

These degree programme and examination regulations have been worded carefully to be up to date; however, errors cannot be completely excluded. The official German text available at the Examinations Office is the version that is legally binding.

**Degree programme and examination regulations for the
Master’s degree programme for professional development
in Health and Medical Management (MHMM) at the Faculty
of Medicine in cooperation with the Faculty of Business,
Economics, and Law at Friedrich-Alexander-Universität
Erlangen-Nürnberg (FAU)
– PO MHMM –
Dated 20 August 2019**

Based on Section 13 (1)(2), Section 45 (5)(2), Section 58 (1) and Section 61 (2)(1) of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHSchG), FAU enacts the following Degree Programme and Examination Regulations:

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Section 1 Scope

These degree programme and examination regulations govern all module examinations and the final examination for the Master's degree programme for professional development in Health and Medical Management (MHMM), a distance learning degree programme for professional development run in cooperation between FAU and the Health Economics Research Zentrum (HERZ).

Section 2 Purpose of Examination, Master's Degree

(1) ¹The purpose of the Master's examination is to provide a detailed assessment of the extent to which students can process relevant theoretical medical issues relating to the subjects being examined, in an appropriate form and using relevant instruments from the fields of business and economics. ²The examination is intended to demonstrate the student's judgement and ability to reflect critically on scientific and professional practice and provide evidence that the student is able to place and consider issues in a wider context.

(2) ¹The student is conferred the degree Master in Health and Medical Management (abbreviated MHMM) after passing the Master's examination. ²The degree may be used with the addition '(FAU Erlangen-Nürnberg)'.

Section 3 Qualification for a Master's Degree Programme

Qualification for the MHMM degree programme for professional development shall be proved through:

1. A Bachelor's degree or equivalent (undergraduate degree) from a university in Germany or another country, with no major differences in terms of qualification. In general, this degree should be related to the health sector, include a business aspect, have a standard duration of studies of eight semesters and consist of 240 ECTS credits or, in exceptional cases, a standard duration of studies of at least six semesters and 180 ECTS credits plus a pass in the suitability assessment examination described in **Appendix 2** in order to demonstrate that the applicant has reached a level equivalent to the 240 ECTS credits required for admission,
2. At least two years of relevant work experience in the health sector after completing an undergraduate degree (e. g. in a hospital or another institution providing inpatient care, in a health centre or another institution providing outpatient care, at a private or state health insurance company or a health insurance association, an association for service providers in the health care sector, in the pharmaceutical or medical engineering industry, in a consulting company, law firm, tax consulting firm or auditing firm or in an academic institution),
3. Passing the qualification assessment process according to **Appendix 1**,
4. In the case of no. 1 alt. 2, passing the suitability assessment examination pursuant to **Appendix 2**.

Section 4 Master's Degree Programme, Standard Duration of Studies, Start of Degree Programme, Teaching and Examination Language

(1) ¹The Master's degree programme is concluded with the Master's examination. ²The Master's examination consists of all module examinations throughout the degree programme and the Master's thesis pursuant to **Appendix 3**. ³A total of 60 ECTS credits is required to successfully complete the degree programme. ⁴The total number of

ECTS credits for each module and their weighting is detailed in **Appendix 3**.

(2) The standard duration of study shall be four semesters.

(3) The degree programme may only be started in the winter semester.

(4) ¹The teaching and examination language in the MHMM degree programme for professional development is German. ²Individual teaching units and examinations may be held in English; further details are stipulated in the module handbook. ³In any case of uncertainty, the examination language shall be the same as the teaching language.

Section 5 ECTS Credits

(1) ¹The degree programme and examinations are based on the European Credit Transfer and Accumulation System (ECTS). ²15 ECTS credits are allocated per semester. ³One ECTS credit corresponds to 30 hours of work.

(2) ¹ECTS credits serve as a system to categorise, calculate and confirm the amount of work a student has invested. ²They are a quantitative indicator of a student's workload.

Section 6 Modules and Credits, Voluntary Intermediate Examinations

(1) ¹The degree programme consists of modules for which students are awarded ECTS credits. ²One module is a chronologically connected and self-contained teaching and learning unit, the content of which can be tested in an examination.

(2) ¹The modules shall be completed with a module examination. ²This examination shall as a rule consist of one examination achievement or one course achievement. ³In exceptional cases, this examination can also consist of several partial examinations or parts of examinations or a combination of examination and course achievements if the subject warrants it. ⁴ECTS credits shall only be given for successful participation in modules that can be determined in an individual, separately identifiable performance in an examination.

(3) ¹Examinations (examination achievements and course achievements) measure the student's performance. ²They may be written, oral, electronic or in a different form. ³Examination achievements are graded. ⁴In the case of course achievements, the assessment may be limited to passing or failing the achievement.

(4) ¹In addition to the module examinations, voluntary intermediate examinations (e. g. tutorial achievements or short tests) may be offered during courses as a way of measuring the standard of performance. ²More detailed information, including the number, type and scope of these examinations, is given in the module handbook. ³If a student chooses to use the option detailed in sentence 1, these results shall be taken into account when determining the grade for the module. ⁴Intermediate examination achievements may improve the grade for a module examination or partial examination by a maximum of 0.7; a grade may not be made worse.

(5) ¹Enrolment in the MHBA Master's degree programme for professional development at FAU is a requirement for participation in module examinations according to (2)(1). ²This shall not apply to resit examinations within the meaning of Section 29.

Section 7 Examinations Committee

(1) ¹An Examinations Committee shall be appointed by the Faculty Council of the Faculty of Medicine for organising and conducting examinations in the MHMM degree programme for professional development. ²Members are appointed for a term of two years; re-election is permitted. ³The Examinations Committee consists of three professors from the Faculty of Medicine and the School of Business and Economics at the Faculty of Business, Economics, and Law at FAU; at least one professor must come from each faculty. ⁴The Examinations Committee shall elect one of the members as the chairperson for two years and shall appoint a deputy to act in the event of the chairperson's absence. ⁵The chairperson of the Examinations Committee may transfer tasks within his or her responsibility to a member of the Examinations Committee.

(2) ¹The Examinations Committee shall be tasked with carrying out the examination procedures, especially the planning and organisation of the examinations. ²Its duties include ensuring that the provisions of these degree programme and examination regulations are observed. ³With the exception of the examinations themselves and their assessment, which the examiners are responsible for, all decisions shall be taken by the Examinations Committee. ⁴The Examinations Committee shall check delegated decisions if requested to do so and shall verify that examinations have been legitimately assessed. ⁵It shall report regularly to the Faculty Council at the Faculty of Medicine and the School Council at the School of Business, Economics and Society on the development of examinations and study periods, including information on gender-specific aspects, and shall, where applicable, submit suggestions for amendments to the examination regulations; it shall be consulted before such amendments are made. ⁶The members of the Examinations Committee shall have the right to be present during examinations.

(3) In addition, the Examinations Committee is responsible for verifying compliance with the qualifications and admission requirements for the Master's degree programme as set out in Section 3 in conjunction with **Appendices 1 and 2**.

(4) ¹The Examinations Committee shall have a quorum when all members are duly summoned observing a notice period of at least one week and the majority of members are present and eligible to vote. ²Decisions shall be taken with the majority of votes cast in meetings. ³In case of a tie of votes, the vote of the chairperson shall be decisive. ⁴Abstentions, ballot votes and delegation of votes shall not be permitted.

(5) ¹The Examinations Committee's meetings shall not be public. ²The chairperson shall call the meetings of the Examinations Committee. ³The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the Examinations Committee. ⁴The chairperson shall inform the Examinations Committee of such cases without delay. ⁵Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to transfer individual tasks to the chairperson as well as revoke these. ⁶The tasks which can be assigned to the chairperson include in particular recurring tasks relating to examinations such as processing applications for extensions for Master's theses.

(6) ¹Records shall be kept of every meeting. ²These records shall state the date and place of the meeting, the names of those present, the subjects dealt with and all proposals, resolutions and outcomes of votes held.

(7) ¹Official notifications in legal matters pertaining to examinations shall be made in writing; reasons shall be given and information on legal remedies available to the person shall be included. ²Students shall be given the opportunity to make a statement before negative decisions are finalised. ³The Examinations Committee shall have the right to rule that grade notifications may be sent out in electronic form to the individual students. ⁴The President shall issue any notification of objection in questions of examination legislation following consultation with the Examinations Committee and after hearing the examiners.

Section 8 Examiners and Observers

(1) ¹The Examinations Committee shall appoint examiners and observers. ²It can charge the chairperson with making the appointment.

(2) ¹All persons eligible to administer examinations according to the Bavarian Higher Education Act (BayHSchG) and the Bavarian Higher Education Examiners Act (BayHSchPrüferV) shall be eligible for appointment. ²Examiners shall be lecturers in the relevant subjects. ³A change of examiners at short notice shall be permissible on urgent grounds. ⁴If an eligible examiner leaves the University, they shall usually remain eligible to act as an examiner for up to one year.

(3) ¹Persons who have completed the degree programme in question or a degree programme related to it shall be eligible for appointment as observers. ²Observers shall be research associates in principal employment at the University.

Section 9 Exclusion Due to Personal Involvement, Obligation to Confidentiality

(1) Exclusion from the deliberation and voting process of the Examinations Committee as well as from the positions of examiner and observer due to personal involvement shall be governed by Section 41 (2) BayHSchG.

(2) The obligation to confidentiality of the Examinations Committee, the examiners and observers and other persons involved in matters pertaining to examinations shall be governed by Section 18 (2) sentences 2 and 3 BayHSchG.

Section 10 Announcement of Examination Type, Examination Dates and Examiners, Registration, Withdrawal

(1) ¹The registration dates and details of how to register for examinations shall be announced electronically according to local practice at the latest one week before the start of each semester. ²The dates of the examinations and the names of the examiners shall be announced electronically in good time according to local practice.

(2) ¹By submitting the assignment pursuant to Section 27, students register for the examination in the form of an ungraded course achievement for that module and at the same time for the written examination in the parallel module offered in the same semester. ²The type of examination chosen may not be changed after registration.

(3) ¹Notwithstanding the deadlines pursuant to Sections 11 and 30, a student may withdraw without stating reasons from the first attempt at an examination for which they have registered pursuant to (2) by failing to attend. ²In cases other than those stated in sentence 1, students must notify the Examinations Committee without delay in writing and provide credible evidence of reasons beyond their control for withdrawing from or failing to attend the examination. ³A doctor's certificate is required if the student is

ill; the Examinations Committee may request that a certificate is submitted from a doctor named by FAU. ⁴A declaration of withdrawal is binding. ⁵Registration to the examination shall be cancelled once the declaration is submitted and the student shall no longer be entitled to take the examination. ⁶If the reasons are accepted, a new date shall be set. ⁷Examination results which have already been obtained are accredited. ⁸The consequences of a delayed or invalid withdrawal shall be governed by Section 14 (1).

Section 11 Examination Deadlines, Failure to Observe Deadlines

(1) ¹Examinations shall be sat in such a timely manner as to allow the student to obtain 60 ECTS credits by the scheduled deadline. ²The deadline shall be the last semester of the standard duration of study for the degree programme. ³The deadline according to sentence 2 may be exceeded by three semesters for the Master's examination (extended deadline). ⁴The Master's examination shall be considered to have been sat and failed in the first instance if 60 ECTS credits were not obtained from the modules of the Master's degree programme within the extended deadline according to sentence 3, unless the reasons for this are beyond the student's control.

(2) The deadline set forth in (1) shall be extended by claiming the legal periods of protection stipulated in the law protecting mothers at work, in education and whilst studying, the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on 23 May 2017 (BGBl I S. 1228 [German Federal Law Gazette I p. 1228]), according to the periods set forth in the current version of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of 5 December 2006 (BGBl I S. 2748 [German Federal Law Gazette I p. 2748]), and according to periods of time spent providing care in the sense of Section 7 (3) of the current version of the Caregiver Leave Act (Pflegezeitgesetz – PflegeZG) of 28 May 2008 (BGBl I S. 874, 896 [German Federal Law Gazette I p. 874, 896]) for a close family member who requires care in the sense of the current version of SGB XI (German Social Security Code XI) of 26 May 1994 (BGBl I S. 1014, 1015 [German Federal Law Gazette I p. 1014, 1015]).

(3) ¹The reasons according to (1) and (2) shall be explained in writing and shown credibly to the Examinations Committee without delay. ²If the reasons are acknowledged, the examination shall be sat at the soonest possible time; already available examination and course achievements shall be accredited. ³In case of an inability to sit the examination occurring before or during the examination, the examiner shall be notified immediately. ⁴Section 10 (3)(3) shall apply accordingly. ⁵In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from a doctor named by FAU to the Examinations Committee without delay.

Section 12 Compulsory Attendance, Attendance Phases

¹Students are obliged to take one written examination in each of the first three semesters, held during a classroom-based session at the end of each semester. ²There are no other compulsory periods of attendance during the degree programme. ³However, students are urgently advised to attend the other classroom-based sessions in the attendance phase offered during the first three semesters.

Section 13 Accreditation of Skills

(1) ¹Study periods, modules, course and examination achievements achieved in other

degree programmes at FAU or other public or state-approved universities in the Federal Republic of Germany, through successful participation in a distance course as part of a degree programme at a public or state-approved university in the Federal Republic of Germany, or in degree programmes at foreign universities shall be accredited according to these examination regulations unless there are significant differences in the skills acquired. ²The same shall apply to study periods, course and examination achievements achieved at a public or state-approved university in Bavaria in the course of other study programmes within the meaning of Section 56 (6)(1) and (2) BayHSchG, in special study programmes within the meaning of Section 47 (3)(1) BayHSchG, or at the Virtual University of Bavaria.

(2) ¹Skills acquired in programmes for professional development within the meaning of Section 56 (6)(3) BayHSchG, or outside of higher education shall be accredited if they are equivalent to skills acquired through university studies. ²Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof.

(3) ¹The grades achieved in approved modules, examinations and course achievements shall be transferred if they were awarded according to Section 20. ²If the grading system applied in the examinations sat at the university or equivalent institution of higher education and accredited by FAU is not identical to the grading system set forth in Section 20, the grades achieved at other universities shall usually be converted according to the following formula:

$$x = 1 + 3 (N_{\max} - N_d) / (N_{\max} - N_{\min}) \text{ with}$$

x = converted grade

N_{max} = best grade attainable

N_{min} = lowest grade for passing

N_d = grade attained.

³Only one decimal place is shown for the grades thus calculated. ⁴If conversion is not possible, the Examinations Committee usually determines a system by which to calculate the grades.

(4) ¹The documents needed for this accreditation shall be submitted to the chairperson of the Examinations Committee. ²Subject to the provisions in sentence 3, the student shall have a legal claim to accreditation if the conditions stipulated in (1) and (2) are met. ³Accreditation is only possible if the student has not already lost the right to be examined in that subject at FAU by passing or failing to pass the relevant examination at the final attempt. ⁴Following a request for accreditation from a student, the decision shall rest with the chairperson of the Examinations Committee after consultation with the department representative. ⁵The decision shall be issued in writing.

Section 14 Consequences of Delayed Withdrawal, Fraud, Breach of Regulations, Exclusion from Further Participation

(1) ¹An examination shall be graded as 'nicht ausreichend' (unsatisfactory) if the student fails to attend an examination without good reasons in any instance other than those stated in Section 10 (3)(1), or withdraws from an examination without good reasons; Section 11 (3) shall remain unaffected. ²Section 10 (3) sentences 2 to 7 shall apply accordingly.

(2) ¹In case of an attempt to commit fraud or to influence the result of an examination through the use of unauthorised materials, the achievement in question shall be graded

as 'unsatisfactory' (5.0). ²The possession of unauthorised materials during or after the handing out of examination papers shall constitute an attempt to commit fraud within the meaning of sentence 1.

(3) Persons who disturb the orderly examination process may be excluded from continuing the examination by the authorised examiner or the supervising person; in this case the examination achievement in question shall be considered to be 'unsatisfactory' (5.0).

(4) In case of a repeated or severe breach of regulations in the sense of (2) or (3), the Examinations Committee may exclude students from further participation in the examination.

Section 15 Revocation of Degrees

The revocation of degrees shall be governed by Section 69 BayHSchG.

Section 16 Faults in the Examination Process

(1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student's request that a certain student or all students shall resit the examination or parts of the same.

(2) Faults in the examination process shall be reported to the chairperson of the Examinations Committee or the examiner without delay.

(3) Six months after completion of the examination, resit examinations may no longer be ordered ex officio as stipulated in (1).

Section 17 Written Examinations, Multiple-Choice Examinations

(1) In written examinations (written examinations, assignments or seminar papers) students are required to prove that they are capable of presenting issues from their field and identifying problems within a limited period and with limited materials using the conventional methods employed in their field, and to find solutions to these problems.

(2) ¹Written examinations shall generally be graded by the author of the examination questions. ²If a written examination is graded as 'nicht ausreichend' (unsatisfactory; 5.0), it shall be presented to a second examiner for evaluation. ³The examiner's evaluation must be documented in writing and reasons for the final rating must be made clear.

(3) ¹Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. ²Detailed information on the modules with multiple-choice examinations is given in the module handbook. ³The examinee shall state which of the answers to the questions they deem to be correct. ⁴Examination questions must allow for reliable examination results. ⁵When drawing up the examination questions, it shall be specified which of the answers shall be accepted as correct. ⁶If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. ⁷Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4. ⁸Should they determine that individual examination questions are faulty, these shall not be taken into account in the eval-

uation of the examination result; the number of examination questions shall be considered to have been reduced. ⁹This reduction of the number of examination questions may not result in disadvantages for any of the examinees. ¹⁰No minus points may be awarded outside of individual examination questions.

(4) ¹The examinations according to (3)(1) shall be considered to have been passed if:

1. The examinee answered at least 50 percent of the examination questions correctly/achieved at least 50 percent of the attainable points, or
2. The examinee answered at least 40 percent of the examination questions correctly/achieved at least 40 percent of the attainable points and the number of correct answers/points obtained is no more than 17 percent below the average number of correct answers/points obtained by all examinees sitting the examination for the first time.

²If sentence 1 (2) is applied, the Dean of Studies shall be notified.

(5) In case of written examinations that are not entirely composed of multiple-choice questions, (3) and (4) shall only apply to the respective part.

Section 18 Oral Examinations

(1) ¹Oral examinations serve to demonstrate that the student has advanced knowledge in the area under examination. ²In oral examinations students must demonstrate both general and specific knowledge of the subject being tested. ³Oral examinations are generally held as individual examinations or as group examinations (no more than five examinees) in the presence of one examiner and one observer; further details are included in the module handbook.

(2) ¹The observer is responsible for taking a record of the oral examination. ²The record shall include the following: place, date and duration of the examination; subject and result of the examination; the names of the examiner, the observer and the student; and any special occurrences. ³The record shall be signed by the examiner and the observer. ⁴The record shall be stored for at least two years.

(3) ¹The examiner determines the grade for the oral examination immediately after the oral examination has been completed according to the grading system stipulated in Section 20 (1)(1). ²If the oral examination is held by several examiners, Section 20 (1) sentences 5 and 7 shall apply. ³The student is informed of the grade for the oral examination immediately following the oral examination.

(4) ¹Students planning to undergo the same examination during a subsequent examination period shall be permitted to be present as listeners during oral examinations within the bounds of feasibility with regard to the examination's location; listeners shall be excluded at the examinee's request. ²Students granted permission to attend the oral examination shall not be permitted to be present during the deliberation process and the announcement of the examination result.

Section 19 Electronic Examinations

¹Examinations may be administered in electronic form. ²Detailed information on the modules in which examinations are in electronic form is given in the module handbook. ³Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer or using digital technology. ⁴The authenticity and integrity of the examination results shall be verified. ⁵Automatically calculated evaluations of

examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

Section 20 Assessment of Examination Achievements and Overall Examination Grade

(1) ¹The evaluation of individual examinations shall be expressed by the examiners with the following grades:

Grades		Comment
sehr gut (1.0 or 1.3 – very good)	=	an outstanding achievement;
gut (1.7 or 2.0 or 2.3 – good)	=	an achievement that exceeds the average requirements;
befriedigend (2.7 or 3.0 or 3.3 – satisfactory)	=	an achievement that fulfils average requirements;
ausreichend (3.7 or 4.0 – sufficient)	=	an achievement that fulfils the requirements despite flaws;
nicht ausreichend (4.3, 4.7 or 5.0 – unsatisfactory)	=	an achievement that no longer fulfils requirements due to considerable flaws.

²An examination (Section 6 (3)) has been passed if it has received at least the grade 'ausreichend' (sufficient). ³For ungraded examinations the result shall be either 'bestanden' (pass) or 'nicht bestanden' (fail). ⁴A module examination is passed when all partial achievements (Section 6 (2)(3)) have been passed. ⁵If an examination is to be assessed by several examiners or if it consists of several partial achievements within the meaning of Section 6 (2)(3), the total grade is calculated from the weighted average of the individual grades. ⁶If the grade for a module consists of several partial achievements it shall be calculated on the average for the partial achievements weighted according to their ECTS credits. ⁷The grading system described in sentence 1 shall not be used for cases covered by sentences 5 and 6. ⁸The first decimal place is taken into account when calculating the grade, any further decimal places are deleted without rounding. ⁹The evaluation period should generally not exceed six weeks.

(2) ¹Multiple-choice examinations (with one or more possible correct answers) shall be graded as follows:

²Students who answer the required minimum of examination questions according to Section 17 (4)(1) correctly or achieve the required minimum number of points shall receive the grade

very good ('sehr gut') if at least 75 percent of the remaining questions were answered correctly or remaining points were achieved,

good ('gut') if at least 50 percent but less than 75 percent of the remaining questions were answered correctly or remaining points were achieved,

satisfactory ('befriedigend') if at least 25 percent but less than 50 percent of the remaining questions were answered correctly or remaining points were achieved,

sufficient ('ausreichend') if 0 or less than 25 percent of the remaining questions were answered correctly or remaining points were achieved.

³The grade scale set forth at (1)(1) shall apply; the grades 0.7, 4.3 and 4.7 shall not be awarded. ⁴Students who do not achieve the required minimum shall receive the grade 5.0. ⁵Sentence 3 notwithstanding, the grades 4.3 and 4.7 may be awarded in cases in

which examinations according to Section 17 (5) partly take the form of a multiple-choice examination.

(3) ¹The overall grade is calculated as an average of the grades obtained in the module examinations weighted according to their ECTS credits and the Master's thesis as stipulated in **Appendix 3**, with the Master's thesis being given double weighting. ² (1)(7) and (8) shall apply accordingly. ³The overall grade for the passed examination shall be as follows:

at an average of up to 1.5 = 'sehr gut' (very good);
at an average of over 1.5 and up to 2.5 = 'gut' (good);
at an average of over 2.5 and up to 3.5 = 'befriedigend' (satisfactory);
at an average of over 3.5 and up to 4.0 = 'ausreichend' (sufficient);
at an average of over 4.00 = 'nicht ausreichend' (unsatisfactory).

Section 21 Invalidity of Examination

(1) If fraudulent methods were used during the examination and if this only becomes known after the certificate has been awarded, the Examinations Committee may correct the grade retrospectively and declare the examination as having been failed in part or in full.

(2) If the requirements for admission to the examination were not fulfilled while no fraudulent acts were committed wilfully and if this fact only becomes known after the certificate has been awarded, these circumstances shall be considered remedied by the passing of the examination.

(3) Students shall be given the opportunity to make a statement before decisions are finalised.

(4) ¹The incorrect certificate shall be withdrawn; a new certificate shall be issued if applicable. ²A decision according to (1) and (2) shall be excluded after a period of five years starting with the date of the certificate.

Section 22 Inspection of Examination Records

(1) After completion of the individual examination procedures, students shall on request be entitled to inspect their written examination papers, the corresponding reviews by the examiners, and the examination records.

(2) ¹The request shall be submitted to the chairperson of the Examinations Committee within one month of the notification of grades. ²Unless stipulated otherwise, the examiner shall arrange for the student to inspect the respective papers; further details are stipulated by the Examinations Committee. ³Students prevented from observing the deadline according to sentence 1 through no fault of their own shall be granted full restitution according to Section 32 of the current version of the Bavarian Administrative Procedures Act (BayVwVfG).

Section 23 Notification of Failed Examination

Upon request and submission of the required certificates as well as the de-registration certificate, students who have failed the Master's examination at the final attempt shall receive a written confirmation showing that the examination was failed, which grades were achieved in the individual examinations and which examination achievements are still missing.

Section 24 Adjustments to Examination Arrangements

(1) ¹The examination procedure shall be adjusted to take into account the nature and extent of a student's disability. ²Students with a doctor's certificate showing credibly that they are either partially or fully incapable of sitting the examination in the intended manner due to long-term or permanent disabilities which do not affect the performance which is being tested shall be entitled to be granted permission by the chairperson of the Examinations Committee to have this disadvantage offset by working time being

extended accordingly or the examination process being structured differently. However, care must be taken to ensure that the examination is still suitable to provide evidence of skills which are being assessed by the examination.

(2) Adjustments to examination arrangements may be made for pregnant students if the student submits a medical certificate confirming that she will be at least 30 weeks pregnant by the examination date to the Examinations Committee at least four weeks before the examination date.

(3) ¹Decisions according to (1) and (2) shall only be taken by the chairperson of the Examinations Committee upon written request. ²The student may be required to submit an official certificate from a medical examiner ('vertrauensärztliches Attest') proving the fulfilment of the conditions in paragraph 1. ³Applications for adjustments to examination arrangements should be made to the Examinations Committee no later than four weeks before the examination.

Section 25 Type and Scope of Master's Examination; Passing Master's Examination

¹The Master's examination consists of the examinations throughout the degree programme pursuant to **Appendix 3**. ²The Master's examination shall have been passed if all required module examinations and the Master's thesis module have been passed.

Section 26 Admission to Examinations

(1) ¹Anyone who has signed a contract with FAU on participating in the Health and Medical Management degree programme for professional development and is registered as a student shall be considered eligible to sit the examinations included in this degree programme unless there are reasons to refuse admission. ²Admission shall be refused if:

1. Requirements stipulated in these examination regulations including **Appendix 3** are not met or certificates are not submitted at all or not in due time,
2. The Diplom or Master's examination in a degree programme for a related subject has been failed at the final attempt, or
3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student's right to sit the examination.

(2) If admission is to be refused, the student shall be informed without delay and informed as to the reasons for the decision and information on the legal remedies available.

Section 27 Written Assignments and Written Module Examinations

(1) ¹The skills taught in the modules of the first three semesters are tested on the basis of written assignments which have to be sent in for grading and written examinations. ²Students can choose each semester in which of the two modules they intend to complete the written assignment and in which they would like to take the written examination. ³Section 10 (2) applies.

(2) ¹The assignments sent in for marking are ungraded course achievements. ²Students may choose one topic for each module from several topics offered by the Chair of Health Management.

(3) ¹The written examinations are taken during the attendance phases at the end of

each semester. ²They are intended to show the student's level of knowledge relating to the specific module which is of relevance for the examination and the ability to reflect on topics and their relevance across all modules. ³Written examinations are marked by one examiner; Section 17 (2)(2) and (3) shall apply. ⁴The evaluation period should generally not exceed six weeks. ⁵The examiners shall determine which, if any, resources may be used during the examination. ⁶Students shall be informed in good time.

Section 28 Master's Thesis

(1) ¹The Master's thesis should demonstrate that the student is able to work on issues relating to their subject independently using scientific methods and findings. ²The Master's thesis demonstrates the student's ability to solve a specific practical project by referring to and applying scientific methods and the newly acquired knowledge. ³The Master's thesis may not to any significant degree be identical to a Diplom, Bachelor's or Master's thesis previously submitted by the student (prevention of plagiarism). ⁴15 ECTS credits shall be awarded for the Master's thesis.

(2) ¹Upon the student's request, the Examinations Committee shall allocate the subject of the Master's thesis and assign one of the examiners to act as supervisor. ²A request may only be filed once the three assignments to be sent in for grading and at least two of the three written examinations as set forth in Section 27 have been passed. ³The request shall be filed in good time to ensure that examination deadlines can be complied with (Section 11).

(3) ¹The period for working on the Master's thesis shall be six months. ²In exceptional cases, the period for working on the thesis may be extended by up to one month by the chairperson of the Examinations Committee. ³If a student submits a doctor's certificate proving that they are incapable of working on the thesis due to illness, the period for thesis work shall be suspended temporarily. ⁴If the thesis is not submitted in time, it shall be graded 'unsatisfactory' (5.0).

(4) The Master's thesis must be written in German; the Examinations Committee shall decide on any exceptions at the student's request and in consultation with the supervisor.

(5) ¹The Master's thesis shall be submitted to the Chair for Health Management in duplicate as well as in a machine-readable, electronic version. ²The date the topic is assigned and the Master's thesis submitted shall be noted in the student's records. ³A list of resources used shall be included in the Master's thesis. ⁴Direct and indirect citations taken from publications or other sources must be indicated as such. ⁵The student shall submit a signed declaration that the thesis has been produced independently and without using any resources other than those stated, that it has not already been submitted to another examining body and that it has not yet been published (prevention of plagiarism). ⁶If it is discovered that the declaration is false, the thesis shall receive the grade 'nicht ausreichend' (unsatisfactory; 5.0).

(6) ¹The Master's thesis shall be assessed by the supervisor as the first reviewer. ²If graded 'nicht ausreichend' (unsatisfactory), the Examinations Committee shall appoint one of the examiners to act as a second reviewer; Section 19 (1) sentences 5 and 7 shall apply accordingly.

(7) ¹If the Master's thesis is graded 'nicht ausreichend' (unsatisfactory, worse than 4.0), it may be repeated once. ²The student shall ensure that they receive a new subject for the repetition of the thesis within two months following the announcement that the original thesis was graded unsatisfactory; otherwise the thesis shall be regarded as having been failed at the final attempt. ³Paragraphs 1 and 3 to 6 shall apply accordingly to the repetition. ⁴The Master's thesis may not be repeated a second time.

(8) The evaluation of the Master's thesis shall be completed within two months of the thesis being submitted.

Section 29 Resit Examinations

(1) ¹With the exception of the Master's thesis, all module examinations can be repeated twice. ²The resit examination shall be limited to the examination or course achievement graded as 'nicht ausreichend' (unsatisfactory). ³The resit examination shall be taken at the next possible date, generally within six months. It must be taken within a period of twelve months at the latest. ⁴The student shall be considered as registered for the next resit examination. ⁵The resit period shall not be interrupted by de-registration or leave of absence. ⁶If a student misses the resit examination or the resit deadline is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student's control; Section 11 (3) shall apply accordingly. ⁷Withdrawal pursuant to Section 10 (3) is not permissible. ⁸The provisions regarding maternity leave, parental leave and caregiver leave (Section 11 (2)) shall apply.

(2) Voluntarily resitting a passed examination of the same module shall not be permitted.

Section 30 Final Academic Record, Transcript of Records, Diploma Supplement and Degree Certificate

(1) Students who have successfully completed the Master's examination shall receive a final academic record, a transcript of records, a diploma supplement and a degree certificate within eight weeks.

(2) ¹The final academic record shall be signed by the chairperson of the Examinations Committee and includes the modules, module grades, title and grade of the Master's thesis and the overall grade of the Master's examination. ²On the student's request the duration of their studies shall be included in the report. ³The transcript of records lists all modules attended; the final academic record and the transcript of records may be combined into one document. ⁴The diploma supplement contains further information on the graduate's qualifications and states that the degree programme is a professional development programme for working professionals. ⁵The transcript of records and the diploma supplement shall be issued in English and German. ⁶Information not yet available to the Examinations Committee must be submitted together with the required proof by the time of completing the degree programme at the latest; otherwise this information may no longer be taken into consideration.

Section 31 Legal Validity, Transitory Provisions

(1) ¹These examination regulations shall come into effect on the day after their publication. ²It shall apply to all students starting a degree programme from the winter semester 2019/2020 onwards.

(2) ¹The degree programme and examination regulations for the Master's degree programme for professional development in Health and Medical Management (MHMM) at the Faculty of Medicine in cooperation with the Faculty of Business, Economics, and Law at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) from 9 November 2012 in the version dated 9 May 2014 shall cease to apply with effect from 30 September 2022. ²Students already studying the Master's degree programme for professional development in Health and Medical Management (MHMM) at the Faculty of Medicine in cooperation with the Faculty of Business, Economics, and Law at Friedrich-Alexander-Universität Erlangen-Nürnberg pursuant to the previous version of the examination regulations dated 3 November 2012 shall sit their examinations in accordance with the previously valid examination regulations. ³Examinations according to the previously valid examination regulations shall be offered for the last time in the summer semester 2022.

Appendix 1: Qualification Assessment Process

(1) The qualification assessment process shall be carried out as necessary, but at least once per year before the beginning of the winter semester.

(2) ¹Applications for admission to the qualification assessment process shall be submitted to the chairperson of the Examinations Committee in writing by a date to be announced according to local practice; the deadline can be extended. ²Applications submitted after the (extended) deadline will only be considered for admission in the next winter semester.

³The application shall contain:

1. Cover letter and CV,
2. Proof of having completed an undergraduate degree pursuant to Section 3 (1)(1), including transcript of records and diploma supplement,
3. Proof of previous professional experience pursuant to Section 3 (1)(2)

(3) ¹In accordance with Section 7 (3), qualification assessment shall be the responsibility of the Examinations Committee of the Master's degree programme for professional development in Health and Medical Management. ²The Examinations Committee may transfer the task of coordinating and carrying out the process to individual members unless otherwise specified.

(4) ¹Admission to the qualification assessment process shall be subject to the timely and complete submission of the documents listed in (2). ²The qualification assessment process shall be carried out with those applicants who fulfil the requirements according to the provisions in paragraphs 5 and 6. ³Applicants who are rejected shall receive a rejection notification including reasons and information on legal remedies available.

(5) ¹The Examinations Committee shall carry out an initial selection based on the submitted documents as part of the qualification assessment process to assess whether an applicant qualifies for a Master's degree programme. ²The Examinations Committee shall deem the applicant qualified if the final grade of their undergraduate degree as stipulated in Section (3)(1)(1) is confirmed as being on average 3.30 (= 'befriedigend' (satisfactory)) or better for their achievements to date.

(6) ¹The remaining applicants who meet the requirements set forth in (4) shall be invited to an interview as part of the continued qualification assessment process. ²The qualification assessment interview takes approximately 20 minutes. ³The date shall be announced at least one week in advance. ⁴The date set for this interview shall be observed by the applicant. ⁵If an applicant is unable to attend the qualification assessment interview due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the semester. ⁶The qualification assessment interview shall be held individually for each applicant. ⁷In justified, exceptional cases and with the applicant's approval, it may also be conducted as a video conference. ⁸The qualification assessment interview shall be conducted by at least one member of the Examinations Committee in the presence of an observer; Section 18 (2) and (3) shall apply accordingly. ⁹The following criteria, weighted as indicated, shall be assessed in the qualification assessment interview:

1. Quality of fundamental subject knowledge in management, in particular planning, organisation, controlling (50 percent)
2. Quality of initial specialist knowledge in particular regarding the structure of the health sector (30 percent)

3. A positive prognosis demonstrated by the applicant's academic progress; discussion of results from the applicants previous degree (in particular from the transcript of records) (20 percent).

¹⁰The result of the qualification assessment interview will be given as 'bestanden' (pass) or 'nicht bestanden' (fail). ¹¹Applicants will be notified of the result in writing. ¹²A rejection notification shall include reasons and information on the legal remedies available.

(7) ¹The qualification assessment process shall be adjusted to take into account the nature and extent of a student's disability. ²Students with a doctor's certificate showing credibly that they are either partially or fully incapable of sitting the examination in the intended manner due to long-term or permanent disabilities which do not affect the performance which is being tested shall be entitled to be granted permission by the chairperson of the Examinations Committee to have this disadvantage offset by working time being extended accordingly or the examination process being structured differently. However, care must be taken to ensure that the examination is still suitable to provide evidence of skills which are being assessed by the examination.

(8) Applicants shall bear their own costs of the qualification assessment process.

(9) ¹Confirmation of passing the qualification assessment process for the Master's degree programme for professional development in Health and Medical Management shall remain valid indefinitely, provided this programme has not been changed significantly. ²Applicants who did not qualify for admission to the Master's degree programme may apply to repeat the qualification assessment process on the basis of the documents submitted for the first application one more time.

Appendix 2: Suitability Assessment Examination

(1) ¹The suitability assessment examination shall demonstrate whether in addition to their undergraduate degree (basic level: minimum 180 ECTS credits) applicants have reached a level equivalent to the 240 ECTS credits required for admission to the Master's degree programme in Health and Medical Management. ²The suitability assessment examination shall generally be carried out at the same time as the qualification assessment process according to **Appendix 1**; Paragraphs 1, 3, and 6 (3) to (8) and (10) and (11) as well as paragraphs 7 to 9 of **Appendix 1** shall apply accordingly.

(2) ¹During the suitability assessment examination, an oral examination lasting approximately 20 minutes is held to determine whether the applicant has acquired skills relevant to the Master's degree programme outside of higher education. ²It shall cover the following areas, each of which are weighted as indicated in the final evaluation: subject knowledge (1/3), methodological skills (1/3), personal skills (1/6) and social skills (1/6). ³Applicants shall prepare for the oral examination using a template provided by the degree programme relating to the skill areas and attach suitable proof.

⁴The level of skill may be proven through:

- a) previous work experience, in particular management duties,
- b) international work experience,
- c) previous professional development activities, additional examinations,
- d) evaluations received at work, letters of recommendation, employer evaluations,
- e) certificates,
- f) other forms of proof.

⁵Documents are to be submitted with the application for the degree programme according to **Appendix 1** (2).

(3) ¹In the oral examination the applicant shall be asked questions relevant to their previous qualification and on the proof presented as evidence of the skills listed in sentence 2. ²The assessment shall focus on the following abilities within the individual areas, focusing on medicine, the applicant's own specialisation and the health sector.

1. Specialist knowledge: knowledge of the structure and financing of the German health sector, an understanding of how sectors are subdivided
2. Methodological skills: analytical and problem solving ability, ability to grasp new information, decision making skills, analytical skills, organisational skills with regard to business or medical issues
3. Personal skills: ability to deal with criticism, independence, ambition / goal orientation within the context of the German health sector
4. Social skills: management skills, communication skills, conflict resolving skills, team skills.

(4) ¹The Examinations Committee shall evaluate each ability on a five-point scale based on the level reached and expressed as a percentage.

²The scale shall be as follows:

1. Beginner = 0 %
2. Somewhat experienced = up to and including 25 %
3. Experienced = up to and including 50 %
4. Very experienced = up to and including 75 %
5. Expert = up to and including 100 %.

³The suitability assessment examination shall be evaluated as passed if the average of all assessed skills in the individual areas is at least 60 %. ⁴**Appendix 1** paragraph 6 (8) and (10) to (12) shall apply accordingly.

Appendix 3: Structure of the Degree Programme

¹The Master's degree programme includes six modules (each consisting of a graded examination achievement and an ungraded course achievement) plus the Master's thesis module. ²In the first, second and third semester, students have to complete a written assignment as an (ungraded) course achievement (CA) in one of the modules allocated to the respective semester and in another module a written examination as a (graded) examination achievement (EA), see Section 27. ³Two compulsory modules are offered in each of the first two semesters, two compulsory elective modules have to be chosen from the modules offered for the third semester. ⁴The following modules are offered:

Module title/ teaching unit	SWS (semester hours)				ECTS credits	1. sem.	2. sem.	3. sem.	4. sem.	Type and scope of the examination/course achievement
	L	T	P	S						
Module 1: (compulsory module)	Distance learning degree programme				5 / 10					
Doctors and their working environment					5					CA: Written assignment (approx. 10 pages in length)
or Doctors and their working environment					10					EA: Written examination (120 min.)
Module 2: (compulsory module)	Distance learning degree programme				5 / 10					
Diagnosis					5					CA: Written assignment (approx. 10 pages in length)
or Diagnosis					10					EA: Written examination (120 min.)
Module 3: (compulsory module)	Distance learning degree programme				5 / 10					
Diseases of internal and external structures						5				CA: Written assignment (approx. 10 pages in length)
or Diseases of internal and external structures						10				EA: Written examination (120 min.)
Module 4: (compulsory module)	Distance learning degree programme				5 / 10					
Circulatory and balance disorders						5				CA: Written assignment (approx. 10 pages in length)
or Circulatory and balance disorders						10				EA: Written examination (120 min.)
Module 5: (compulsory elective module)	Distance learning degree programme				5 / 10					

Pharmacology and pharmacotherapy				5		CA: Written assignment (approx. 10 pages in length)
or						
Pharmacology and pharmacotherapy				10		EA: Written examination (120 min.)
Module 6: (compulsory elective module)	Distance learning degree programme	5 / 10				
Interdisciplinary issues I				5		CA: Written assignment (approx. 10 pages in length)
or						
Interdisciplinary issues I				10		EA: Written examination (120 min.)
Module 7: (compulsory elective module)	Distance learning degree programme	5 / 10				
Interdisciplinary issues II				5		CA: Written assignment (approx. 10 pages in length)
or						
Interdisciplinary issues II				10		EA: Written examination (120 min.)
Master's thesis		15			15	EA: Master's thesis (approx. 45-70 pages)
	Total ECTS (semester hours)	60	15	15	15	15

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Erlangen, 20 August 2019

Prof. Dr. Friedrich Paulsen
Vice President

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