

# **Albert Ludwigs University Course and Examination Regulation for the Postgraduate Program Master of Science Biomedical Sciences**

## **Contents**

### **I Contents and Structure of the Course**

1. Scope of the Course and Examination Regulation
2. Entry and Admission Requirements
3. Academic Degree
4. Outline and Concept of the Program
5. Start of the Course, Standard Study Periods and ECTS Points
6. Class and Examination Language
7. Program Content

### **II. Credits and Course Based Assessments**

8. Aim and Scope of the Masters Examination
9. Credits
10. Course Based Assessment
11. Course Based Oral Assessment
12. Course Based Written Assessment
13. Written Examinations in Multiple Choice Format
14. Course Credits and Course Based Assessments Using New Media
15. Registration For and Admission To Course Based Assessments
16. Marking of the Course Based Assessments and Formation of the Module Marks
17. Repeat of Course Based Assessments
18. Registration and Admission to the Masters Thesis
19. The Masters Thesis
20. Defense of Thesis
21. Repeat of the Masters Thesis and the Defense of Thesis Masters Examinations
22. Pass and Failure of Course Based Assessments
23. Calculation of the Total Mark for the Masters Examination
24. Masters Certificate and Reports
25. Notification and Certification of Failed Masters Examination

### **III. Examination Bodies and Conduct of Examinations**

26. Examination Board
27. Examiners, Assessors
28. Recognition of Periods of Study, Credits and Course Assessments
29. Absenteeism and Withdrawal from Examinations
30. Fraud and Breach of Regulations
31. Disadvantage Offset

### **IV Final Conditions**

32. Protected Periods
33. Access to the Examination Documents and Storage of the Examination File
34. Tuition Fees
35. Commencement

### **Appendix**

### **I Contents and Structure of the Course**

## **1. Scope of the Course and Examination Regulation**

These Course and Examination Regulations apply to the Postgraduate Program Master of Science in Biomedical Sciences at the Albert Ludwigs University. Unless otherwise stated below, the regulations of the University of Buenos Aires apply to the structure and implementation of the course.

## **2. Entry and Admission Requirements**

The entry and admission requirements are regulated by the Admission and Matriculation Regulations of the Albert Ludwigs University as well as the Regulation on the Selection Procedure for the Postgraduate Program Master of Science Biomedical Sciences of the Albert Ludwigs University.

## **3. Academic Degree**

On the basis of the masters examination being passed the Albert Ludwigs University will award the degree Master of Science (abbreviated as M.Sc.).

## **4. Outline and Concept of the Program**

(1) The internationally oriented, English-language postgraduate course Master of Science Biomedical Sciences is delivered out by the Albert Ludwigs University together with the University of Buenos Aires. The aim of this multidisciplinary, human-relevant research masters program is to give graduates of undergraduate natural and life sciences degrees theoretical and practical skills in biomedicine and translational medicine to better understand the cellular and molecular mechanisms of body function and disease and to develop new forms of diagnosis and therapies with physicians and other healthcare professionals. In the subjects of Clinical Medicine, Biostatistics, Bioethics, Biochemistry, Molecular Cell Biology, Immunology, Virology and Microbiology, Neurobiology, Physiology, Pathology, Oncology, Cardiology, Pharmacology and Toxicology as well as Materials Science the latest scientific findings and research methods are taught. In addition, students acquire in-depth skills in laboratory reporting, academic writing, literature research and publication. During the five-month laboratory internships at the Albert Ludwigs University, the students should gain their first independent insights into a research topic, which should then form the focus of their masters thesis. Graduates of the program are qualified for an academic career in research and teaching at universities, as well as for management positions and consulting activities in the biotech and pharmaceutical industry, and in particular in health care or in the fields of science management, media and patenting.

(2) Students who meet the requirements of the University of Buenos Aires will also be awarded a Masters degree from the University of Buenos Aires; a certificate will be issued on the award of the degree.

(3) The course has a modular structure and is linked to a study-accompanying examination system. It is designed as a full-time postgraduate program.

## **5. Start of the Course, Standard Study Periods and ECTS Points**

(1) The course for the postgraduate program Master of Science Biomedical Sciences can only be started in the Winter semester.

(2) The standard study period, including the time for completion of the masters thesis, is four semesters. The program has credit requirement of 120 ECTS points. According to the European Credit Transfer and Accumulation System (ECTS), all components of the program are assigned ECTS credits, the number of which depends on the expected workload of the student. An ECTS point corresponds to an average work time requirement of 25 hours.

(3) The course contents are chosen and defined so that the program can be completed within the standard study time. Type, number and scope of the credits and course based assessments are set so that the time required to complete each of the classes or each of the modules corresponds to the allocated ECTS points.

## **6. Classes and Examination Language**

The classes and examinations in the postgraduate program Master of Science Biomedical Sciences are conducted in English.

## 7. Course Content

In the postgraduate program Master of Science Biomedical Sciences the modules and their classes as set out in the following table must be attended and completed at the University of Buenos Aires and Albert Ludwigs University. Students who already have knowledge of Spanish or German at level A2 of the Common European Framework of Reference for Languages may take a language course in English instead of the Intensive Spanish Language Course module or the Intensive German Language Course module. The courses to be completed in the individual modules, as well as the credits and examinations to be undertaken, are listed in the applicable module handbook and the students will be informed in good time.

Module	Type	ECTS Points	Semester	Credits/ Examination Requirement
<b>University Buenos Aires (43 ECTS Points)</b>				
Intensive Spanish Language Course	L + Ex	3	1	C: Written
Biophysics, Bioenergetics, Biochemistry and Molecular Biology	L + Ex + W	5	1	C: Report ER: Exam.
Physiology, Pathophysiology, Cellular and Molecular Immunology	L + Ex + W + S	5	1	C: Oral ER: Exam.
Pharmacology and Toxicology	L + Ex + W	5	1	C: Oral ER: Exam.
Virology and Microbiology	L + Ex + W	5	1	ER: Oral
Neurobiology	L + W + S	5	1	ER: Exam.
Pathology	L + W + S	5	1 and 2	ER: Oral
Clinical Medicine	L + W + S	5	2	ER: Oral
Molecular Oncology, Biostatistics and Experimental Models	L + W + Ex	5	2	PL: Exam.
<b>Albert Ludwigs University (47 ECTS Points)</b>				
Intensive German Language Course	L + Ex	3	2	C: Written
Introduction into Research Methods and Scientific Communication	L + EX + W	5	2	C: Oral
Biostatistics and Bioethics	L + Ex + S	5	2	ER: Exam.
Pharmacology, Toxicology, Materials and Microsystems	L + S + W	5	2	ER: Oral and Exam.
Molecular Oncology and Cardiology	L + S + W	5	2	C: Oral ER: Exam.
Molecular and Cellular Biology, Immunology and Pathology	L + S + W	5	2	ER: Exam.
Laboratory Research	W	19	2 and 3	C: Lab. report ER: Presentation

Albert Ludwigs University or University Buenos Aires (30 ECTS Points)				
Master Module		30	3 and 4	C: Lab. report ER: Masters Thesis ER: Viva Voce

Abbreviations in the table:

Type = Type of class; S = Semester = recommended subject semester;

W = Work Experience; S = Seminar; Ex = Exercise; L = Lecture /Lesson; ER = Examination Requirement;

C = Credit

## II. Credits and Assessments

### 8. Aim and Scope of the Masters Examination

(1) The masters examination should establish whether the student on the postgraduate course Master of Science Biomedical Sciences has gained specialist knowledge, can grasp interconnections and make critical assessments as well as having the ability independently to apply the relevant academic methods and findings.

(2) The masters examination consists of the course based module examinations (module examinations), in which are included the masters thesis and the defense of the thesis.

(3) The masters examination is passed if all module examinations are each assessed with a minimum mark of "acceptable" (4.0). Further more all of the ECTS points for the modules be awarded in accordance with section 7 for the required credits and examinations. The ECTS credits allocated to the individual modules, courses or credits are awarded if all required coursework and course-related examinations have been completed and passed.

### 9. Credits

(1) Credits are individual written, oral or practical achievements, which are undertaken by the student usually in association with classes; they can also consist of regular participation in a class, although for this alone no ECTS points can be given. Which form of credit must be shown to have been undertaken for each individual module and which of the credits are a condition for admission to an examination in the relevant module, are set out in the applicable module handbook and will be notified to students, at the latest, at the start of the relevant course.

(2) The credits are assessed by the head of each course as 'passed' or 'failed' but not necessarily further marked.

(3) If the credits required for a module are successfully gained then no further credits can be gained for that module.

In each module credits can be required.

### 10. Course Based Assessments

(1) Course based assessments are undertaken in the form of module examinations. Module examinations are wither module final examinations in which all components of a module are tested, or part module examinations which relate to one or more components of a module. The type and scope of the course based assessments, which may be in written, oral or practical form, are set out in the applicable module handbook and will be notified to students, at the latest, at the start of the relevant course.

(2) If the credits required for a module are successfully gained then no further credits can be gained for that module.

### 11. Course Based Oral Assessments

(1) Course based oral assessments are specifically presentations.

(2) By means of an oral examination (spoken test), the student should demonstrate that s/he has basic knowledge commensurate to the status of his/ her masters degree, recognize the interconnections in the field examined and can raise particular questions into these contexts.

(3) Oral examinations have a maximum length of ten minutes per ECTS point and are usually taken as individual examinations in front of an examiner in the presence of an assessor. Group examinations are also permitted with up to four examinees, conducted by a minimum of two examiners. In this situation each examinee will basically be tested by only one examiner. Before the grade is set in accordance with section 16, the examiner will, in the case of a collegiate examination, hear from the other examiner(s) or assessor(s).

(4) The key content and the outcome of the oral examination are set out in a report. The report is signed by the examiner or the examiner and the assessor. The examinee is informed of the result of the examination after the oral examination.

(5) The dates for oral examinations will be notified to the students in a timely and suitable manner. If the examiner is prevented from attending an appointment that has already been set, a new appointment for the oral examination must be arranged in consultation with the student.

## **12. Course Based Written Assessments**

(1) Course based written assessments are particularly examinations (written examinations).

(2) In a written examination the student should demonstrate that s/he can complete the tasks set and address the topics on the basis of the necessary knowledge, in a limited time and with limited resources with the established practices of his/her subject.

(3) Written examinations should be designed so that a maximum of 30 minutes working time is anticipated for one ECTS point. The dates for written examinations as well as the permitted resources will be notified to students at least four weeks beforehand in an appropriate form by the Examination Board.

(4) The process of marking written examinations should not exceed four weeks; section 19 paragraph 7 clause 1 remains unaffected.

## **13. Written Examinations in Multiple Choice Format**

(1) Written examinations can, in whole or part, also be carried out by way of answers to examination questions which the examinee chooses from presented options (exercises in multiple-choice form). The examination exercise must relate to the curriculum on the particular module and enable reliable examination results. All examinees must each be set the same exercises. In preparing the examination exercises which answers will be recognized as correct is to be determined by a minimum of two examiners in accordance with section 27 paragraph 1 clause 1; this is to ensure that no erroneous examination questions are set. The examination exercises are to be checked again on this point by the examiners before the finalization of the examination results to make sure in accordance with the requirements of clause 2 that there are no contradictions or clearly no mistakes. If this checking process indicates that a particular examination question is evidently erroneous this cannot be taken into account in the finalization of the examination results. The number of examination questions is reduced accordingly. The assessment of written examination paper in accordance with clause 1 will be based on the reduced number of examination questions. The reduction in the number of examination questions must not have a disadvantageous effect for the examinees. An examination question will be specifically deemed to be erroneous if the wording is unintelligible, contradictory or ambiguous or if the answer intended as the correct answer is false.

(2) Written examinations in accordance with paragraph 1 clause 1 which consist of single choice exercises (exactly one of the total  $n$  suggested answers must be selected) are passed where the examinee has correctly answered a minimum total of 60 percent of the set questions or when the proportion of correctly answered questions is not more than 20 percent below the average achievement of the examinees in the specific module examination. If the examinee reaches the required minimum number of correctly answered examination questions for the written examination passed  $n$  in accordance with clause 1, the marks will be as follows for the percentage of correct answers to the examination questions set:

“very good” when s/he achieves a minimum of 75 percent

“good” when s/he achieves a minimum of 50 percent but less than 75 percent

“satisfactory” when s/he achieves a minimum of 25 percent but less than 50 percent

“acceptable” when s/he achieves no or less than 25 percent of correct answers.

(3) For written examinations in accordance with paragraph 1 clause 1 which consist of multiple-choice exercises (an unknown number  $x$  which lies between zero and  $n$ , to be selected from a total of  $n$  possible answers is to be selected), the rules as set out in paragraph 2 apply with the stipulation that instead of the

proportion of correctly answered examination questions out of the total number of examination questions, the proportion of examinees who achieve the raw score to the achievable highest performance is applicable. Each multiple choice exercise will be designated an assessment mark (n) related to the number of possible answers and which can be multiplied by a weighting factor for the individual multiple-choice exercise. The examinees are given a basic assessment for each multiple-choice exercise, the mark for which is based on the extent to which there is full correlation of the answers chosen by the examinee with the recognized correct answers. One mark will be given for each match between an answer chosen by an examinee with the recognized correct or incorrect answer. A minus point is deducted for each incorrect answer wrongly selected by the examinee and for each correct answer not selected by the examinee; The assessment for a question cannot be below zero. The raw score is calculated by multiplying the basic assessment with the relevant weighting factor for the multiple-choice question. The total achievable highest result is constituted from the sum of the product of all assessment marks with the respective weighting factor for each multiple choice question.

(4) If the questions are not entered with the same weighting in the total calculation, the weighting for each individual examination exercise must be specified on the examination paper.

(5) In written examinations which are only partly multiple choice, the requirements of paragraphs 1 to 4 only apply to the relevant affected parts of the examination.

(6) If the total number of examination questions eliminated under section 1 clause 6 is 15% or more of the total number of multiple-choice examination questions, then the whole written examination must be repeated; this applies also to examinations which consist only in part of multiple-choice questions, if this part amounts to 15% or more of the mark for the whole examination

(7) The conditions set out in paragraph 1 to 6 apply to the relevant course credits.

#### **14. Course Credits and Course Based Assessments Using New Media**

(1) Course credits and course based assessments can be performed using modern information and communications technology (new media), as long as the technical, personal and spatial conditions are fulfilled; particularly to be considered are online tests and electronic examinations. Course based assessments can also be conducted as distance tests at other institutions, particularly at other universities, (for example as online examinations or by video conference).

(2) In respect of course and examination performance under paragraph 1, sections 9 to 13 are applicable. The responsible Examination Board has to ensure that the principles of fair examination process are observed. In particular identification checks on the students must be ensured, as well as compliance with the usual Albert Ludwigs University examination standards (such as the exclusion of non-permitted aids, time parity between distance-examined students and examinations taken at the Albert Ludwigs University, compulsory supervision).

(3) If course assessment or examinations are undertaken in electronic form then the students will be given sufficient prior opportunity in the scope of the course to familiarize themselves with the electronic testing system. Data protection requirements will be observed. Electronic examinations count as supervised examinations.

#### **15. Registration for and Admission to Course Based Assessments**

(1) For course based assessments undertaken at Albert Ludwigs University the Examination Board sets the deadlines within which registration must take place and provides appropriate timely notification to the students. For repeat of a course based assessment a renewed registration for the relevant examination date is required.

(2) Admission to a course based assessment is open to those who:

1. are matriculated at the Albert Ludwigs University and the University of Buenos Aires on the postgraduate program Master of Science Biomedical Sciences,
2. provides proof of having met the requirements for the relevant examination,
3. have not failed a final examination or have lost the right to take the qualification in a postgraduate program Master of Science Biomedical Sciences or in the same or a related course with basically the same content,
4. are not in a current examination process at another university for the same masters course or a related course with basically the same content, and
5. have registered in the right form and by the relevant deadline.

Masters programs count as related programs with basically the same content if they are in the same discipline with comparable scope of study requirements and the same standard period of study. Clause 1, number 3 are not applicable if the reason for the lost entitlement to take the examination is failure of a final examination which falls outside of the examination area of the relevant program according to these examination rules.

(3) The Examination Board decides on admission to take examinations. Admission can only be refused if the conditions set out in paragraph 2 are not fulfilled. The student must be informed of the decision on admission to an exam which is part of a course. The student must be informed in writing of a decision to refuse admission to an examination and this must provide a reason and information on legal appeal rights.

(4) Admission is to be revoked if the student is no longer enrolled in the postgraduate program Master of Science Biomedical Sciences at Albert Ludwigs university and the University of Buenos Aires at the time of taking the examination, or if s/he is on leave for a good reason.

(5) Admission can be revoked if false information is surreptitiously provided or facts subsequently arise or come to light which would have led to a refusal of permission.

(6) The Examination Board can set a date after the deadline for registration for an examination under paragraph 1 clause 1, and which does not relate to a repeat examination, by which the students can de-register themselves. The registration and a possible admission to the examination in such a case are not counted as effective.

## 16. Marking of the Course Based Assessments and Formation of the Module Marks

(1) The grades for the individual credits will be assessed by each of the examiners.

(2) Each examination will be assessed given one of the following marks:

- |   |                  |  |
|---|------------------|--|
| 1 | = very good      | = a brilliant achievement  |
| 2 | = good           | = a performance which is significantly above the average requirement               |
| 3 | = satisfactory   | = a performance which meets the average requirements                               |
| 4 | = acceptable     | = a performance which, despite its deficiencies, still satisfies the requirements. |
| 5 | = not acceptable | = a performance which is insufficient, due to considerable deficiencies.           |

To distinguish assessments of examinations intermediate marks can be given through raising or lowering of the mark by 0.3. Marks of 0.7, 4.3, 4.7 and 5.3 are not permitted.

(2) The marks are as follows:

For an average of	1.5 or less	=	very good
For an average of	1.6 to 2.5	=	good
For an average of	2.6 to 3.5	=	satisfactory
For an average of	3.6 to 4.0	=	acceptable
For an average of	more than 4.0	=	not acceptable

(4) Where a module only requires an end of module or a part-module examination, the mark for the module will be the mark for the end of module examination or, as the case may be, the part-module examination. Where several part-module examinations are set in a module, the mark for the module is calculated on the ECTS points weighted average of all the individual module examinations. Each of the individual part-module examinations must be assessed with a minimum mark of "acceptable" (4.0). In calculating the mark only the first decimal place after the decimal point will be taken into account; all further digits cancelled without rounding up.

(5) Notwithstanding paragraph 4 clause 2 the mark for the masters module is formed by a weighting of three quarters for the masters thesis and a quarter for the defense of the thesis.

(6) At the University of Buenos Aires, the grading of the examinations and thus the formation of the module grades is based on the grading system on the grading scale from zero to ten points. The marking system is as follows

10 – 9.5 = outstanding (ausgezeichnet)

9.0 – 8.0	=	distinguished (sehr gut)
7.5 – 6.0	=	good (gut)
5.5 – 4.0	=	pass (ausreichend)
0 – 3.5	=	fail (nicht ausreichend)

(7) The conversion of the grades from the German into the Argentinian grading system and vice versa is done according to the conversion tables in the annex to this Course and Examination regulation.

### **17. Re-sitting Course Based Assessments**

(1) Course based assessments which are marked as “unacceptable” (5.0) or which count as failed can be re-taken once.

(2) The re-sit examination must generally be taken at the latest by the end of the semester following the failed examination and usually takes place in the context of the examination dates of the following semester. In event of missing the deadline for a re-sit of a failed examination, the re-sit examination counts as having been failed, unless the student is not responsible for having missed the deadline. There must be four weeks between the results being given for the first examination and the re-sit examinations.

(3) In cases where there is good reason for re-sit examinations which are taken outside of the context of the normal examination dates, the form of the assessment to be taken can vary in accordance with the conditions set out in section 7. It is a requirement for this area that the subject conditions for the examination are fulfilled. The form of the re-sit examination for the assessment to be undertaken will, in such a case, be notified to the student at the latest with the date being given for the re-sit examination.

(4) The student must have the opportunity before the last possibility for re-sit of a failed examination to participate again in the relevant classes which relate to the module examination.

(5) Resitting of examinations which have been passed is not permitted.

### **18. Registration and Admission to the Masters Thesis**

(1) Admission to the masters thesis is open to those who:

1. are matriculated at the Albert Ludwigs University and the University of Buenos Aires on the postgraduate program Master of Science Biomedical Sciences and have been awarded at least 80 ECTS points therein,
2. have not failed a final examination or have lost the right to take the qualification in a postgraduate program Master of Science Biomedical Sciences or in the same or a related course with basically the same content,
3. are not in a current examination process at another university for the same masters course or a related course with basically the same content, and
4. have applied for permission to undertake a masters thesis in the correct form and within the deadline.

In cases where good reason is shown, the Examination Board may also admit students to the masters thesis who have not yet achieved the ECTS score required by clause 1 number 1. Clause 1, number 2 is not applicable if the reason for the lost entitlement to take the examination is the failure of an examination which is outside of the examination area of this course.

(2) The application for admission to undertake a masters thesis, and also the allocation of the subject for the thesis, must be submitted in writing by the student to the Examination Board. The application must be accompanied by the following documents:

1. Evidence that the student has fulfilled the admission requirements in accordance with paragraph 1 clause 1 number 1, and
2. A declaration whether the candidate has conclusively failed the final examination in the postgraduate course Master of Science Biomedical Sciences in the same or a comparable or related course with basically the same content at another university, has not lost their entitlement to take the examina-



tion, and is not in a current examination process at another university for the same masters course or a related course with basically the same content.

(3) The application for admission to the masters thesis should be submitted no later than three months after the last of the course based examinations to be completed in the other modules.

(4) The Examination Board decides on admission. Admission can only be refused if the conditions set out in paragraph 1 are not fulfilled. The candidate must be informed in writing within a month of the decision on admission. A decision to refuse admission must provide a reason and information on legal appeal rights.

(5) Admission is to be revoked if the student is no longer enrolled in the postgraduate program Master of Science Biomedical Sciences at Albert Ludwigs university and the University of Buenos Aires when the application is being processed or up to submission of the masters thesis, or if s/he is on leave for a good reason.

(6) Admission can be revoked if false information is surreptitiously provided or facts subsequently arise or come to light which would have led to a refusal of admission.

## **19. Masters Thesis**

(1) The masters thesis, which can be completed either at the Albert Ludwigs University or at the University of Buenos Aires in accordance to the student's choice, is a written paper, in which the candidate should show the s/he is capable of handling a topic within his/ her specialist subject of Biomedicine, in an academic method, within a predetermined deadline and to present the result adequately.

(2) The masters thesis attracts credits of 27 ECTS points. The topic and supervision are to be based on the scope of the masters thesis. The time for completion of the masters thesis is six months. In justified individual cases, the Examination Board may, upon written request, extend this time by a maximum of three months. The application must be submitted without delay and must be received by the Examination Board before the end of the period allowed for the masters thesis. If the reasons for the extension are rooted in the task of the masters thesis, the Examination Board decides in consultation with the supervisor of the masters thesis. In the case of the student being ill, the application must be accompanied by a medical certificate containing the medical facts necessary for the assessment; in case of doubt, a medical certificate issued by a doctor appointed by the Examination Board may be required. Section 32 remains unaffected.

(3) The topic of the masters thesis is set by an examiner in accordance with section 27, paragraph 1 clause 1; this is obligatory as part of the masters thesis supervision. Setting the subject, mentoring, and the subsequent assessment of the masters thesis, as well as the conduct of the defense of the thesis, can, with the prior approval of the Examination Board, also be carried out by a university lecturer or a private lecturer, who does not belong to the Medical Faculty or the Albert Ludwigs University, if the topic is set in agreement with a university lecturer or a private lecturer who is a member of the Faculty and is engaged in research and teaching in the postgraduate program for Master of Science Biomedical Sciences. The candidate is given the opportunity to make suggestions for the topic for the masters thesis. There is no legal right to the appointment of a specific supervisor. The candidate must present the document with allocation of the topic of the masters thesis to the Examination Board within two weeks after the examiner has set the topic. On application the chair of the Examination Board ensures that a candidate receives the topic for their masters thesis at the latest four weeks after the application document is submitted. The Examination Board approves the masters thesis topic and appoints the supervisor. The allocation of the topic to the candidate takes place within the requirements of the allocation schedule together with the decision on permission to submit a masters thesis. The topic of the masters thesis and the deadline for submission are placed on record. The time allowed for the completion of the masters thesis starts with the allocation of the topic.

(4) The topic of the masters thesis can only be returned once and only within the first four weeks of the time allowed. A new topic is then decided and allocated to the student within four weeks.

(5) The masters thesis is to be written in English.

(6) The masters thesis must be submitted by the student to the Examination Board within the deadline (paragraph 3 clause 8) in triplicate printed and bound form, and additionally submitted electronically in the specified data storage system; the deadline for submission is placed on record. Upon submission of the masters thesis by post it is incumbent on the student to obtain proof of posting; the date of the post stamp counts as the time of submission.

On submission the student must confirm in writing that

1. s/he completed the submitted masters thesis independently,
2. s/he used no sources or aids other than those stated and all verbatim or conceptual content taken from other works has been identified as such,
3. the submitted masters thesis was or is not, either in full or in large part the subject of another examination process,
4. the electronic version of the masters thesis submitted is in content and format the same as the printed version, and
5. the masters thesis has not yet been published.

If the student does not submit the masters thesis within the deadline it counts as failed and will be given the mark "not acceptable" (5.0) unless the reason for the failure to submit on time was not the student's fault. The Examination Board decides on this issue on application by the student.

(7) The masters thesis must be marked within six weeks by two examiners in accordance with section 27, paragraph 1 clause 1. The first assessor is usually the supervisor of the thesis. The second assessor is arranged by the Examination Board in consultation with the first assessor. Where the first assessor is a member of the Medical Faculty, the Examination Board can also appoint as the second assessor a university professor or a private tutor who does not belong to the faculty or the Albert Ludwigs University. The assessors mark the masters thesis independently of each other awarding one of the marks set out in section 16, paragraph 2. The mark for the masters thesis consists of the average of the two individual marks; section 16 paragraph 4 clause 4 applies respectively. If the marks given by the assessors differ from each other by more than 2 marks then the Examination Board will appoint a third assessor. The mark in such a case will be constituted from the average of the three individual marks; section 16 paragraph 4 clause 4 applies respectively.

## **20. Defense of the Masters Thesis: Viva Voce**

(2) Admission to the defense of the masters thesis will be granted to those who

1. still fulfill the requirements of section 18 paragraph 1 and
2. have passed the masters thesis.

(2) The viva voce, which will take place at whichever university the masters thesis was prepared at, the student defends his/her masters thesis. The defense of the thesis last approximately 60 minutes and starts with an approximately 30 minute long presentation by the student on the masters thesis. 3 ECTS points are awarded for the viva voce.

(3) The viva voce will be conducted in English.

(4) The disputation is faculty oriented and is carried out by three examiners, one each from the Faculty of Medicine of the Albert Ludwigs University, the Faculty of Pharmacy and Biochemistry of the University of Buenos Aires and another faculty of one of these two universities or a faculty of another university; the supervisor of the masters thesis can not be an examiner at the viva voce. The viva voce focuses on the theses, results and methods of the masters thesis and its context in the field of Biomedicine. If there are good reasons or at the request of the candidate, the public will be excluded; the viva voce is not open to the public for the feedback and the announcement of the examination result.

(5) After the defense of the thesis, each examiner gives a grade in accordance with section 16 paragraph 2. The grade of the viva voce is the arithmetic mean of the individual assessments; section 16 paragraph 4 clause 4 applies accordingly. The key points and the result of the viva voce must be recorded in a minute. The minute must be signed by the examiners; it is part of the exam files. The student will be informed of the result of the viva voce subsequent to the oral examination.

## **21. Repeat of the Masters Thesis and the Defense of the Thesis**

(1) A masters thesis that is assessed with a mark "not acceptable" (5.0) or which does not count as passed can be repeated once. The application to repeat the masters thesis and for allocation of a new subject for the masters thesis must be made by student in writing to the Examination Board within a year of the conclusion of the conclusion on the student having failed the masters thesis. In event of this deadline being missed the entitlement to take the examination expires, unless the student is not responsible for having missed the deadline. Section 19 paragraph 3 applies accordingly.

(2) Return of the subject of the masters thesis on a repeat attempt is only possible if the student had not used the opportunity to return the masters thesis subject for the failed masters thesis.

(3) A viva voce which is assessed with a mark “not acceptable” (5.0) or which does not count as passed can be repeated once. The repeat examination must be conducted within a month of the student being informed of the examination result. In event of this deadline being missed the entitlement to take the examination expires, unless the student is not responsible for having missed the deadline.

## **22. Examination Passes and Failures**

(1) A course based assessment is passed when it is assessed with a minimum mark of “satisfactory” (4.0).

(2) If a course based assessment is failed, or is deemed not to have been passed, the Examination Board informs the student thereof in a written decision, which also states whether the examination can be repeated and, if so, the deadline for doing so, and whether the student must register for the re-sit examination. The decision is provided along with information on legal appeal rights.

(3) A course based assessment is conclusively failed if the student has not passed either the first nor any associated re-sit examination. As a result the admission to the postgraduate program Master of Science Biomedical Sciences expires.

(4) A written examination which is only marked by one examiner will be marked by a second examiner appointed by the Examination Board if the first examiner has awarded a mark of “not acceptable” (5.0) with the consequence that the masters examination would be failed. The mark in such a case is then the average of the two individual marks; section 16 paragraph 4 clause 4 applies accordingly.

## **23. Calculation of the Total Mark for the Masters Examination**

(1) To calculate the total mark for the masters examination the module marks are weighted as follows:

Module	Proportion of the total mark
Biophysics, Bioenergetics, Biochemistry and Molecular Biology	4 percent
Physiology, Pathophysiology, Cellular and Molecular Immunology	4 percent
Pharmacology and Toxicology	4 percent
Virology and Microbiology	4 percent
Neurobiology	4 percent
Pathology	4 percent
Clinical Medicine	4 percent
Molecular Oncology, Biostatistics and Experimental Models	4 percent
Biostatistics and Bioethics	4 percent
Pharmacology, Toxicology, Materials and Microsystems	4 percent
Molecular Oncology and Cardiology	4 percent
Molecular and Cellular Biology, Immunology and Pathology	4 percent
Laboratory Research	12 percent
Masters Module	40 percent

(2) In calculating the total mark section 16 paragraph 3 and paragraph 4 clause 4 apply accordingly.

## **24. Masters Certificate and Reports**

(1) On the basis of having passed the masters examination the candidate will usually receive a certificate in English within four weeks which certifies the academic marks in accordance with paragraph 3. The masters certificate is signed by the Dean of the Medical Faculty as well as the chairperson of the Examination Board and is endorsed with the seal of the Medical Faculty. It shows the dates of the last course based assessment or examination.

- (2) The academic qualification cannot be claimed before the certificate has been given.
- (3) At the same time as the masters certificate, the student will receive a certificate in English showing the subject and grade of the masters thesis as well as the total grade of the masters examination, including the decimal point. The certificate bears the date of the master's certificate and is signed by the chairperson of the Examination Board and endorsed with the seal of the Medical Faculty.
- (4) The Examination Board issues additionally to the certificate a transcript of records in English, which shows the modules and their components undertaken in the course of the masters program, the associated final relevant marks for the modules and the ECTS points. The transcript of records also shows the ECTS assessment table for the total mark for the masters examination. For this purpose the total marks given in the masters program Master of Science Biomedical Sciences in the last six semesters are recorded and provide their numerical as well as their percentage proportion of the grade level, in accordance with section 16 paragraph 2 clause 1, and are presented in a table (ECTS classification table). The transcript of records is signed by the head of the Examination Board and is endorsed with the seal of the Medical Faculty.
- (5) Additionally the Examination Board issues a Diploma Supplement in English. This consists of related information about the candidate personally, on the manner and level of their graduation, the status of the Albert Ludwigs University as well as detailed information on the course program of the masters course Master of Science Biomedical Sciences. The Diploma Supplement is issued with reference to the original document to which it refers. In the last section the Diploma Supplement contains a standard description of the German university system. Paragraph 4 clause 4 applies accordingly.

## **25. Notification and Certification of Failed Masters Examination**

- 1) Students who conclusively fail their masters examination receive a written decision with notice of legal appeal rights.
- (2) If a student conclusively fails the masters examination, at their request they will be provided with a written certificate which contains the exams and credits which s/he passed, along with the associated ECTS points and marks and which indicates that the examination was conclusively failed.

## **III. Examination Bodies and Conduct of Examinations**

### **26. Examination Board**

- (1) The Examination Board is appointed by the Medical Faculty. Board membership consists of two professors of the Faculty of Medicine as well as a full-time, authorized examiner, who regularly lecture in the Master of Science Biomedical Sciences postgraduate program. In lieu of a university lecturer, a full-time lecturer / private lecturer at the faculty, who regularly gives courses in the Master of Science Biomedical Sciences postgraduate program, may take the place of the lecturer. For each member of the Examination Board a deputy is appointed. At the same time, it is determined who will chair the Board and how the other members deputize for the chairperson. The chairperson of the Examination Board must belong to the group of professors. The term of office of the members and their deputies is three years; one reappointment is allowed.
- (2) The Examination Board is responsible for the organization of the examinations and the tasks assigned to them by these course and examination regulations. It ensures that the provisions of these study and examination regulations are adhered to and makes the required decisions. The Examination Board is assisted by the Examination Office in the performance of its duties. The Examination Board regularly reports to the Study Commission for the Master of Science in Biomedical Sciences on the development of course and examination practice and provides suggestions for the improvement and appropriate updating of these course and examination regulations.
- (3) The Examination Board usually consults and takes decisions in a duly convened and chaired meeting. It has a quorum if the chairperson or his / her deputy and another member are present and entitled to vote. Resolutions are passed by simple majority; in case of a tie, the chairperson or of his / her deputy has a casting vote. The meetings of the Examination Board are not open to the public. Resolutions may also be taken in writing, by fax, e-mail or otherwise, except in meetings, if the members of the Examination Board approve or participate in this type of resolution.
- (4) The chairperson manages the day-to-day business of the Examination Board and represents it externally. The Examination Board may, subject to revocation, delegate the performance of certain tasks to the chairperson or his / her deputy; this does not apply to the decision on disputes. In addition, the chairper-

son is authorized to make urgent decisions in lieu of the Examination Board; s/he must inform the Examination Board immediately of such decisions.

(5) Members of the Examination Board are subject to a duty of confidentiality. Unless they are in public service they are bound in confidentiality by the chairperson.

6) The members of the Examination Board have the right to attend the sitting of examinations.

## **27. Examiners, Assessors**

(1) Examiners must be people who are authorized to set examinations. Those who are authorized to set examinations are university professors, self employed lecturers and academic members of staff to whom authority has been given to set examinations. The assessors must be specialists who have a minimum of a masters degree in the subject in which the examination is being taken or an equivalent qualification.

(2) The Examination Board appoints the examiners and the assessors. The Board can adopt the appointment of an examiner by the chairperson. The appointment of the assessor can be delegated to the appropriate examiner.

(3) Where the examination is taken in connection with an individual course it is, subject to the rules in paragraph 1, the examiner is usually be the tutor of that course.

(4) Examiners and assessors are bound by confidentiality. Unless they are in public service they are bound in confidentiality by the chairperson of the Examination Board.

## **28. Recognition of Study Periods, Credits and Examination Achievements**

(1) Periods of study, credits and examination achievements in other programs at state or state recognized universities or professional academies in the Republic of Germany, or in programs in foreign state or state recognized universities, or in the context of contact courses will be recognized unless the competences achieved are not of equal value.

(2) Periods of study, credits and examination achievements will also be evidenced through the successful participation in a state recognized distance learning organization, in so far as the course content of the distance learning organization is equivalent in content to that of an attendance course.

(3) Credits and examination achievements undertaken as part of the course which are requirements for the entry to the postgraduate course Master of Science Biomedical Sciences cannot, in principle, be recognized as part of the postgraduate course Master of Science Biomedical Sciences.

(4) Equivalence of awarded competences is established when the relevant competences shown largely correspond to the periods of study, course and examination achievements in the postgraduate course Master of Science Biomedical Sciences at Albert Ludwigs University and the University of Buenos Aires. Equivalence is not ascertained by a schematic comparison, but rather by undertaking an overview and total evaluation. In recognition of periods of study, courses and examination achievements at universities conducted outside of the Republic of Germany, account will be taken of the equivalence agreements established by the Culture Ministry Conference and the University Rectors' Conference, as well as agreements in the context of university partnerships. In cases of doubt on equivalence the Central Office for Foreign Education shall be consulted.

(5) Recognition of periods of study, course assessments and examination achievements serve towards continuation of the course and count as having taken examinations.

(6) Recognition of periods of study, courses assessments and examination achievement is decided by the Examination Board at the request of the student, in cases of doubt in consultation with the responsible subject specialist examiner.

(7) The onus is on the student to provide the necessary information about the achievements for which they seek recognition. The evidence required for recognition should be provided by the student and submitted to the Examination Board by the end of the semester following enrollment in the Master of Science Biomedical Sciences postgraduate program at Albert Ludwigs University or by the end of the semester following the award of the relevant study and examination achievements. For certificates and other documents that are not issued in German, English or French, the submission of an officially certified translation into German may be required.

(8) If course and examination achievements are recognized, the marks, in so far as the marking systems correspond, are adopted and included in the calculation of the module marks and the total marks in accordance with the terms of these Course and Examination Regulations. Where the marking system does not correspond, a mark for the recognized examination will be ascertained by the chair of the Examination Board, using the basic assessment levels under section 16 paragraph 12 and applied under clause 1. If, due to the differences in the marking systems, ascertainment of a mark is not possible according to sec-

tion 2, the comment 'passed' will be adopted; this will not be included in the calculation of the module mark and the overall mark. For calculation of ECTS points clauses 1 and 2 apply. The recognized course and examination achievements taken at other universities will be identified as such in the certificate and record of achievement. The identification of courses and examinations taken at the Albert Ludwigs University is decided by the Examination Board. The onus lies with the Examination Board to establish that the conditions for the recognition of courses and examinations are not fulfilled.

(9) Students who change their place of study and those who join a course other than at the beginning must present a declaration in the context of the recognition process, stating whether in a postgraduate course Master of Science Biomedical Sciences or a related course with basically the same content they have failed the masters thesis or conclusively failed another course related examination or are no longer entites to take the examination or are in the process of such an examination.

(10) Knowledge and abilities acquired outside of the university system will be included in so far as the competences achieved are of equivalent value as defined in paragraph 4; in any event they can only replace a maximum of half of the specified university course. In particular, appropriate competences for the module Biostatistics and Bioethics according to section 7 will be considered for credits. Paragraphs 6 and 7 are of relevant application.

### **29. Absenteeism and Withdrawal from Examinations**

(1) Absences during the attendance phases must be communicated to the program coordinator. Absenteeism exceeding 30 percent of the sum of all attendance phases in the Master of Science Biomedical Sciences postgraduate program must be compensated to the same extent at a later date. Permission to attend for the recovery of absences must be requested in writing from the Examination Board.

(2) If a student does not attend the examination or if they do not take the examination within the required deadline, they will be treated as having withdrawn from the examination.

(3) If a student is prevented from taking an examination within the required time through illness or some other valid ground, withdrawal will, upon written application, be approved. The application must be made to the Examination Board by the student providing the withdrawal reason and attaching suitable and timely evidence. In case of illness the application must attach a doctor's certificate which contains adequate assessment of the diagnosis of medical incapacity to take the examination. Where there is good reason to do so the Examination Board can require a medical report from a doctor appointed by them. Approval is precluded if, at the time of the receipt of the sick certificate, individual credits have been undertaken the results of which mean that the whole examination cannot be passed.

(4) If a student has taken an examination while knowingly, or negligently in ignorance, having a significant reason in terms of paragraph 3, a withdrawal on these grounds will not be approved. Negligent ignorance arises in particular if a student does not supply a timely explanation for being affected by health problems. In any event valid reasons for a withdrawal are excluded if submitted more than a month after the completion of the examination.

(5) If the withdrawal is approved by the Examination Board then the examination counts as not having been taken and the registration is treated as if in the case of the first examination and the admission to take the examination, as having been unsuccessful; in the event of a renewed registration for the examination, admission to the examination will generally recognize credits which have already been awarded. If withdrawal is not approved, the credit examinations is failed and assessed as "not acceptable" (5.0). The decision on the application for permission to withdraw is given in writing.

### **30. Fraud and Breach of Regulations**

(1) If a student attempts to influence the result of an examination or a course credit through fraud or use of non-permitted aids or by exerting influence on an examiner to their own or another's benefit, the relevant examination result or credit will be marked as "not acceptable" (5.0) or as failed. Even possession of a non-permitted aid during and after the examination exercise is given out will be treated as attempt to use the aid.

(2) If there is a suspicion that a student has attempted to bring in a non-permitted aid, s/he is obliged to cooperate with the investigation and to surrender the aid. If s/he refuses to cooperate or surrender the aid despite being requested to do so, the examination will be marked as "not acceptable" (5.0) or the credit marked as "failed".

(3) If a student disturbs the orderly process of an examination appointment s/he can be excluded from continuing with the examination or credit by the relevant examiner or supervisor, usually after prior warn-

ing. In such cases the examination will be marked as “not acceptable” (5.0) or the credit marked as “failed”.

(4) In serious or repeated cases under paragraphs 1 or 3 the Examination Board can exclude the student from taking individual or all further examinations or credits. In less serious cases the examination mark can be reduced and/ or sanctions can be imposed.

(5) If it later becomes apparent that the conditions of paragraph 1 have been met, the examination result issued by the Examination Board can be rescinded and the measures set out in paragraph 1 clause 1 can be applied. If the masters certificate and report have already been given out at the time of revocation, these are to be retracted. Revocation is excluded when five years have elapsed after the end of the examination. In the event that, within a year of a credit being marked or before the certificate is issued, it becomes apparent that issues as per paragraph 1 arise, the mark for the credit can be reduced or the credit can be assessed as “failed”.

### **31. Disadvantage Offset**

(1) If a student has long term or chronic health problems not related to examinations but which make the completion of examination performance more difficult, then the Examination Board can, upon written application, take appropriate measures to balance out these adverse effects; evidence of the capacity of the student to achieve the relevant examination cannot be foregone. As measures to balance out difficulties for written examinations a longer time may be allowed, breaks may be permitted which do not deduct from the time allowed, approved, personal or object aids may be permitted.

(2) In contentious cases, with the agreement of the student and the Albert Ludwigs University representative for students with disabilities or chronic illnesses, another expert will be heard, before the decision of the Examination Board under paragraph 1.

(3) Applications for compensatory measures must be made at the time of registration for an examination or at the latest a month before the relevant examination date. The impairment must be demonstrated by the student and evidenced by a doctor’s certificate which contains the relevant medical diagnosis.

(4) If a student’s performance in a credit course is negatively affected because of a long term or chronic health impairment, then paragraphs 1 to 3 apply respectively.

## **IV Final Conditions**

### **32. Protected Periods**

(1) The statutory protection under the Act for the Protection of Mothers at Work, in Training and Education (Maternity Protection Act - MuSchG) of 23 May 2017 (BGBl. I p. 1228), as amended, are taken into account and the exercise of the right to declare and withdraw by the student is guaranteed. The maternity periods interrupt all deadlines under to these course and examination regulations.

(2) Upon application the time limits for parental leave in accordance with section 15 paragraphs 1 to 3 of the Law on Parental Pay and Parental Leave (Bundeselterngeld- und Elternzeitgesetz – BEEG) of on 27<sup>th</sup> January 2015 (BGBl. I page 33) as amended from time to time, are to be taken into account. The student must notify the Examination Board in writing at least four weeks before the date on which s/he wants to start his / her parental leave. The Examination Board must check whether the statutory conditions which would entitle an employee to take parental leave are fulfilled, and notifies the outcome to the student, along with the new examination dates set or other deadlines. The time allowed for writing the masters thesis can not be interrupted by the parental leave. The topic set for the student is treated not having been assigned. After the parental leave has ended, the student will be allocated a new topic for the masters thesis.

(3) Recourse to the protection provisions will be enabled, as defined by section 7 paragraph 3 of the Law on Periods of Care (Pflegezeitgesetz – PflegeZG) of 28<sup>th</sup> May 2008 (BGBl. pp. 874, 896) as amended from time to time, for care of a close relative who is in need of care within the meaning of sections 14 and 15 of the Eleventh Book of the Social Code (SGB XI) of 26 May 1994 (BGBl. I, pp.1014, 1015), as amended.

### **33. Inspection of the Examination Files and Retention of the Examination Files**

(1) Within six weeks of being told the marks for the credits and examinations, the student may request the Examination Office to inspect the respective examination documents concerning him / her. The inspection should be granted within four weeks of the application.

(2) The full examination files shall be kept for at least five years. The basic file, which consists of copies of the masters certificate, the report, the transcript of records and the diploma supplement, is stored indefinitely; the storage can be in electronic form.

### **34. Tuition Fees**

Tuition fees are charged in accordance with the Albert Ludwigs University Statue on Tuition Fees for the Master of Science in Biomedical Sciences.

### **35. Commencement**

This Course and Examination Regulation takes effect from 1<sup>st</sup> October 2018.

## **Appendix**

(to section 16 paragraph 7)

### **Conversion of the marks of the Albert Ludwigs University to the marks of the University of Buenos Aires.**

<b>Albert Ludwigs University Mark</b>	<b>University of Buenos Aires Mark</b>
1	10.0
1.1	10.0
1.2	10.0
1.3	9.5
1.4	9.5
1.5	9.0
1.6	9.0
1.7	8.5
1.8	8.5
1.9	8.5
2.0	8.0
2.1	8.0
2.2	7.5
2.3	7.5
2.4	7.0
2.5	7.0
2.6	7.0
2.7	6.5
2.8	6.5



2.9	6.5
3.0	6.0
3.1	6.0
3.2	6.0
3.3	5.5
3.4	5.5
3.5	5.0
3.6	5.0
3.7	4.5
3.8	4.5
3.9	4.5
4.0	4.0
5.0	3.0

**Conversion of the marks of the University of Buenos Aires to the marks of the Albert Ludwigs University.**

<b>University of Buenos Aires Mark</b>	<b>Albert Ludwigs University Mark</b>
10.0	1.0
9.5	1.3
9.0	1.5
8.5	1.7
8.0	2.0
7.5	2.3
7.0	2.5
6.5	2.7
6.0	3.0
5.5	3.3
5.0	3.5
4.5	3.7
4.0	4.0
3.0 – 0	5.0