

These 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.

Note: Students who started their studies before the latest amendment came into effect are requested to also comply with previous amendments and the respective transitory provisions.

**Examination Regulations for
the Master's Degree Programme in Medical Process
Management at the Faculty of Medicine at
Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)
– MPM –
Dated 7 November 2008**

amended by statutes of
13 November 2013
13 May 2014
15 July 2016
13 March 2018
6 August 2019

Based on Section 13 (1)(2), Section 43 (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, Purpose of the Master's Examination

(1) These degree programme and examination regulations govern the examinations in the Master's degree programme in Medical Process Management at the Faculty of Medicine resulting in the degree Master of Science.

(2) ¹The Master of Science is a postgraduate degree that qualifies graduates for further research as well as professional work. ²The Master's examination serves to determine whether students:

- have acquired in-depth knowledge of the connections between medical processes, integrated treatment processes, healthcare, and business process management in healthcare as well as other foundation subjects such as quality and risk management, finance management, medical informatics, communication and collaborations in healthcare),
- are capable of working independently according to scientific methods and
- are prepared for professional practice.

Section 2 Start Date of Degree Programme

The Master's degree programme may only be started in the winter semester.

Section 3 Academic Degrees

(1) The student is conferred the degree Master of Science (abbreviated MSc) after passing the Master's examination.

(2) The degree may also be used with the addition '(FAU Erlangen-Nürnberg)'.

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

(1) ¹Master's degree programmes have a duration of three semesters plus the time for working on the Master's thesis; the standard duration of study for the programmes is four semesters. ²The degree programme has a stronger focus on practical application.

(2) 120 ECTS credits are required to successfully complete the degree programme in Medical Process Management.

(3) ¹The teaching and examination language is German. ²Individual modules may be taught and assessed in English. ³Further details are stipulated in the module handbook. ⁴In any case of uncertainty, the examination language shall be the same as the teaching language.

(4) ¹The Master's degree programme is concluded with the Master's examination. ²It consists of all module examinations throughout the degree programme (see **Appendix 1**) and the Master's thesis.

Section 5 ECTS Credits

(1) ¹The degree programme and examinations are based on the European Credit Transfer and Accumulation System (ECTS). ²30 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 awarded for successful participation in modules that can be verified in an individual, separately identifiable performance in a module examination. ⁵Module examinations are conducted during the lecture period or following the last lecture or seminar of a module.

(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 and partial examinations are graded. ⁴The assessment of course achievements may be limited to determining whether the student has passed or not.

(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 Master's degree programme in Medical Process Management 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 24.

Section 6a Compulsory Attendance

(1) ¹For teaching units, which are marked accordingly in the respective module description, in which the qualification goal can only be achieved by regular attendance, compulsory attendance can be made a requirement for admission to the module examination or for obtaining the course achievement. ²If attendance of the individual student is

required for all participants to obtain the subject-specific skills, if the individual student obtaining such skills depends on the attendance of the other participants, or if subject-specific skills can only be obtained by being present at a particular place, or if participation is required for safety reasons, it is permissible to introduce an obligation to attend.

(2) ¹Regular attendance is defined as missing no more than 15 % of instruction time in any given teaching unit. ²If between 15 % and 30 % of instruction time has been missed, the lecturer can offer the student the option to obtain a substitute achievement fulfilling the requirement of regular attendance. If no such substitute achievements are offered or the substitute achievements offered are not obtained by the student, attendance is not considered to have been regular. ³If more than 30 % of all instruction time has been missed, the teaching unit must be taken again. ⁴Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

(3) ¹Notwithstanding paragraph 2, in the context of excursions, placements and block seminars, attendance is only considered to have been regular if all teaching units have been attended. ²Appropriate substitute achievements fulfilling the requirement of regular attendance shall be offered in the case of credibly shown periods of absence due to reasons beyond the student's control of up to and including 15 % of instruction time. ³If more than 15 % of instruction time has been missed, the teaching unit must be taken again. ⁴Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

(4) Attendance is checked in the individual teaching units by means of an attendance list in which students must enter their name and signature, or in a comparable manner.

Section 7 Examination Deadlines, Failure to Observe Deadlines

(1) ¹Examinations shall be sat in such a timely manner as to allow the student to obtain 120 ECTS credits by the scheduled deadline. ²The deadline shall be the last semester of the respective standard duration of the degree programme. ³The deadline according to sentence 2 may be exceeded by two semesters for the Master's examination (extended deadline). ⁴An examination shall be considered to have been sat and failed at the final attempt if 120 ECTS credits were not obtained from the modules of the Master's degree programme within the extended deadline, unless the reasons for this are beyond the student's control.

(2) The deadline set forth in paragraph 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 Sections 14, 15 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; previous 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. ⁴In cases where the student is unable to sit an examination due to illness, a medical certificate is required. ⁵The Examinations Committee may require the student to submit a certificate from an official medical examiner ('vertrauensärztliches Attest').

Section 8 Examinations Committee

(1) ¹An Examinations Committee shall organise and carry out the examinations. ²The Examinations Committee shall have three members that are professors at the Faculty of Medicine; they shall be elected by the Faculty Council. ³The Faculty Council shall elect one of the members as the chairperson and shall appoint a deputy to act in the event of the chairperson's absence. ⁴The term of office of the members shall be two years. ⁵Re-election shall be permitted.

(2) The chairperson may transfer tasks within their responsibility to a member of the Examinations Committee.

(3) 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 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 regularly report to the Faculty Council on the development of the examinations and the study periods and shall, where applicable, provide input on amendments to the examination regulations. ⁶The members of the Examinations Committee shall have the right to be present during examinations.

(4) ¹The Examinations Committee shall have a quorum when all members are summoned in writing 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. ³Abstentions, ballot votes and delegation of votes shall not be permitted. ⁴In case of a tie of votes, the vote of the chairperson shall be decisive.

(5) ¹The chairperson shall call the meetings of the Examinations Committee. ²The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the Examinations Committee. ³The Examinations Committee shall be informed of such cases without delay. ⁴Furthermore, 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.

(6) 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 the notification of objection in questions of examination legislation following consultation with the Examinations Committee and after hearing the respective examiners.

Section 9 Examiners, Observers, Exclusion Due to Personal Involvement, Obligation to Confidentiality

(1) ¹The Examinations Committee shall appoint the examiners. ²All persons eligible to administer examinations according to the Bavarian Higher Education Act (BayHSchG), the Bavarian Law on Academic Personnel of Higher Education Institutions (BayHSchPG) and the Bavarian Higher Education Examiners Act (BayHSchPrüferV) shall be eligible for appointment.

(2) A change of examiners shortly before the start of an examination shall be permissible on urgent grounds (in particular a long illness, loss of eligibility to administer examinations or partiality).

(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.

(4) 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.

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

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

(1) ¹At the latest one week before the beginning of the semester, the type and scope of the examinations shall also be published in a publicly accessible Module Handbook. ²The dates of the examinations and the names of the examiners shall be announced by the Examinations Office in time and according to local practice.

(2) ¹Students shall register for the individual module examinations after the start of the lecture period. ²The registration dates and formalities shall be announced by the Examinations Committee according to local practice four weeks in advance.

(3) ¹The deadlines set forth in Sections 7 and 24 notwithstanding, withdrawal from first attempts at examinations for which students have registered pursuant to (2) shall be permitted without stating reasons up until the end of the third working day before the examination date; withdrawals are to be submitted to the examiner. The days between and including Monday and Friday shall be considered as working days. ²Section 7 (3) sentences 3 and 4 shall apply accordingly. ³Once a student has declared that they wish to withdraw they may not revoke this declaration; registration to the examination shall be cancelled once the declaration is submitted and the student shall no longer be entitled to take the examination. ⁴The consequences of a delayed or invalid withdrawal shall be governed by (4).

(4) ¹An examination achievement shall be graded as 'nicht ausreichend' (unsatisfactory; 5.0) if the student fails to attend an examination on the examination date without good reasons or if the student withdraws from the examination after the withdrawal deadline as specified in (3). ²The reasons for withdrawal or tardiness shall be explained in writing and shown credibly to the Examinations Committee without delay. ³If the Examinations Committee accepts the reasons, a new date shall be set. ⁴In cases where the student is unable to sit an examination due to illness, a certificate from an official medical examiner ('vertrauensärztliches Attest') may be required by the Examinations Committee. ⁵In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from an official medical examiner ('vertrauensärztliches Attest') to the Examinations Committee without delay.

Section 11 Admissions Committee for the Master's Degree Programme

(1) The evaluation of the qualification and admission requirements for the Master's degree programme shall be the responsibility of an admissions committee.

(2) ¹The admissions committee shall consist of at least one professor as the chairperson, a university lecturer, and a research associate working for the University who is eligible to administer examinations pursuant to the valid version of the Higher Education Examiners Act (Hochschulprüferverordnung). ²The members shall be appointed by the Faculty Council of the Faculty of Medicine for a term of office of two years; re-election shall be permitted. ³Section 8 (4) and (5) shall apply accordingly.

(3) ¹The admissions committee shall have a quorum when all members are summoned observing a notice period of at least one week and the majority of members is present and eligible to vote. ²Decisions shall be taken with the majority of votes cast in meetings. ³Abstentions, ballot votes and delegation of votes shall not be permitted. ⁴In case of a tie of votes, the vote of the chairperson shall be decisive. ⁵The chairperson shall call the meetings of the admissions committee.

Section 12 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 as defined by 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 18. 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 18, 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 or can be proven to serve no purpose, the Examinations Committee shall usually determine 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. ⁴The decision shall rest with the chairperson of the Examinations Committee after consultation with the department representative appointed by the department in question. ⁵The decision shall be issued in writing.

Section 13 Fraud, Breach of Regulations, Exclusion from Further Participation

(1) In case of an attempt to commit fraud or to influence the result of an examination through the use of unauthorised materials, the examination in question shall be graded 'nicht ausreichend' (unsatisfactory, 5.0).

(2) 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 graded 'nicht ausreichend' (unsatisfactory, 5.0).

(3) In case of a repeated or severe breach of regulations in the sense of (1) or (2), the Examinations Committee may exclude students from further participation in the examination.

Section 14 Revocation of Degrees

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

Section 15 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 as stipulated in paragraph 1.

Section 16 Written Examination, Multiple-Choice Examinations

(1) ¹In written examinations students are required to prove that they are capable of identifying a problem within a limited period and with limited materials, using the conventional methods employed in their field, and to find a solution to this problem. ²Written examination achievements may take the form of written examinations, multiple-choice examinations, electronic examinations, written assignments, or seminar papers.

(2) ¹The duration of the individual written examinations is stipulated in **Appendix 1**. ²Written examinations shall generally be evaluated by an examiner. ³If a written examination is graded as 'nicht ausreichend' (unsatisfactory), it shall be presented to a second examiner for evaluation. ⁴The examiner's evaluation must be documented in writing and reasons for the final grade must be made clear.

(3) ¹Written examinations may take the form of multiple-choice examinations (single or multiple choice), 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 and allow for reliable examination results. ⁸Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. ⁹This reduction of the number of examination questions must 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 60 percent of the examination questions correctly/achieved at least 60 percent of the attainable points, or
2. The examinee answered at least 50 percent of the examination questions correctly/achieved at least 50 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 17 Oral Examination

(1) ¹In oral examinations students must demonstrate both general and specific knowledge of the subject being tested. ²Oral examinations shall be conducted, unless otherwise stated, in the presence of an observer appointed by the examiner. ³The duration of oral examinations is stipulated in **Appendix 1**.

(2) In oral examinations in the presence of several authorised examiners, each examiner shall determine the grade according to Section 18.

(3) ¹A record shall be kept of the oral examination; this shall include the following: place, date and duration of the examination; subject and result of the examination; the names of the examiners, the observer and the student; and any special occurrences. ²The record shall be signed by the authorised examiners and the observer. ³The minutes shall contain information on the subjects tested in the examination; it shall not be necessary to record the questions asked in the examination or the answers given. ⁴The record shall be kept in the examination records for a minimum of two years.

(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 17a 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 18 Evaluation of Examinations, Grades, Final Grade

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

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

²An examination (Section 6 (2)) has been passed if it has received at least the grade 'ausreichend' (sufficient). ³For ungraded examinations (Section 6 (3)(4)) the result shall be either 'bestanden' (pass) or 'nicht bestanden' (fail). ⁴Except when otherwise stipulated in **Appendix 1**, a module examination shall have been passed when all partial achievements (Section 6 (2)(3)) have been passed. ⁵If an examination has several examiners or consists of several partial achievements within the meaning of Section 6 (2)(3), the total grade is calculated from the average of the individual grades, weighted if applicable according to **Appendix 1**; the grading system described in sentence 1 shall not be used. ⁶Two decimal places shall count towards the grade; further decimal places shall be omitted without being rounded.

(2) ¹Multiple-choice examinations (single and/or multiple correct answers) shall be evaluated as follows: ²Students who answer the required minimum of examination questions correctly or attain the minimum number of attainable points according to Section 16 (4)(1) shall receive the grade:

1.0 ('sehr gut'/very good) if at least 75 percent of the remaining questions were answered correctly or remaining points were achieved,
2.0 ('gut'/good) if at least 50 percent but less than 75 percent of the remaining questions were answered correctly or remaining points were achieved,
3.0 ('befriedigend'/satisfactory) if at least 25 percent but less than 50 percent of the remaining questions were answered correctly or remaining points were achieved,
4.0 ('ausreichend'/sufficient) if none or less than 25 percent of the remaining questions were answered correctly or remaining points were achieved. ³The grades can be increased or decreased by increments of 0.3 according to the percentage; 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. ⁵Notwithstanding sentence 3, in addition to the grade 5.0, the grades 4.3 and 4.7 may also be awarded in cases in which examinations according to Section 16 (5) partly take the form of a multiple-choice examination.

(3) The final grade of the Master's examination is:
at an average of up to 1.50 = sehr gut (very good)
at an average of over 1.50 and up to 2.50 = gut (good)
at an average of over 2.50 and up to 3.50 = befriedigend (satisfactory)
at an average of over 3.50 and up to 4.00 = ausreichend (sufficient)
at an average of over 4.0 = nicht ausreichend (unsatisfactory).

(4) ¹Unless stipulated otherwise in **Appendix 1**, the module grades shall count towards the final grade of the Master's examination with the ECTS credit weighting listed for each module in **Appendix 1**. ²Two decimal places shall count towards the final grade of the Master's examination; further decimal places shall be omitted without being rounded.

(5) ¹The module grades shall be calculated from the average of the individual grades achieved in the examinations within the meaning of Section 6 (2)(2). ²Unless otherwise stated, the individual grades shall count towards the module grade with the respective ECTS credit weighting applied to them; if the individual workload is not stated, all achievements shall count towards the module grade with the same weighting. ³One decimal place shall count towards the module grade; further decimal places shall be omitted without being rounded. ⁴If there is only one graded examination in a module, this grade shall be the grade for the module. ⁵If the examination is not graded, the result for the module is either 'bestanden' (pass) or 'nicht bestanden' (fail), or 'erfolgreich teilgenommen' (successfully completed).

Section 19 Invalidity of Examinations

(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 a decision is taken.

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

Section 20 Inspection of Examination Records

(1) After the 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) ¹Students shall submit the request to the responsible examination body within one month of being notified of their grades. ²Unless the Examinations Office is responsible, the examiner shall allow the inspection; further details shall be decided by the Examinations Committee. ³Students prevented from observing this deadline through no fault of their own can apply for full restitution according to Section 32 of the Bavarian Administrative Procedures Act (BayVwVfG) in the respective current version.

Section 21 Final Academic Record, Transcript of Records, Diploma Supplement, Degree Certificate

(1) Students who have successfully completed a degree programme shall receive a final academic record, a transcript of records, a diploma supplement and a degree certificate, if possible within four weeks.

(2) ¹The final academic record shall contain the modules and module grades, the title and grade of the thesis, the grade of the final oral examination and the final 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 shall list all modules attended including module grades and partial grades; the final academic record and the transcript of records may be combined into one document. ⁴Further details on the diploma supplement, in particular regarding its content, shall be determined by the Examinations Committee. ⁵Information not yet available to the Examinations Office must be submitted together with the required proof by the time of the degree programme's completion at the latest; otherwise this information may no longer be taken into consideration for the documents listed in (1).

Section 22 Notification of Failed Examinations

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 module examinations and which examination achievements are still missing.

Section 23 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 responsible 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 (1). ³Applications for adjustments to examination arrangements shall be made to the Examinations Committee if possible four weeks before the examination, or at the very latest before commencing the examination.

Section 24 Resitting Examinations, Changing Modules

(1) ¹Every failed module examination except the Master's thesis may be resat twice. ²The resit examination shall be limited to the failed examination or course achievement. ³Resit examinations shall take place at the earliest possible date, usually within six months of notification of the first examination result. ⁴The resit period shall not be interrupted by de-registration or leave of absence. ⁵Students who have failed an examination shall be considered to have registered for the next resit examination. 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. ⁷The provisions regarding maternity protection, parental leave and caregiver leave (Section 7 (2)) shall apply.

(2) ¹Voluntarily resitting a passed examination of the same module shall not be permitted. ²Other modules may be completed as an alternative to elective modules which are not passed (change of modules). ³A change of modules has occurred when a student has registered for at least one examination of a module and then chooses a different optional module. ⁴The examination subject may be changed up until the first attempt at the final part of the examination or partial achievement of the original module. ⁵The Examinations Office shall be informed in writing. ⁶The examination achievements obtained thus far in the discarded module shall not count towards the final grade; they may, however, be included in the transcript of records at the student's request. ⁷The change of a module shall not be deemed as a reason beyond the student's control within the meaning of Section 7 (1).

Section 25 Qualification for a Master's Degree Programme, Admission Requirements

(1) ¹In order to be admitted to the Master's degree programme, students must have completed a relevant degree programme with an above-average grade. ²The following shall be submitted as proof of qualification for the Master's degree programme:

1. A Bachelor's degree or equivalent from a university in Germany or another country in business studies, economics or social sciences (in particular health economics, public health, social economics and industrial engineering and management) or computer science or engineering (in particular biomedical engineering, medical engineering, medical informatics) and

2. A pass in the qualification assessment process according to **Appendix 2**.

(2) ¹Applicants as defined by sentence 2 shall belong to the best 50 % of their class or shall have completed the degree programme in question with a final grade of at least 2.00 (= good). ²Degrees that are graded according to a different grading system must have received at least a rating equivalent to the grade 'gut' (good); Section 12 (3) sentences 1 to 3 shall apply accordingly.

(3) ¹Notwithstanding paragraph 1 (1), students who are enrolled in a Bachelor's degree programme can be admitted to the Master's degree programme if they have already obtained at least 140 ECTS credits or submit a certificate proving that they are registered for all examinations required for the Bachelor's degree programme in the current semester and are expected to complete the Bachelor's degree programme at the end of the semester. ²Proof of the successfully completed Bachelor's degree shall be submitted at the latest within one year of taking up the Master's degree programme; completing the Bachelor's degree programme is a prerequisite for formally starting the Master's degree programme. ³Admission to the Master's degree programme is granted provisionally; if proof is not submitted within the deadline, the student shall be de-registered.

Section 26 Admission to Examinations

(1) ¹Students enrolled in the Master's degree programme shall be considered admitted to the Master's examination and the module examinations of which the Master's examination consists, unless admission is to be refused. ²Admission shall be refused if:

1. Requirements are not met or certificates are not submitted at all or not in due time as stipulated in the special provisions of these examination regulations and in **Appendix 1**
2. The Diplom or Master's examination in the same subject or 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 to the degree programme's examinations is to be refused, the decision shall be taken without delay, furnished with reasons and information on legal remedies available and announced to the student.

Section 27 Master's Examination

(1) ¹The Master's examination shall consist of all module examinations throughout the degree programme including the Master's thesis module. ²The Master's examination shall have been passed if all required module examinations and the Master's thesis module have been passed.

(2) Subject to the special provisions in **Appendix 1**, students may choose in which order they complete the modules.

Section 28 Master's Thesis

(1) ¹The Master's thesis is intended to show that the student is capable of dealing with a problem from the field of medical process management independently, with scientific methods and within a set period. ²30 ECTS credits shall be awarded for the Master's thesis. ³The Master's thesis may not to any significant degree be identical to a previously submitted Diplom, Magister, Bachelor's, Master's or doctoral thesis (prevention

of plagiarism). ⁴The Master's thesis may not be longer than 50,000 words. ⁵Further information is detailed in the module handbook.

(2) ¹Students shall ensure that they are allocated a subject for the Master's thesis in time to observe the deadlines set forth in Section 7. ²Students are required to have achieved at least 60 ECTS credits according to **Appendix 1** in order to be allocated a subject. ³The subject and the date of its allocation shall be confirmed by the supervisor and presented to the Examinations Committee. ⁴Should a student not be allocated a subject, despite a genuine effort to that end, the chairperson of the Examinations Committee shall, in consultation with a representative of the student's department, allocate a subject and a supervisor to the student.

(3) ¹Full-time university lecturers at the Faculty of Medicine, Faculty of Engineering or the Faculty of Business, Economics, and Law are entitled to allocate and supervise a Master's thesis (supervisors). ²The Examinations Committee shall have the right to grant exceptions. ³Permission may be granted for the Master's thesis to be completed at an institution outside the University if a supervisor pursuant to sentence 1 is prepared to supervise the thesis for FAU.

(4) ¹The time between the selection of a subject and the submission of the Master's thesis shall not exceed six months; the scope of the subject must be such that it can be completed within this period. ²The Examinations Committee shall have the right to extend the period for the Master's thesis by a maximum of two months upon receiving a justified request. ³If a student submits a doctor's certificate proving that they are incapable of working on the Master's thesis, the period for thesis work shall be suspended temporarily.

(5) ¹The subject may only be returned once with good reason and with the approval of the chairperson of the Examinations Committee within the first third of the period for thesis work. ²Otherwise the Master's thesis shall be graded 'nicht ausreichend' (unsatisfactory; 5.0) if the subject is returned; it shall be regarded as rejected.

(6) ¹The Master's thesis shall be written in German or, with the approval of the supervisor, in English. ²The Master's thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources or materials than the ones listed were used. ³The student must be enrolled at the University of Erlangen-Nürnberg during the period of thesis work. ⁴The Master's thesis shall be submitted in two copies as well as in machine-readable, electronic form to the Examinations Office; the time of submission shall be recorded in writing. ⁵If the Master's thesis is not submitted in time, it shall be graded 'nicht ausreichend' (unsatisfactory; 5.0); it shall be regarded as rejected.

(7) ¹The Master's thesis is usually graded by the supervisor; Section 16 (2) sentences 3 and 4 shall apply accordingly. ²The chairperson of the Examinations Committee shall work towards the Master's thesis being graded within two months.

(8) ¹The Master's thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient). ²It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory).

(9) ¹If the Master's thesis is rejected, it may be repeated once; a second repetition shall not be permitted. ²The student shall ensure that they receive a new subject for the repetition of the Master's thesis within the semester following the announcement of the rejection; otherwise the Master's thesis shall be regarded as having been failed at the final attempt. ³Paragraphs 1 and 2 sentences 3 and 4 and paragraphs 3, 4 and 6 to 8 shall apply accordingly for the repetition of the Master's thesis; returning the subject shall not be permitted. ⁴The chairperson of the Examinations Committee may permit the student to submit a revised version of the Master's thesis within two months of the announcement of its rejection if this has not been ruled out as the review currently stands and if both the student and supervisor agree. A revised version may not under any circumstances be submitted if the Master's thesis was rejected on grounds of fraud and plagiarism. ⁵If revision of the thesis is permitted, paragraph 1, paragraph 2 sentences 3 and 4, paragraph 3 and paragraph 4 sentence 1 clause 2, paragraph 4 sentences 2 and 3 and paragraphs 6 to 8 shall apply accordingly.

(10) Provisions that deviate from paragraphs 1 to 9 may be agreed upon within the framework of dual degree agreements or degree programme co-operations.

Section 29 Additional Modules

(1) ¹Additional modules are modules included in the degree programme (e. g. elective modules, key qualifications) that are attended within the examination periods as stipulated in Section 7 in addition to successfully completed modules. ²If a student completes additional modules of the degree programme at FAU, the student shall decide which of the modules shall go into the calculation of the final grade. ³Students shall notify the Examinations Office of their decision at the latest eight weeks before the degree certificate is issued. ⁴This decision is binding. ⁵If no choice is made and if there are different modules from which to choose, the Examinations Office shall use the module with the better grade for the calculation.

(2) ¹Modules from other degree programmes offered as partial qualifications for this degree programme are also classed as additional modules. ²Examination procedures for such modules are governed by the regulations stipulated in the examination regulations for the degree programme containing the additional module. ³Additional modules pursuant to (2) are not included in the final grade, but are shown in a separate section of the transcript of records. ⁴If the student files a request with the Examinations Office at the latest eight weeks before certificates are issued, individual additional modules may be omitted from the final certificate.

Section 30 Certificate in Project Management

In module 3.2 Medical management III, students can obtain a certificate from the company involved in the teaching unit on 'Evidence of transfer in process and project management' by submitting a project report (of approximately 20 pages in length).

Section 31 Legal Validity, Transitional Provisions

(1) ¹These examination regulations shall come into effect on the day after their publication. ²It shall apply to students starting a degree programme from the winter semester 2008/09 onwards.

(2) Notwithstanding **Appendix 2** paragraph 2 sentence 2, students can apply for and be admitted to the degree programme in winter semester 2008/09 up until 31 August 2008.

(3) ¹The fourth amendment statute shall come into effect on the day after its publication. ²It shall apply to all students starting a degree programme from the winter semester 2018/2019 onwards. ³Students who are already studying on the basis of these examination regulations and who started to study from winter semester 2017/2018 can choose whether to complete the modules scheduled for the third semester according to the previous version of these examination regulations and stated in **Appendix 1** or the version stipulated in the fourth amendment statute.

(4) The fifth amendment statute shall come into effect on the day after its publication.

Appendix 1: Degree Programme Structure: Master's Degree Programme in Medical Process Management (MPM)

Module name	Teaching unit	SWS (semester hours)				Total ECTS credits	Distribution of workload per semester in ECTS credits				Type and scope of the examination/course achievement	Weighting final grade
		L	T	P	S		1. sem.	2. sem.	3. sem.	4. sem.		
1.1 Foundations of medicine	Medical process management preparation course	3				10	2				120 min (written examination)	1
	Functional anatomy of the human body				3		4					
	Introduction to pharmacotherapy	2					2					
	Foundations and organisation of emergency medical care			2			2					
1.2 Medical management I	Aspects of communication and collaboration in healthcare	2				10	2				120 min (written examination)	1
	Strategic quality management	2					3					
	Health care information systems	2		2			5					
1.3 Basic disease identification	Basic disease identification	4				5	5				60 min (written examination)	1
1.4 Internship Between 1st and 2nd semester		Four weeks Internship				5	5				Internship report (max 1 page)	0
1.5 Additional module: Health insurance providers I ¹⁾	Health insurance providers I	3				(5)	(5)				60 min (written examination)	(1)
1.6 Additional module: Pharma management I ¹⁾	Pharma management I	3				(5)	(5)				60 min (written examination)	(1)
2.1 Introduction to clinical medicine	Imaging techniques, radiotherapy, and radiation protection	1		1		5		1			60 min (written examination)	1
	Operations, invasive procedures and organ replacement therapy			2				1				
	Fundamentals of the healthcare structure	2						3				
2.2 Medical management II	Public health and evidence-based medicine	3				10		5			120 min (written examination)	1
	Medical quality management	2						3				
	Specific aspects of the German healthcare system				2			2				
2.3 Information technology in healthcare	Information technology in healthcare	2		2		5		5			60 min (written examination)	1

Module name	Teaching unit	SWS (semester hours)				Total ECTS credits	Distribution of workload per semester in ECTS credits				Type and scope of the examination/course achievement	Weighting final grade
		L	T	P	S		1. sem.	2. sem.	3. sem.	4. sem.		
2.4 Management of business processes in healthcare	Management of business processes in healthcare	2				5		2			60 min (written examination)	1
	Project management			2				3				
2.5 Internship between 2nd and 3rd semester		Four weeks				5		5			Internship report (max 1 page)	0
3.1 Management of complex medical processes	Prevention, diagnostics, treatment and follow-up treatment of malignant diseases	2				5			3		60 min (written examination)	1
	Medical risk management and patient safety	2							2			
3.2 Medical management III ²⁾	Value-oriented management of healthcare operations	2				10			3		60 min (written examination) ²⁾	1
	Healthcare systems in other countries	2							3			
	Strategic management of companies in the healthcare sector	1							2			
	Evidence of transfer in process and project management			2					2			
Module 3.3: From process management to clinical pathways	Interdisciplinary medicine	2				5			2.5		60 min (written examination)	1
	Pharmacotherapy of common diseases	2							2.5			
3.4 IT-supported value chain management	IT-supported value chain management	2		2		5			5		60 min (written examination)	1
3.5 Internship between 3rd and 4th semester		Four weeks				5			5		Internship report (max 1 page)	0
3.6 Additional module: Hospital management I ¹⁾	Hospital management I	3				(5)			(5)		60 min (written examination)	(1)
3.7 Additional module: Outpatient management I ¹⁾	Outpatient management I	3				(5)			(5)		60 min (written examination)	(1)
4.1 Master's thesis						30				30	Master's thesis	1
Total semester hours and ECTS credits		54	0	15	5		30	30	30	30		
		74				120						

The information in the column Distribution of workload per semester in ECTS credits is only meant as a guide to the workload in the individual modules. Individual ECTS credits cannot be acquired for individual teaching units (course and examination achievements)

¹⁾ An additional module can replace any module worth 5 ECTS credits, with the exception of internships; Section 29 (2) shall apply.

²⁾ see Section 30.

Appendix 2: 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 the qualification assessment process must be submitted to the Master's Office at FAU by 15 July at the latest for the next winter semester.

²The application shall contain:

1. Evidence that the applicant holds a qualification according to Section 25 (1)(2)(1) (certificate, transcript of records, diploma supplement or comparable documents) or a transcript of records or a grade transcript showing the best 140 ECTS credits in the case set forth in Section 25 (3)
2. Written application.

(3) ¹In accordance with Section 11, qualification assessment shall be the responsibility of the Admissions Committee. ²The Admissions Committee may transfer the task of coordinating and carrying out the process to individual members unless otherwise stated. ³The Admissions Committee shall fulfil its obligations in cooperation with the Master's Office.

(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 (5). ³Applicants who are rejected shall receive a rejection notification including reasons and information on legal remedies available.

(5) ¹The Admissions Committee shall select applicants based on the written documents submitted as part of the qualification assessment process to assess whether they are qualified for a Master's degree programme. ²The Admissions Committee shall deem the applicant qualified according to the submitted documents if the final grade of the subject-specific degree fulfils the provisions under Section 25 (1)(2), or in the case of Section 25 (2) if the student has been confirmed to have achieved an average of 2.00 or better in their previous subject-specific achievements. ³Applicants whose overall grade for the subject-specific degree pursuant to Section 25 (1)(2) or whose average for achievements to date in the case of Section 25 (2) is between 2.01 (= good) and 3.00 (= satisfactory) shall be invited to attend an oral qualification assessment. ⁴Applicants whose overall grade for the subject-specific degree pursuant to Section 25 (1)(2)(1) or whose average for achievements to date in the case of Section 25 (3) is worse than 3.00 (= satisfactory) shall receive a rejection notification including reasons and information on the legal remedies available.

(6) ¹The date of the oral qualification assessment shall be announced at least one week in advance. ²If an applicant should be unable to attend due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period.

(7) ¹The oral qualification assessment shall be held individually for each applicant and shall take approximately 20 minutes. ²With the applicant's approval, the oral admission examination may be conducted as a video conference. ³The examination shall be conducted by an examiner appointed by the Admissions Committee together with an observer appointed by the examiner. ⁴It is intended to demonstrate that the applicant possesses the required technical and methodological expertise and can be expected to carry out independent academic work in a more research-oriented degree programme and complete the degree programme successfully. ⁵The applicant's qualification for the Master's degree programme will be assessed based on:

- 1 their educational background, especially their achievements in previously attended degree programmes (50 %),
2. their technical and methodological expertise in the area of health sciences (in particular public health, health economics, health policy and quality management) (25 %), and
3. their reflective and argumentation skills based on their own career to date with respect to health science issues (25 %).

⁵The examination shall be rated as 'bestanden' (pass) or 'nicht bestanden' (fail). ⁶A rejection notification shall include reasons and information on the legal remedies available.

(8) ¹The qualification assessment process can be repeated once within a year. ²It may not be repeated a second time on the basis of the documentation submitted with the first application.

(9) Confirmation of passing the qualification assessment process shall remain valid indefinitely, provided the Master's degree programme has not been changed significantly.

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