and that they have used no sources or aids other than those indicated.

(3) The Master’s thesis is assessed by two examiners, one of whom must be a professor. The first examiner will be the thesis supervisor. The second examiner will be appointed by the examinations board. The candidate is permitted to propose a second examiner. This does not, however, constitute legal entitlement to examination by a particular examiner. The assessment period should not exceed six weeks. The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the two assessments differ by more than one grade, the examinations board will determine the grade for the Master's thesis after consulting both examiners. In such cases, a third examiner may be consulted.

§ 18a Submission and assessment of the Master’s thesis in the “International Master in Innovative Medicine”

(1) The Master’s thesis must be submitted in accordance with the regulations in force at the European partner university at which the Master’s thesis is completed. The submission date must be recorded. In order for the Master’s thesis to be recognised as part of a double degree programme, the final version of the thesis must be submitted to the examinations board for the Master’s degree programme in Translational Medical Research.

(2) When submitting a Master's thesis, candidates must certify in writing that they are the authors of their work and that they have used no sources or aids other than those indicated.

(3) The examinations board is responsible for recognising the equivalence and determining the grade for Master’s theses completed at one of the European partner universities as part of the International Master in Innovative Medicine (IMIM).

§ 19 Oral presentation and defence of the Master’s thesis in the Master’s degree programme in Translational Medical Research

(1) The Master’s thesis must be presented orally before the assigned examiners and be defended in a subsequent academic discussion (defence), which will last approximately 30 minutes. Approximately fifty percent of the defence will focus on the topic of the Master’s thesis, and the other fifty percent on the content of any modules taken during the course of study.

(2) The oral presentation of the Master’s thesis must take place no later than eight weeks after the date of submission. The date of the presentation will be scheduled by the examinations board. The candidate will be informed of the date no later than two weeks before the presentation.

(3) The grade for the presentation and defence will be calculated as the mean of the individual grades given by the examiner.

(4) The topics examined and the results of the oral examination must be recorded in a written report, which must be signed by the chairperson of the examinations board.

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§ 19a Oral presentation and defence of the Master’s thesis in the “International Master in Innovative Medicine”

(1) The Master’s thesis must be presented orally and defended in a subsequent academic discussion. The structure and content of the academic discussion will depend on the regulations in force at the relevant European partner university, at which the Master’s thesis is completed. The main points discussed during the defence must be recorded in writing by the examiner. In a double degree programme, this written report must be submitted to the examinations board for the Master’s degree programme in Translational Medical Research.

(2) The grade for the oral presentation and the academic discussion (defence) will depend on the regulations in force at the European partner university at which the Master’s thesis was completed.

(3) The examinations board determines the equivalence and final grade for the oral presentation and the academic discussion (defence).

§ 20 Passing the Master’s examination, overall grade

(1) The Master's examination is passed when all examination components pursuant to § 16, paragraph 1, have been graded as "sufficient" (4.0) or better.

(2) When calculating the overall grade in accordance with § 12, paragraph 3, the grades of the modules completed during the course of study, in accordance with § 16, paragraph 1, item 1, will be added together. This will constitute 50% of the overall grade. The grade for the Master’s thesis constitutes the remaining 50%. In accordance with § 12, paragraph 4, the numerical values of all module grades are considered before rounding in the calculation of the overall grade. The overall grade of the Master’s thesis is calculated using the grades achieved for the written thesis and the oral presentation and defence. The grade for the written thesis is weighted by a factor of three; the grade for the oral presentation and defence is weighted by a factor of one.

§ 21 Master's diploma and certificate

(1) Following successful completion of the Master’s examination, a diploma will be issued within six weeks. This will list all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credits, as well as the overall grade for the Master’s examination. The diploma bears the date on which the last examination component was completed. It must be signed by the dean of the faculty and the chair of the examinations board.

(2) A "diploma supplement" in English will also be issued, containing additional information about the course content and the course of study. The content complies with the European Diploma Supplement Model. Students are also able to request a diploma supplement in German from the chair of the examinations board.
(3) A Master's certificate is issued with the diploma. It bears the same date as the diploma. It certifies the conferment of the academic degree, "Master of Science". The certificate is signed by the dean of the faculty and the chair of the examinations board, and bears the faculty seal.

(4) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. A certificate will be issued upon request, and upon presentation of documentation of proof, listing passed examinations and their grades, missing examinations required for obtaining the Master's degree, and including a statement that the Master's examination was not passed on the final attempt.

(5) In addition to the documents listed in paragraphs 1 to 3, and the certificates and diplomas issued by the second European partner university at which the third and fourth semester were spent, students in the International Master in Innovative Medicine (IMIM) also receive a certificate confirming that they have passed the International Master in Innovative Medicine (IMIM). Students will also be issued with a diploma (transcript of records) listing all courses which they have completed as part of the International Master in Innovative Medicine (IMIM).

Section III: Final provisions

§ 22 Invalidity of examinations

(1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may correct the examination results for the affected examination components accordingly and may declare the examination to be partially or completely failed.

(2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate’s part to deceive, and this is not discovered until after the diploma has been issued, the passed examination will be considered compensation for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.

(3) The candidate will be given the opportunity to provide an explanation before the decision is made.

(4) The incorrect examination certificate will be confiscated, and, where applicable, a new certificate must be issued. If the examination has been graded as "failed" (5.0) due to cheating or deceit, the Master's certificate will be confiscated along with the incorrect examination diploma. In accordance with paragraph 1 and paragraph 2, clause 2, a decision may not be made more than five years after the date indicated on the examination certificate.

§ 23 Access to examination documents

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Once the examination procedure has been concluded, the candidate has the right to request access to examination documents within a reasonable period of time. The request must be made in writing and submitted within one year of completion of the examination procedure. The chair of the examinations board will decide when such access will be given.

§ 24 Coming into force

These examination rules and regulations become effective on the day of their publication in the Rector’s Bulletin (Mitteilungsblatt des Rektors).

Heidelberg, 6 July 2017

Professor Dr. Dr. h.c. Bernhard Eitel
Rector
Appendix A:

Table providing an overview of the modules and credits (ECTS) in the Master’s degree programme in Translational Medical Research

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The biological basis of disease</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Diagnosis and clinical treatment</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Research in practice</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Translation in lab and clinics</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Master’s thesis research project with written and oral presentation/Master’s thesis</td>
<td>30</td>
</tr>
</tbody>
</table>

Appendix B:

Table providing an overview of the modules and credits (ECTS) in the “International Master in Innovative Medicine” (IMIM)

Academic year 1 (Heidelberg)

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The biological basis of disease</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Diagnosis and clinical treatment</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Research in practice</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Translation in lab and clinics</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Research project with written and oral presentation</td>
<td>30</td>
</tr>
</tbody>
</table>

Academic year 2 (Groningen or Uppsala)

<table>
<thead>
<tr>
<th>Rijksuniversiteit Groningen – MSc Medical Pharmaceutical Drug Innovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBB Summer School Industrial Perspectives on Innovative Medicine (2 ECTS)</td>
</tr>
<tr>
<td>Top class IV: Theoretical Preparation for advanced research in medical, biomedical and pharmaceutical sciences: writing project proposals (5 ECTS)</td>
</tr>
<tr>
<td>BBB3 (4 ECTS)</td>
</tr>
<tr>
<td>Introduction to research project II (3 ECTS)</td>
</tr>
<tr>
<td>Research project II (30 ECTS)</td>
</tr>
<tr>
<td>Extension research project II or a (track-dedicated) Elective course (5 ECTS)</td>
</tr>
<tr>
<td>Colloquium II (3 ECTS)</td>
</tr>
<tr>
<td>Top class V/Research proposal incl. BBB4: Theoretical Preparation for advanced research in</td>
</tr>
</tbody>
</table>
medical, biomedical and pharmaceutical sciences: tender research proposal (8 ECTS)

<table>
<thead>
<tr>
<th>Uppsala Universitet – MMS Molecular Medicine (MM) &amp; MMS Medical Research (MR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio-imaging and Cell Analysis (7.5 ECTS)</td>
</tr>
<tr>
<td>Regenerative Medicine (7.5 ECTS)</td>
</tr>
<tr>
<td>Research project_IMIM_T3 (15 ECTS)</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Research project_IMIMT3 (30 ECTS) / Advanced research training_IMIMT3 (30 ECTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master project in Innovative Medicine (30 ECTS) / Master project_IMIMT4 (30 ECTS)</td>
</tr>
</tbody>
</table>

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