

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled “Studien- und Prüfungsordnung der Universität Heidelberg für den Masterstudiengang International Health”, dated 15 December 2006 and published in the President’s bulletin (Mitteilungsblatt des Rektors) of 11 January 2007, page 79, last amended on 03 December 2015 (published in the President’s bulletin [Mitteilungsblatt des Rektors] of 15 December 2015, page 1741), has legal validity.

Heidelberg University Examination Rules and Regulations for the Master's Degree Programme in International Health

as of 15 December 2006

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The purpose of this advanced degree programme is to train doctors and other individuals holding a university degree, who have already worked in the area of public health, for the particular challenges which arise in the development, planning and implementation of concepts in the health system and in international cooperation.
- (2) At the end of the Master's degree programme, students can obtain the Master's degree, "Master of Science in International Health", which qualifies them to enter a profession in this field.
- (3) In the examination for the "Master of Science in International Health", candidates should illustrate that they possess the knowledge and skills necessary in the field of public health planning and health provision, and collaboration in international development projects. The purpose of the Master's examination is to assess whether students have an overview of the interconnections within their subject, have the ability to apply in-depth academic methods and knowledge, and are able to work independently in accordance with academic principles.
- (4) Admission to the academic programme is subject to separate admissions regulations.

§ 2 Master's degree

After successful completion of the Master's examination, Heidelberg University awards the academic degree of "Master of Science" (M.Sc.) in International Health.

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

- (1) The Master's degree programme may be studied as a full-time, or as a part-time programme. If studied as a full-time degree programme, the standard period of study totals two semesters, including the Master's examination; if studied as a part-time programme, the standard period of study is four semesters. If the degree programme is studied on a part-time basis, all necessary credits may be gained throughout a period of up to five years. This includes completion of the Master's thesis.
- (2) Successful completion of the Master's degree programme requires that students complete courses necessary to gain a total of 60 ECTS.
- (3) Of the 60 credits gained, 20 are to be gained in the core course, 20 in advanced modules, and 20 for the Master's thesis. The advanced modules may be completed in full in Heidelberg or, on agreement from the relevant academic mentor, it may be completed in part at a university abroad, which is a member of the

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- (4) The beginning and end of the Master's degree programme, as well as periods of teaching and research, do not correspond to standard semester dates. The first day of teaching for the core course is considered to mark the beginning of the period of study. The day on which the Master's thesis is submitted is considered to mark the end of the period of study.
- (5) The duration of study for the core course totals 13.5 weeks. The core course is to be completed at the start of the degree programme. In exceptional cases, individual advanced modules may be completed prior to completion of the core course. The core course must be begun within one year.

§ 4 Examinations board

- (1) The examinations board is responsible for the organisation of examinations and the tasks required by the examination rules and regulations. It consists of three members from Heidelberg University, at least two of which must be qualified as a professor or as a junior professor. The members of the examinations board are elected by the faculty council for a period of five years. The examinations board elects a chairperson and a deputy chairperson from its members. Both the chairperson and the deputy chairperson must be qualified as a professor or as a junior professor.
- (2) The examinations board ensures that the examination rules and regulations are upheld. The examinations board also ensures that course assessments can be completed, and subject examinations taken, within the timeframes stated in the examination rules and regulations. The board reports to the extended faculty council on a regular basis regarding changes to examinations, study periods (including actual processing times for Master's theses), subject grades and overall grades. Furthermore, the board proposes changes to the curriculum and to the examination rules and regulations. This report is published in a suitable form. The board may be called upon to answer all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility to its chairperson, or to another person authorised by the institute, 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 subject to official secrecy. Members who are not civil servants are sworn to secrecy by the

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chairperson.

- (7) The candidate must be informed of negative decisions taken by 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.

§ 5 Examiners

- (1) In general, examinations which are not completed during the course of study as part of individual courses or lectures, may only be carried out by professors, associate professors, or research associates who have been granted the right to conduct examinations by the faculty council.

Research assistants or research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there are not sufficient faculty members available who have the right to conduct examinations. Examiners from abroad should hold a position equivalent to that of a lecturer or associate professor at a German university.

- (2) Examinations completed during the course of study are usually conducted by the teacher of the respective course.
- (3) The examinations board appoints examiners. The examiners are appointed for a period of three years. Examiners for the written examinations are appointed for each examination. Examiners may be reappointed.
- (4) The candidate may suggest an examiner for the Master's thesis and the final oral examination; however, this does not constitute entitlement to be examined by a particular examiner.
- (5) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (6) One of the three examiners for the final oral examination must be from an university abroad.

§ 6 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, enroll in a further

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academic programme or be admitted to a doctoral programme. The validity of § 15, paragraphs 3 and 4 LBG (State Public Service Law) remains unaffected.

- (2) Preliminary and intermediate examinations taken at other German universities in the same degree programme or in a similar degree programme will be recognised. 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 credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (4) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (5) Examination results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.
- (6) 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 in an accreditation.

Knowledge and skills gained outside of the higher education system may not replace more than 50% of the university degree programme. Universities shall specify the details in the examination rules and regulations, in particular the extent to which knowledge and skills gained outside of the higher education system can be recognised and the preconditions that must be fulfilled. The examination rules and regulations may require the completion of a placement test.

- (7) Credits may be awarded for coursework and examinations completed in the context of continuing education programmes for professionals (Kontaktstudien). With regard to the recognition of credits acquired through a continuing education programme for professionals, paragraphs 2 and 5 as well as paragraph 6 sentence 1 item 1 apply accordingly. When recognising knowledge and skills gained outside of the higher education system for continuing education

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programmes for professionals, paragraph 6 applies accordingly.

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

- (1) An examination is graded as "failed" (5.0) if a candidate fails to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started. A written examination that was not produced within the allowed time is also graded as "failed".
- (2) Reasons for withdrawal or absence according to paragraph 1 must be plausible and must immediately be submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination date will be scheduled. In this case, existing examination results are to be taken into account.
- (3) When deciding whether the candidate is responsible for exceeding a deadline for registering and taking an examination, or for registering and submitting the Master's thesis, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of 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, the examiner or examination supervisor may not allow them to continue the examination, in which case the examination result will be graded as "failed" (5.0). In severe cases, the examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, sentences 1 and 2, the candidate may request that the decision be validated by the examinations board within a period of 7 days. 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.

§ 8 Types of examination component

- (1) The examination components are:
 1. the oral examinations
 2. written examinations (in electronic form where applicable)
 3. the Master's thesis.

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- (2) If candidates provide a medical certificate which credibly proves that they are not able to take examination components completely or partially in their intended form, due to long-term or permanent health problems, the examinations board may allow them to take the examination in an equivalent form. The same applies to examination prerequisites.

§ 9 Oral examination components

- (1) In oral examinations, candidates should be able to prove that they are able to identify interrelationships within the examination subject matter and relate specified problems to these interrelationships. Furthermore, candidates should show that they have fundamental knowledge of the field to be examined, as well as specialist knowledge in the topics specified for the examination.
- (2) Oral examination components which are not completed as part of the course of study are generally completed in the presence of three examiners.
- (3) An oral examination lasts between 30 and 60 minutes.
- (4) Important content and the results of the oral examination must be written in the minutes. Candidates must be notified of examination results immediately following the oral examination.
- (5) Students seeking to take the same examination at a later date may be allowed to observe the examination, provided that there is enough space available. 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.

§ 10 Written examination components

- (1) In written examination components, candidates should show that they are able to recognise problems relating to their subject and find solutions for them using subject-specific methods with limited time and resources.
- (2) Written examination components that are not taken during the course of study are generally assessed by two examiners. The grade is calculated as the average of the individual assessments. The assessment period should not exceed a period of four weeks.
- (3) A written examination lasts between 60 and 180 minutes.
- (4) If a written examination component is taken as a term paper, it must be taken under examination conditions. The candidate must hereby provide a declaration, as in accordance with § 16 paragraph 3.
- (5) The written examination may be taken in the form of a multiple choice

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examination. The multiple choice questions must concern the knowledge conveyed in the lecture or course, and must provide reliable results. Before assessing the examination results, the responsible examiner must ensure that the questions for the examination are in accordance with sentence 1. If the examiner finds that individual examination questions are incorrect, these questions must not be considered when assessing the examination results. In such a case, the number of given questions is reduced accordingly and the assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

An examination carried out as a multiple choice examination is considered as passed, when at least 50% of the questions were answered correctly, or when a candidate's number of correctly answered questions is not lower than 22% of the average examination results of all candidates (non-referenced grading).

If a candidate has correctly answered the number of questions required to pass the examination, the multiple choice examination must be assessed as follows. In the case of non-referenced grading, the scale for assessment is moved linearly by the difference between the absolute and relative thresholds for passing.

% corresponds to grade

≥ 50 – 55	4.0
> 55 – 60	3.7
> 60 – 65	3.3
> 65 – 70	3.0
> 70 – 75	2.7
> 75 – 80	2.3
> 80 – 85	2.0
> 85 – 90	1.7
> 90 – 95	1.3
> 95 – 100	1.0

§ 11 Assessment of examination components

(1) Grades for the individual examination components 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	=	performance which fulfils average requirements;
4 =	sufficient	=	a performance which, despite deficiencies, still meets the requirements;
5 =	failed	=	a performance which does not meet the

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requirements due to considerable deficiencies.

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

Examination results shall also be provided as a percentage on a scale of 0-100%.

	Grades	Percentage (0-100%)	
	1.0	Excellent	93 – 100%
	1.3	Excellent	90 – 92%
(2) The	1.7	Good	87 – 89%
gained	2.0	Good	83 – 86%
	2.3	Good	80 – 82%
	2.7	Satisfactory	77 – 79%
	3.0	Satisfactory	73 – 76%
	3.3	Satisfactory	70 – 72%
	3.7	Pass	67 – 69%
	4.0	Pass	60 – 66%
	5.0	Fail	00 – 59%

results
for

successful participation in the modules, for the Master's thesis and for the oral examination are weighted differently in the final grade:

Core course	25%
Advanced modules	25%
(grades from individual modules, expressed as ECTS points, weighted proportionally)	
Master's thesis	25%
Final oral examination	25%

- (3) To determine the final grade for the oral examination, for the Master's thesis and the overall grade, only the first digit after the decimal point is taken into account; all other digits are dropped without rounding. The overall grade for the passed examination is:

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

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for an average of between 3.6 and up to/including 4.0 sufficient

- (4) 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 scale:

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

When calculating the relative grade, the grades achieved by at least four previously graduating year groups, as well as those achieved by the current year group, shall be taken into account. For degree grades, the corresponding ECTS grade

must be included. For individual modules, the corresponding ECTS grade may be listed when possible and necessary.

Section II: Master's examination

§ 12 Master's examination admission requirements

Admission to the individual examinations for the Master's examination will only be authorised for those who:

1. hold a general higher education entrance qualification, a related subject-restricted higher education entrance qualification or an entrance qualification legally recognised as equivalent to this by a competent state body;
2. are enrolled at Heidelberg University for the Master's degree programme in International Health,
3. have not lost their entitlement to take the final examinations in the Master's degree programme in International Health.

For admission to the Master's thesis, certificates must be presented with proof of the following:

4. successful completion of the courses and lectures for the core course, as listed in Appendix 1, equating to 20 credits
5. successful completion of advanced modules equating to a minimum of 20 credits.

For admission to the final oral examination, the Master's thesis must have been graded as "satisfactory" or better.

§ 13 Master's examination admission procedure

- (1) The application for admission to the examination must be made in writing, and be

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addressed to the chair of the examinations board. The following must be enclosed with the application:

1. evidence of fulfilment of the admission requirements in accordance with § 12,
 2. a declaration from the candidate stating whether they have already failed a Master's examination in the Master's degree programme in International Health, or whether they are currently involved in an examination procedure for this degree programme.
- (2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the examination may only be rejected if:
1. conditions are not fulfilled in accordance with § 12, or
 2. the documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 3. a candidate has failed their final attempt at the Master's examination in the degree programme in International Health, or has lost their entitlement to take the final examination, or
 4. the candidate is currently involved in examination procedures in such a degree programme.

§ 14 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
1. the successful participation in the core course and advanced modules equating to 20 ECTS each,
 2. the written Master's thesis
 3. the final oral examination.
- (2) The examinations referred to in paragraph 1, item 1 are taken as an integrated part of the respective lectures or courses. They may be in written or oral form. The lecturer responsible for a lecture or course determines the nature and duration of the integrated examinations and provides this information no later than at the beginning of the lecture or course.

§ 15 Master's thesis

- (1) The purpose of the Master's thesis is for candidates to prove that they are able to work independently, within a given period of time and using academic methods, to address a problem from the field of international public health. As a general rule,

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the thesis should be based on data which is collected during a research period of at least two months.

- (2) In accordance with § 5 paragraph 1 sentence 1, the Master's thesis may be assigned and supervised by any authorised examiner from the subject area International Health.
- (3) The topic of the Master's thesis will be determined by the thesis supervisor. If an application for assignment of a topic is submitted, the chair of the examinations board shall ensure that the candidate receives a topic for the Master's thesis in due time. The candidate is permitted to propose topics; however, this does not constitute entitlement to a particular topic. The thesis topic shall be assigned by the chair of the examinations board. The date of assignment must be recorded.
- (4) The deadline for submission of the thesis is four months after the topic was assigned. In exceptional cases, the examinations board, in consultation with the supervisor, may extend this deadline by up to two months. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not responsible for exceeding the deadline.
- (5) 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. The topic may only be returned once, and only within the first two months of the completion period.

§ 16 Submission and assessment of Master's thesis

- (1) Three copies of the Master's thesis (two bound hard copies and one digital copy) must be submitted to the examinations board by the deadline; the date of submission must be put on record. The thesis must contain a summary.
- (2) The thesis is to be written in English. On written request, which must, at the latest, be submitted when the topic for the Master's thesis is allocated, the examinations board may also allow the thesis to be written in another official language of the European Union.
- (3) When submitting the Master's thesis, the candidate must certify in writing that they are the author of their work and have used no sources or aids other than those indicated.
- (4) The Master's thesis shall be assessed by two examiners, one of whom must be a professor or a junior professor. The first examiner should be the supervisor of the thesis. The assessment period should not exceed a period of four weeks.
- (5) The grade is calculated as the average of the two assessments; § 11 shall apply accordingly. Where one of the two examiners grades the Master's thesis as "failed" (5.0), the examinations board shall appoint a third examiner. The

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examinations board shall also appoint a third examiner if the grades given for the Master's thesis differ by more than one grade. The thesis module is considered passed when two examiners grade it as "sufficient" (4.0) or better. The average of the two best grades shall be the final grade. On the agreement of the examinations board, an external examiner may also be consulted as a third examiner.

- (6) If the Master's thesis is graded as "failed", the thesis module may be retaken once, with a new topic. The request to retake the thesis module must be submitted within six months after the result from the first attempt is made known. If the candidate misses this deadline, the Master's thesis is considered not to have been passed.
- (7) If the Master's thesis is graded as "failed" for reasons other than the use of inadequate methods or inadequate research in the field, the examinations board may allow existing data to be reused. In such a case, the reworked version of the written thesis may be submitted within two weeks. The deadline may only be extended with the agreement of the examinations board. A separate request must not be made to retake the thesis module. Retakes are granted only once.

§ 17 Final oral examination

- (1) The purpose of the final oral examination is for candidates to prove that they have mastered the interrelationships between the individual disciplines of their subject, and are able to assess specialist problems accordingly. Additionally, the oral examination shall assess whether the candidate has wide fundamental knowledge, as well as specialised knowledge in specific fields of the subjects to be examined.
- (2) The final oral examination is carried out by three examiners. The candidate has the right to propose an examiner. This does not, however, constitute a legal entitlement to be examined by a particular examiner. The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (3) The final oral examination must be taken eight weeks after submission of the Master's thesis at the latest. If this deadline is not met, the final oral examination will be graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.
- (4) The oral examination shall concern the content of all modules completed and the topic area on which the Master's thesis has been written.
- (5) The final oral examination lasts for approximately 30 minutes. The oral examination shall be conducted in English. On written request, the examinations board may also allow the oral examination to be completed in another official language of the European Union.

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- (6) § 11 applies accordingly for the assessment of the examination. The examination is considered passed when the candidate's performance is graded as "sufficient" (4.0) or better by the three examiners. Where the assessments given differ, the average shall serve as the final grade.
- (7) Important content and the results of the oral examination shall be recorded in the written minutes. Candidates must be notified of examination results immediately following the oral examination.

§ 18 Passing the examination

- (1) The Master's examination is passed when all examination components have been graded as "sufficient" (4.0) or better.
- (2) § 11 paragraph 2 applies accordingly for the calculation of the final grade.
- (3) The results of the examination shall be provided in writing and signed by the chair of the examinations board and the examiner from a university abroad, and shall be forwarded to the dean.

§ 19 Retaking an examination; deadlines

- (1) If examination components are not passed, or are considered not to have been passed, they may be retaken once. This includes failed examinations taken at other universities.
- (2) It is not permitted to retake an examination component which has been graded as passed.
- (3) The request to retake the thesis module must be submitted within six months after failure of the first attempt is made known. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not responsible for the deadline being exceeded.
- (4) If the candidate has not passed the examination, the chair of the examinations board shall inform the candidate of this in writing along with information on the process of appeal. This shall include information regarding whether, and to which extent, the examination may be retaken.
- (5) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and on presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued that lists any completed examination components and their respective grades as well as the examination components still required for passing the

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Master's examination, and which indicates that the Master's examination has been failed.

§ 20 Master's diploma and certificate

- (1) After the Master's examination has been passed, a diploma shall be issued within four weeks. This diploma shall be in English and shall state the individual modules completed and the grades and credits gained, the topic and grade for the Master's thesis, and the overall grade. The diploma is dated with the day of the last examination component. It must be signed by the chair of the examinations board.
- (2) In addition to the Master's diploma, a "diploma supplement" shall be provided, which shall contain additional information about the content and structure of the degree programme. In particular, it shall include the names of individual modules along with the examination components completed and credits gained.
- (3) A bilingual Master's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Master of Science" in International Health. The certificate is signed by the dean of the Medical Faculty of Heidelberg University and by the chair of the examinations board.
- (4) On agreement from the examinations board, candidates with a very good overall grade may also receive an additional mark of distinction which shall be indicated on the Master's diploma.

Section III: Final provisions

§ 21 Invalidity of examinations

- (1) If a candidate has deceived in an examination and this is only discovered after the diploma has been issued, the examinations board may correct the examination results affected by the deception accordingly and may declare the examination partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) Before a decision is made, the candidate will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to

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cheating or deception, the Master's certificate will be confiscated along with the fraudulent examination diploma. In accordance with paragraph 1 and paragraph 2 sentence 2, a decision may not be made more than five years after the date indicated on the examination diploma.

§ 22 Access to examination documents

After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing. Such requests must be made within two weeks of the examination result being announced. The chair of the examinations board will decide when and where such access will be given.

§ 23 Coming into force

These examination rules and regulations come into force on the first day of the month following publication in the President's bulletin (Mitteilungsblatt des Rektors).

Appendix 1:

Structure and Content of the Degree Programme

The degree programme consists of three equally weighted parts. To ensure that credits can be compared/recognised throughout Europe, the ECTS system (European Credit Transfer System) is used. In this credit system, 30 hours of work, including self-study ("Student Investment Time" = SIT) equate to one credit. This type of calculation used in the ECTS system applies whether the degree programme is studied on a full-time, or on a part-time basis. This ensures international recognition.

Core course	20 ECTS = 600 hours SIT
Advanced modules	20 ECTS = 600 hours SIT
Research project (thesis)	20 ECTS = 600 hours SIT

Section 1

Core course (duration 13.5 weeks)

The purpose of the core course is to provide students with *fundamental knowledge pertaining to international health and health systems, health policy, as well as planning, management and the evaluation of health programmes.*

The fundamentals of "International Health" are conveyed as part of the core course, whereby three large topics are dealt with. These are determined by the international "tropEd" network.

A. Health problems and Solutions

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- B. Health systems, Management and Communication
- C. Concepts and Research Methods

In order that the fundamental knowledge relevant to these three topic areas is conveyed to students in an understandable way, the core course is divided into eight study units:

1. Creating a Learning Community (1 ECTS)
2. Introduction to International Health and Health Systems (3 ECTS)
3. Determinants of Health (3 ECTS)
4. Qualitative and Quantitative Research Foundations in International Health (2 ECTS)
5. Quantitative Methods for the Evaluation of the Health and the Health Needs of Populations (5.5 ECTS)
6. Health Policy and Evaluation (1 ECTS)
7. Health Economics (1.5 ECTS)
8. Health Planning and Management (3 ECTS)

The learning objectives of the core course are:

- The student should be able to critically collect, analyse and appraise qualitative and quantitative data relevant for the improvement of health and health care in low and middle income societies.
- The student should be able to identify and analyse interrelated determinants of health and major health problems of populations in a cross-disciplinary perspective in low and middle income societies.
- The student should be able to plan sustainable improvements of health systems considering diverse intercultural settings, as well as social and ethical settings.
- The student should be able to communicate clearly and work professionally in a multi-disciplinary team.

Section 2

Advanced modules (AM)

(January to June, 13.5 weeks)

The individual advanced modules build on the topics addressed in the core course. The modules are selected in order that students gain comprehensive knowledge, which is essential if they are to take on senior positions in the field of public health. In order to expand the curriculum so that it also covers new developments in the field of international public health, the examinations board retains the right to swap individual compulsory and elective modules.

A detailed description of all advanced modules (compulsory and elective modules) offered in Heidelberg can be found in the module handbook, which is updated on an annual basis.

Where the degree programme is studied on either a full-time or a part-time basis, and **Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung der Universität Heidelberg für den Master-Studiengang International Health", dated 15 December 2006 (published in the President's bulletin [Mitteilungsblatt des Rektors] of 11 January 2007, p. 79), last amended on 03 December 2015 (published in the President's bulletin [Mitteilungsblatt des Rektors] of 15 December 2015, p. 1741), has legal validity.**

following agreement from the academic mentor, individual advanced modules which have been accredited by tropEd may be chosen and completed at partner universities abroad which are members of the tropEd network (see attachment 2).

Extensive information about all current accredited tropEd modules can be found at www.troped.org.

Each student shall be allocated an academic mentor for this period. The mentor shall have regular contact with the student. It should be noted that even including this flexible period of study, the total duration of study must not exceed five years.

Section 3

Thesis (Master's thesis) (May/June until August, 14 weeks)

Under academic guidance, students produce a written thesis, which deals with a question from the topic area, "International Health". The thesis shall illustrate that the student is capable of working academically and independently to develop and investigate

- a research question,
- of critically appraising his or her own results,
- and of drawing conclusions/developing strategies which put findings into practice.

Students may themselves choose the topic and nature of the thesis. In the first "thesis preparation week", students shall be given direction and support in order that they are able to make an informed decision on the basis of their own interests, the available guidance, and financial and material resources. In addition, courses and lectures about technical and ethical questions which arise in connection with research in the field of public health shall be offered.

After he or she has reached a decision, each student shall be allocated an academic mentor, who shall provide individual support throughout the coming months. In the second "thesis preparation week", students have time to work individually on the concept of their thesis.

From May/June (depending on the advanced modules chosen) until the end of August, students shall work exclusively on their Master's thesis.

Four options shall be offered for the thesis:

1. The thesis may be based on a research question and data which the student has collected in his or her workplace. This enables the student to address a situation which he or she has already experienced during further training, and which the student may later be able to influence following a return to work. If the student chooses this option, he or she must be able to provide sufficient material and must have reliable contacts, who are able to provide further information on request.
2. The thesis may address a question which is based solely on analysis from literature. This enables the student to gain further knowledge about a specialist topic and to thereby develop a course of action on the basis of critical analysis.
3. The thesis may be based on data which the student has collected during their

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fieldwork. The research questions may thereby be allocated to the student by a partner in the workplace who wishes to benefit from analytical information to improve the health care provided to poor populations within his or her range of responsibility. The student is responsible for organising such a period of fieldwork. This is the case despite the fact that the academic mentor will generally provide the student with an initial point of contact.

4. The thesis may be based on data which is already available in Heidelberg. This data is generally the result of research carried out by the academic mentor, who allows the student to evaluate the data as part of a new research question.

Appendix 2: TropEd

TropEd is an international network of higher education member institutions providing courses in international and public health (www.troped.org).

TropEd aims to improve the provision of health care for disadvantaged populations. In order to expose students to the various perspectives taken on health care, the higher education institutions currently involved in the programme have developed a range of study units which, studied in combination, enable students to obtain a Master of Science in International Health. The Master's degree programme has a flexible, modular structure and is based on mutual recognition of qualitatively comparable study units.

The modular degree programme consists of a core course as well as various elective modules which must be completed at at least two higher education institutions in two countries. The institution at which the core course was completed is responsible for the completion and supervision of the Master's thesis.

Comprehensive information about tropEd and all current accredited tropEd modules is available at www.troped.org.

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