



**Framework Examination Regulations**  
for the part-time postgraduate master's  
programs of the

**University for Digital  
Technologies in Medicine and  
Dentistry**

in Luxembourg

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The University for Digital Technologies for Medicine and Dentistry (DTMD), located in Luxembourg, has issued the following framework examination regulations for its in-service postgraduate Master's programs:

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## I. General Part

### § 1 Scope of application

These examination regulations apply to the part-time postgraduate Master's program at the DTMD University for Digital Technologies in Medicine and Dentistry, Luxembourg and regulate in a general part the basic structures applicable there.

The program-specific regulations prescribe the contents and requirements of the individual postgraduate Master's programs, which take precedence over these examination regulations. The course of studies, program and module descriptions as well as the orientation guide for students may contain supplementary information.

### § 2 Aim of the study, purpose of the examination

1. The Master's examination (§ 31) constitutes the professionally specializing postgraduate degree following a regular license to practice medicine, e.g. in accordance with the Approbationsordnung für Ärzte of June 27, 2002 (BGBl. I p. 2405), last amended by Article 5 of the Act of April 18, 2016 (BGBl. I p. 886), or an analogous legal provision in the Grand Duchy of Luxembourg or other EU countries.
2. The course of study leading to the Master's examination is intended to provide students with the application-related content of the subject of study, in particular, on the basis of scientific knowledge, while taking into account the general study objectives, to enable them to analyze processes and problems in medical practice and to find professionally justified solutions, while also taking into account interdisciplinary references. The course is designed to develop the students' ethical, creative and planning skills and to prepare them for the Master's examination.
3. The Master's examination (§ 31) is intended to determine whether the candidate has acquired the thorough specialist knowledge necessary for independent specialized activity in the profession, is able to survey specialist contexts and is capable of working independently on the basis of scientific knowledge and methods.

### § 3 Degree

Upon successful completion of the program, DTMD University awards the academic degree of postgraduate Master (MBA, M.Sc.) depending on the course of study.

## II. Admission to studies

### § 4 Access and Admission requirements

1. Admission to the study program is granted to those who have completed a university degree, an ordinary license to practice medicine and at least three years of professional experience after their first university degree. In addition, proof of practical work and sufficient general medical and language skills must be provided upon admission to the program.
2. A completed course of study shall be deemed to be all university and comparable courses of study which, pursuant to Article 2 of the Act of 17 June 1963 on the Protection of

University Titles

("Loi du 17 juin 1963 ayant pour objet de protéger les titres d'enseignement supérieur") are registered in the title register ("registre des titres") deposited with the ministry responsible for higher education. Holders of a foreign higher education degree are granted access to study if the foreign higher education degree has been recognized by the foreign ministry responsible for higher education.

3. By way of derogation from paragraph 2, access is open to students who do not hold any of the previously mentioned degrees, if they either pass a special examination conducted by DTMD University or can refer to professional experience and knowledge. In the latter case, access is subject to the submission of a dossier and an interview before an admissions committee appointed for this purpose by the university management.
4. A partial recognition of study modules can be applied for according to VAE ("Validation des Ac- quis de l'Expérience", recognition of professional competences). For this purpose, a recognition commission must be formed, consisting of a member of the Presidential Board, a dean/dean of studies and a subject representative/head of studies. External university advice can be obtained. The costs of the procedure are borne by the applicant. The minimum fee per application for recognition is 800 euros. The Recognition Commission examines and decides on the equivalence of the content of partial achievements and modules already completed with those to be completed. A maximum of one quarter of the entire course of study can be recognized. The applicant must provide sufficient and substantiated information in this regard. Corresponding documents in English or German must be submitted. An unclear presentation is at the expense of the applicant.
5. Sufficient language skills must be provided in the language of study.  
What this means for student applicants:
  - a) For English-language degree programs - unless an exemption from proof of language study ability is available - at least 700 points TOEIC - test score or a comparable qualification,
  - b) In the case of German-language degree programs - if there is no exemption from proof of linguistic study ability - at least the TestDaF with level 4 or the DSH with level 2 or a comparable qualification,
  - c) For multilingual programs, both requirements apply.

Native speakers and applicants who can prove that they have lived for several years in an English-speaking foreign country can be exempted from the test to prove sufficient knowledge of the English language. The examination board determines which comparable language qualifications are sufficient.

## § 5 Placement exam

1. Applicants who have taken a placement examination are entitled, after the result of a placement examination, to take up studies in a section corresponding to the result, unless regulations on the allocation of study places conflict with this.

2. Based on the equivalent performance in the placement examination, study achievements for the acquisition of evidence of participation in courses as well as examination achievements in module examinations can be waived in whole or in part - up to a maximum of half of the credit points provided for the study program according to the European Credit Transfer System (ECTS or ECVET). A certificate will be issued regarding the decision.
3. Separate examination regulations will determine the type, form and scope of the placement examination.

## § 6 Second listener

1. Students who are already enrolled at another university can be admitted to DTMD University upon application, within the limits of available places, as so-called "second students" with the right to attend courses and take examinations accompanying their studies or to study another course.
2. Secondary students who wish to take a course-related examination at DTMD University must submit, together with their application for admission, a certificate from the university at which they are duly enrolled stating whether and, if so, which examinations have already been taken there in the course of study for which they are applying. This certificate, which must be submitted in duplicate, must state whether the student has passed or failed the specified examinations.

## § 7 Guest auditor

Guest auditors may be admitted to participate in courses within the limits of available places, provided that their previous education makes participation appear reasonable. Participation in examinations and the provision of certificates of achievement are possible; an examination certificate is to be issued after payment of a fee to be determined by the examination board. The grade levels result from § 23 of these regulations.

# III. Study

## § 8 Regulatory period of study , study structure, Scope of study

1. The course of study comprises a standard period of three semesters. One academic year consists of two semesters.
2. The study program should be completed part-time.
3. For successful completion of the program, 120 credit points must be earned in accordance with the European Credit Transfer System (ECTS or ECVET). The standard period of study includes the examination period. The acquisition of one credit point is based on a workload of 25 to 30 hours.
4. Examinations in courses of study which are being discontinued or in accordance with examination regulations which are being discontinued will continue to be offered for four semesters beyond their last regular offer according to the regular course of study. The date of the respective last

- The date of the regular offer of an examination results from the study plans of the last study year started in the expiring study program or according to the expiring examination regulations.
5. The modules offered and the recommended course of study are shown in the study plan.
  6. Semesters in which students have been on leave are not counted towards the standard period of study.
  7. Upon written application to the examination office, the use of the statutory maternity leave periods, parental leave and the fulfillment of family obligations (in particular the upbringing/care of a minor child or several minor children as well as the care of relatives in need of care) as well as the special needs of disabled students will be taken into account.
  8. Students are generally entitled and obligated to attend all courses that comprise the curricula of their chosen degree programs. This obligation is not fulfilled if the number of courses actually attended is less than three-fifths (60%) of the total number of courses and there is therefore a concern that the curricular objectives cannot be achieved.
  9. Upon written application, the Examination Office decides on the fulfillment of the attendance requirement. The Examination Office can qualify the absence as sufficiently excused for an important reason, such as under (7). Students must substantiate this in their application. In consultation with the Presidential Board, the Examinations Office can name substitute courses (other courses, electronic forms of learning) and the Admissions and Recognition Committee can credit courses taken with evidence.
  10. In addition, particularly difficult, especially unforeseen cases of hardship may be considered in justified individual cases in consultation with the Presidential Board and, if available, with student representatives.

## § 9 Structuring of studies and Modularization

1. The study program is modular in structure. Modules are thematically and temporally rounded, self-contained study units that lead to a partial qualification related to the respective study objective. Modules can be composed of different teaching and learning forms.
2. The study program is divided into compulsory modules and elective modules of a specialization area. Compulsory modules are courses that are the same for all students, i.e. without selection options. Compulsory elective modules are modules in which the students have to choose a certain number from a given group of modules or from various given combinations of modules.
3. The scope of the compulsory and specialization area is 70 credits. In addition, there is the Master's thesis with 30 and the colloquium with 20 credits. The contents of the modules can be found in the respective module descriptions.
4. The scope of a module is at least five credits. It should be possible to complete a module in one semester, but in no more than two semesters.
5. Admission to a module may be made dependent on certain prerequisites, in particular successful participation in another module or in several other modules.



6. The successful completion of a module and the awarding of the associated ECVET or ECTS requires the passing of the respective module examinations. The individual module examinations can be found in Appendix 1 and the module descriptions.

## § 10 Specialization

1. In addition to the compulsory modules, a specialization can be chosen.
2. A specialization is composed of specified elective modules.
3. The implementation of the specializations depends on the minimum number of seven students.
4. The choice of specialization is made at the end of the first semester.

## § 11 Elective modules

1. As far as the course of studies allows, students may choose additional modules from the elective modules that are not provided for in their chosen specialization (elective modules) and complete them through module examinations.
2. The result of the additional examination taken, will be included in the transcript at the request of the student, but will not be taken into account in determining the overall grade.

## § 12 Teaching and Forms of learning

1. During their studies, students must regularly and actively participate in the courses chosen by them in accordance with the subject-specific regulations and assigned to specific modules. Regular and active participation includes independent preparation and follow-up of the courses. It may also include the completion of tasks for exercise purposes, the recording of experiments or practical work and other forms of participation. The requirements for regular and active participation are announced at the beginning of each course. Courses may be held in a language other than German, either in part or in whole, after announcement or by stipulation in the module descriptions.
2. For the successful participation in courses or modules, individual achievements according to §§ 16 ff. are also required in accordance with the subject-specific regulations.
3. Modules or sub-modules can be offered in the following teaching and learning forms according to the module descriptions:
  - a) Lecture  
The teaching lecture serves the coherent presentation of a subject matter as well as the communication of facts and methods. The lecturer presents and develops the subject matter with the active participation of the students.
  - b) Exercise  
In the exercise, the subject matter and the resulting interrelationships are deepened in an exemplary manner. The instructor leads the course, sets tasks and provides help in solving them. The students work individually or in groups.
  - c) Seminar  
In the seminar, facts, findings and problems are worked out in alternation of lecture, presentation and discussion.

- d) Laboratory practical course  
In the laboratory practical course, solutions to specific tasks are to be worked out independently in groups or individually. The size of the group depends on the available laboratory space and the respective technical safety requirements.
  - e) Project work  
Projects are divided into different work projects, which serve the systematic processing of the project topic based on the division of labor. The work in the project can be accompanied by courses and practical events systematically, methodically and in its relation to professional practice. The results of the work projects are brought together in the project and critically evaluated. A detailed final report will be prepared on the project.
  - f) Case study  
The understanding of theoretical correlations is trained and deepened by means of exemplary, complex problems from practice.
  - g) External Course  
An external course represents the link between the application-oriented studies and the professional world. It takes place outside the university and is intended to provide insights into the problems of the professional world and their solutions, which are internally related to the subject matter of the university.
  - h) Excursion  
Excursions of one or more days in connection with certain courses serve to deepen subject-specific teaching content.
4. The courses are to be selected according to the didactic aspects of the content to be taught. They are to be coordinated with each other in terms of content and time and should be designed in such a way that students learn to work independently as early as possible.
  5. Special forms of work, such as role plays and explorations in professional practice, are to be integrated into or connected with the courses, insofar as this is indicated by the subject matter to be taught. This also includes guest lectures.
  6. The courses can be accompanied by tutorials. In tutorials, the material of lectures and exercises is deepened in small working groups under the guidance of the responsible lecturer by means of tasks and cases. In tutorials, no credit points can be earned according to ECVET or ECTS.

### § 13 Performance points (credits) according to ECVET or ECTS

1. Credit points are assigned to each module of a degree program. They are a quantitative measure of the amount of time, consisting of attendance time, preparation and follow-up work, as well as examinations and examination preparation, which students with average ability have to spend in order to successfully complete the courses.
2. Credit points are only awarded upon successful completion of a module. This means that for each module passed with at least "sufficient" in terms of the § 23 the full number of points is awarded regardless of the individual grade achieved. The

The number of credit points that can be earned in the individual modules, in the Master's thesis and the colloquium can be found in the module descriptions.

3. One credit point according to paragraph 1 corresponds to one credit according to ECVET or ECTS.
4. A credit point account is set up for each student to document the services rendered. In the case of a passed module, the number of corresponding credit points is credited to this account. Within the scope of the organizational possibilities, students can view the status of their accounts at any time.
5. Credit points earned at other universities according to ECVET or ECTS will be credited on the basis of recognized equivalence of the underlying study and examination achievements. In all other respects, the regulations of § 23 apply.

## IV. Prüfungen

### § 14 Audit Committee

1. An examination board is to be formed for the organization of the examinations and the tasks assigned by these examinations. The Examination Office supports the Examination Committee in the organizational and administrative handling of the examinations. The Examination Committee is an independent body of DTMD University. It consists of
  - a) the chairman or the chairwoman,
  - b) their representative,
  - c) another member of the professorship,
  - d) a student member.
2. The chairperson, his/her deputy and the other member listed in paragraph 1 c. are elected from among the professors of DTMD University (Professorium), the member from among the students is elected by the relevant student parliament. For the members of the Examination Committee - with the exception of the chairperson and his/her deputy - representatives are elected. The term of office of the members and their representatives is two years. Re-election is permitted. The chairperson is also the president of the examination board.
3. The examination board ensures that the examination regulations are observed and that the examinations are conducted properly. In particular, it is responsible for deciding on appeals against decisions made in examination procedures. In addition, it makes suggestions for reforming the examination regulations, the study plans and, if necessary, the study regulations. The Examination Committee may delegate its powers, in whole or in part, to the Chairperson(s) of the Examination Committee.
4. The Audit Committee constitutes a quorum if, in addition to the Chairperson or his/her deputy, at least one other member is present. A committee meeting in the form of a telephone conference is possible. The Audit Committee shall pass resolutions by simple majority. In the event of a tie, the chairperson has the casting vote.

5. The student members of the Examination Committee do not participate in pedagogical and scientific decisions, in particular in the crediting and other assessment of study and examination achievements and the appointment of examiners and assessors; they do not participate in the consultation and decision-making on matters concerning the setting of examination tasks or their own examinations.
6. The members of the examination board have the right to be present during the taking of examinations. This does not apply to student members who are taking the same exam on the same day.
7. The members of the examination board, their deputies, the examiners and the assessors are subject to official secrecy.
8. Decisions of the examination board and its chairperson must be communicated to the candidates concerned without delay. They must be granted a legal hearing beforehand.

### **§ 15 Examiners, assessors and assessors**

1. The examination board appoints the examiners and assessors. The examiners are independent in their examination activities. They are subject to official secrecy.
2. Examiners may only be those who possess at least the qualification to be determined by the examination or an equivalent qualification and, unless objective reasons require a deviation, have exercised a relevant independent teaching activity in the study section to which the examination relates. An objective reason may exist if a non-member of the DTMD University has significantly supervised a Master's thesis prepared in practice and is therefore to be appointed as second examiner. In this case, the first examiner must, if necessary, familiarize the second examiner with the circumstances of the examination procedure. Assessors must have the necessary expertise.
3. Examinees may propose examiners for the Master's thesis. If possible, the suggestion is to be taken into consideration; however, there is neither a legal claim nor a claim to justification for the appointment or non-appointment of examiners. The examination committee ensures that the examination obligation is distributed as evenly as possible among the examiners.
4. The examination board shall ensure that examinees are informed in good time about the person or persons taking the examination. The announcement should be made at the same time as the admission to the examination, as a rule at least two weeks before the examination or the issue of the Master's thesis. The announcement in the virtual university campus is sufficient.

### **§ 16 General structure of the examinations**

1. The Master's examination consists of the examinations of the compulsory modules and the compulsory elective modules of the specialization area as well as the Master's thesis according to § 25 and the colloquium according to § 30, as specified in §§ 17 ff. and Annex 1.
2. DTMD University ensures through the course of studies and the courses offered that the degree program can be completed within the standard period of study. The examinations of the Master's degree programs take place during the course of study.

## § 17 Examinations accompanying studies

1. The number and form of the examinations to be taken are regulated by Annex 1. Further details are contained in the module descriptions.
2. The course-related examinations of the DTMD Master's programs usually consist of one or more seminar papers (also called "assignments"), which are worked on and presented during each module. In addition to the written work, an oral presentation and/or participation in class may also be relevant for assessment. In individual cases, the lecturer may - in consultation with the examination board - also set a written examination in accordance with § 19 as a performance assessment.
3. Examinations during the course of study serve as timely proof of successful attendance of courses and acquisition of the knowledge and skills imparted in these courses. In the course of these examinations, students should show that they recognize the interrelationships of the respective examination area and that they are able to classify specific questions in these interrelationships.
4. The examinations of the compulsory and elective modules take place in module-related form during the course of study. The contents of the respective courses are examined. An examination according to sentence 1 should be taken within the semester in which the course to which the examination relates takes place.
5. For each examination subject, two examination dates (first and repeat examination) are to be scheduled in the semester. The examination dates can also take place after the end or before the beginning of the lecture period in the lecture-free periods. The examination date is announced to the candidates in good time before the examination in question in the virtual university campus of DTMD University.
6. Only students who are enrolled and not on leave of absence or who are admitted as secondary students according to § 6 may take examinations. The right of guest auditors according to § 7 remains unaffected.
7. Candidates must register for the examination by the date set by the Examination Committee. The registration is to be made via the study book in the virtual university campus of the DTMD University or, in justified individual cases, in writing to the chairperson of the examination board. The application can be submitted for several examinations at the same time if these examinations are to take place within the same examination period or if the examination dates scheduled for them are to take place at the latest at the beginning of the lecture period of the following semester.
8. The following documents must be enclosed with the registration for examinations or submitted by a date set by the Examination Committee, unless they can be found in the Student Handbook or have already been submitted earlier:
  - a) the proofs of the admission requirements mentioned in § 4;
  - b) A statement of previous attempts to take appropriate examinations and appropriate attempts to take a Master's examination;
  - c) a statement as to whether an admission of listeners is objected to in the case of oral examinations.



If it is not possible for the candidate to enclose a document required in accordance with sentence 1 in the prescribed manner, the examination committee may allow proof to be provided in another way.

9. Registration for an examination can be withdrawn via the study book in the virtual campus of DTMD University or, in justified individual cases, in writing to the chairperson of the examination committee up to one day before the examination date (receipt of the withdrawal) without being credited against the number of possible examination attempts. Deregistration on the day of the examination is only possible for important reasons, such as illness. These must be reported immediately in writing to the examination office and must be credible. The examination board decides on the recognition of an important reason. Deregistration for reasons of illness is only possible upon presentation of a medical certificate stating that the candidate is unable to take the examination. The certificate must be submitted to the examination office without delay, i.e. without culpable hesitation, stating the examination that was missed. In cases of doubt, the chairperson of the examination board may request a medical certificate from a public health officer.
10. The chairperson of the examination board decides on admission to the examination and, in case of doubt, the examination board. Admission is to be refused if
  - a) the requirements specified in paragraph 4 are not met;
  - b) the documents are incomplete and are not completed by the deadline set by the Examination Committee.
11. At the request of the examiner or supervisor, the candidate must identify him/herself with official identification and the student ID.
12. Examination performances must be individually assignable. Examinations may include written examinations - also as multiple-choice examinations -, presentations, assignments, practicals, (practical) exercises, oral performance reviews, lectures or protocols. Individual performances also serve to demonstrate media and communication skills. As a rule, examinations are held in the language in which the module was held, but in the case of foreign-language modules they can also be held in German after the lecturer has announced this at the beginning of the course.
13. Examination performances may also be given in the form of group work if the contribution of the individual student to be assessed as an individual performance is clearly distinguishable and assessable on the basis of the indication of sections, page numbers or other objective criteria that allow a clear delimitation and fulfills the requirements regulated in the subject-specific regulations.
14. In the case of group work, an extension of the processing times of a maximum of four weeks (related to the group work) is possible. Weighty reasons must be presented for an extension. The chairperson of the examination board decides on an extension.
15. The form of the examination performance as well as further details on the procedure including the individual authorship of the respective examination performance are specified in the module descriptions and in examination guidelines. After approval by the examination board, the respective lecturers who administer the examinations may determine a different examination performance. The change and type of the new examination performance must be announced at the beginning of the course, at the latest by the end of the course.

However, two weeks before the date on which the examination is to be taken, the candidate must be notified of this in a suitable form.

16. In the case of several graded examinations per module, these are combined to form a module grade. The grading of the individual examinations and the determination of the module grades are governed by § 23.
17. If a student can prove by means of a medical certificate that he or she is not in a position, due to a prolonged or permanent physical or mental disability or pregnancy, to perform individual examinations in whole or in part in accordance with the intended requirements, the chairperson of the examination board may, taking into account the individual case, allow equivalent individual examinations to be performed in deviation from the intended requirements. It must be ensured that the design of the examination conditions compensates for any disadvantages for disabled persons and pregnant women as far as possible.
18. Missing an examination date that is binding for the candidate without an important reason, breaking off an examination that has already begun, and failure to hand in the examination on time shall be deemed to be "insufficient" in the case of graded examination performances and "failed" in the case of ungraded individual performances. This does not apply to a dropout or failure to hand in the examination on time for an important reason. In order to assess whether an important reason exists in the case of abandonment or late submission due to illness, a medical certificate stating the inability to take the examination and the detailed reason for the inability to take the examination must be submitted. The certificate must be submitted to the Examination Office immediately, i.e. without culpable delay, stating the examination concerned. The examination board decides on the existence of an important reason. In cases of doubt, the chairperson of the examination board may request a medical certificate from a public health officer.

## § 18 Seminar papers ("Assignments")

1. A seminar paper (e.g. case study, research) serves to determine whether the candidate is capable of independently working on a practice-oriented task in written form within a specified period of time using scientific and practical methods. The topic, scope (e.g. number of pages of the text) and deadline of the seminar paper are determined by the examiner at the beginning of the semester. Seminar papers are usually evaluated by only one examiner. The candidate must be informed of the grade of the seminar paper no later than four weeks after submission of the seminar paper.  
§ Section 25 (2) shall apply mutatis mutandis.
2. Seminar papers can also be admitted to the examination in the form of a group paper if the contribution of the individual candidate to be assessed as an examination performance can be clearly distinguished and assessed on the basis of the specification of sections, areas of work, page numbers (in the case of seminar papers) or other objective criteria that enable a clear delimitation.
3. In the case of case studies, the assessment is based on the submitted written work, the results of which are usually presented as part of the classroom teaching. The case studies or seminar paper topics are determined at the beginning of the respective module. Participants subsequently register for the chosen topic with the lecturer. For the registration § 26 paragraph 2 sentence 1 applies accordingly. Registration must take place at least one week before the date set by the lecturer.

deadline will take place. Deregistration is only possible for important reasons, such as illness. In all other respects, Section 17 (9) sentences 3 to 7 shall apply accordingly.

4. After registration, a presentation date will be set by which time the processing of the case study must be completed.
5. The case studies are worked on as part of the structured self-study and are usually presented within the classroom sessions. The presentation can be included in the grading.

## § 19 Written examinations

1. In the written examinations, students should demonstrate that, on the basis of the necessary fundamental knowledge, they are able to recognize selected problems from the field of their study in a limited amount of time with the approved aids using the common methods of their subject and find ways to solve them.
2. Written examinations have a time limit of at least 60 and at most 240 minutes. Exceptions are to be approved by the examination board. The examiner decides on the admission of aids.
3. The examination task of a written examination is usually set by only one examiner. In professionally justified cases, the examination task can also be set by several examiners. In this case, the examiners jointly determine the weighting of the parts of the examination task in advance and announce it in advance.
4. As a rule, written examinations are to be evaluated by one examiner. The examination board may allow deviations from this. The reasons for this are to be recorded. In the case of several examiners, each examiner shall only examine the part of the examination paper which corresponds to his/her area of expertise.
5. The grading of an examination must be communicated in writing to the Examination Office immediately after completion of the grading process.

## § 20 Oral Examinations

1. In the oral examinations, students should demonstrate that they recognize the interrelationships of the examination area and are able to classify special questions in these interrelationships. The oral examination is also intended to determine whether they have the relevant basic knowledge.
2. Oral examinations are usually taken by one examiner in the presence of an expert assessor or before several examiners (collegial examination) as group examinations or as individual examinations. In principle, each candidate is examined by only one examiner per subject. The examiner or the other examiners are to be heard before the grades are determined. Oral examinations last a minimum of 15 and a maximum of 60 minutes per student.
3. A record of the oral examination is kept. The result is to be announced to the student after the oral examination. The evaluation of an oral examination is to be communicated to the examination board in writing within one week after the date of the examination.
4. Students who wish to take the same examination in a later examination period will be admitted as listeners according to the space available,



unless a candidate has objected when registering for the examination. Admission does not extend to the deliberation and announcement of the examination result.

## § 21 Further Forms of examination

1. Other forms of examination are the exposé, the oral contribution and participation in class.
2. An oral contribution (e.g. presentation, negotiation, moderation) serves to determine whether the candidate is able to independently process and reproduce a practice-oriented task within a specified period of time using scientific and practical methods of verbal communication. The duration of the oral contribution will be announced by the examiner when the contribution topics are distributed. The facts relevant for the grading of the oral contribution are to be recorded in a protocol. The grade for the oral contribution should be announced to the examinee as soon as possible after the oral contribution. They are usually graded by one examiner. Oral contributions may also be admitted to the examination in the form of group work if the contribution of the individual candidate to be assessed as examination performance is clearly distinguishable and assessable on the basis of the specification of sections, areas of work or other objective criteria which enable a clear demarcation. § Section 21 (2) sentence 3 shall apply accordingly.

## § 22 Repetition of examinations during studies

1. Course-related examinations, as well as the Master's thesis and the colloquium, can be repeated once if the module concerned has not been passed.
2. The repetition of a course-related examination should normally take place within two semesters after the unsuccessful attempt. However, students are recommended to take the next possible examination date. The Examination Committee shall ensure that each part-time examination is offered at least twice in each semester.
3. In the case of examinations which the student does not take as part of the module he/she has attended, but which are taken in a later semester, the student has no right to claim that these examinations are based on the subject matter and teaching level of the individual lectures attended by the student.
4. An examination performance graded at least as "sufficient" or with "passed" may not be repeated.

## § 23 Assessment of examination results, Module grades

1. Examination performances are to be assessed differentiated by points. The number of points for the individual examination performances is determined by the respective examiner, unless otherwise specified in these examination regulations.
2. If several examiners are involved in an examination, they shall assess the entire examination performance jointly, unless otherwise specified in these examination regulations. In the event of inconsistent assessment, the number of points is calculated from the arithmetic mean of the individual assessments.

3. The assessment of examination performance is based on a points table with subsequent conversion into grades. All decimal places except the first after the decimal point are deleted without rounding. The grades 0.7 and 5.3 are excluded.
4. The Examination Committee may, if it seems appropriate from a professional point of view, determine different binding grading scales.
5. An individual examination performance is passed if it meets the requirements of §§ 15 ff. and, in the case of grading, has been assessed with at least "sufficient" (4.0).
6. If a module is completed with a single examination, this is to be graded in accordance with paragraph 1; the grade is then also the module grade. Otherwise, the module grade is calculated as the weighted arithmetic mean of the points (numerical value) of the individual performances assigned to the respective module (Paragraph 3).
7. The Diploma Supplement will include an ECTS/ECVET grading table. The ECTS-/The ECVET Grading Table provides information on the position of the grade of a successful graduate within a certain group of graduates. The reference value DTMD University is the group of graduates of the two study years prior to the own final semester as the population. In order to obtain a meaningful grade, DTMD University will include the ECTS/ECVET Grading Table in the Diploma Supplement for the first time two years after the completion of the standard period of study of the first year of study.

## § 24 Crediting of study and examination achievements

1. Study and examination achievements from the same degree programs or comparable degree programs at universities in the Grand Duchy of Luxembourg will be credited upon request.
2. Study and examination achievements obtained in other courses of study, at universities in the Grand Duchy of Luxembourg, will be credited upon application, provided they do not differ significantly.
3. Studies and examinations completed at universities outside the Grand Duchy of Luxembourg will be credited upon request, provided that they do not differ significantly in content, scope and requirements from those of the degree program. In this case, no schematic comparison is to be made, but rather an overall consideration and evaluation. Equivalence agreements must be observed. If equivalence agreements do not exist, the examination board shall decide. Upon application, other knowledge and qualifications
4. can be credited without a grade on the basis of documents submitted. In deviation from sentence 1, other knowledge and qualifications acquired in modules of degree programs of the DTMD University can be credited with a grade, provided that the module examinations for the respective module have been successfully passed.
5. Students who have been admitted to the program on the basis of a placement examination or recognition examination pursuant to § 5 are entitled to take up studies in a higher semester, the knowledge and skills demonstrated in the placement or recognition examination shall be counted towards the academic achievements without a grade, the corresponding

They will be exempted from the examination and a corresponding note will be included in the degree certificate. The findings in the certificate of the placement or recognition examination are binding for the examination office.

6. If course work is credited, the grades are to be taken over as far as possible and included in the calculation of the overall grade. If this is not possible, for example in the case of incomparable grading systems, the remark "credited" is added. The credit will be marked on the transcript. The student must submit the documents required for the credit.
7. The chairperson of the examination board is responsible for the crediting and the decision on the existence of a significant difference. The responsible subject representatives must be heard before decisions are made on crediting. Rejection decisions must be justified in writing. In all other respects, § 14 Para. 8 shall apply.
8. Crediting is no longer possible if the student has already taken an examination in the course or module in question.

## § 25 Master- Thesis

1. In the last semester of study, the student has to write a Master's thesis. The Master's thesis should demonstrate that the candidate is capable of independently working on a practice-oriented task from his/her field of study within a specified period of time, both in its subject-specific details and in the interdisciplinary contexts, using scientific and practical methods.
2. The topic of the Master's thesis can be issued and initially supervised by any full-time or part-time professor with a doctorate who can be appointed as an examiner in accordance with § 15. At the candidate's request, the Examination Committee may also appoint a doctoral lecturer entrusted with corresponding tasks as first or second supervisor in accordance with § 15 paragraph 2. In any case, at least one of the supervisors must be a full-time or part-time professor.
3. The Master's thesis may be carried out at an institution outside the university with the approval of the chairperson of the examination committee if he/she can be adequately supervised there. The examinee must be given the opportunity to make suggestions regarding the subject area of the Master's thesis and the supervising person.
4. Upon request, the chairperson of the examination board will ensure that a candidate receives a topic for the Master's thesis in good time. As a rule, the Master's thesis is to be written in English or German. Exceptions to this rule are to be approved by the examination board.
5. The Master's thesis can also be admitted in the form of a group work if the contribution of the individual to be assessed as an examination performance is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that allow a clear demarcation and fulfills the requirements according to paragraph 2.

## § 26 Admission to the Master- Thesis

1. Those who can be admitted to a master's thesis at DTMD University are those who

- a) has acquired at least 65 credits in the compulsory and elective modules in his/her previous studies;
  - b) fulfills the admission requirements according to § 4, §§ 17 ff. and
  - c) is enrolled in the corresponding degree program at DTMD University or is admitted as a secondary student;
2. The application for admission is to be submitted to the Examination Office via the study book in the virtual university campus of DTMD University or in writing in justified individual cases. As a rule, it should be submitted before the end of the second semester. The following documents must be enclosed with the application, unless they have already been submitted earlier:
- a) Evidence of the eligibility requirements specified in paragraph 1;
  - b) a declaration of previous attempts to work on a Master's thesis and to take the Master's examination in the same degree program. The application should be accompanied by a declaration of which examiner is willing to issue and supervise the Master's thesis. The student must provide proof of timely receipt of the application.
3. The application for admission can be withdrawn in writing until the announcement of the decision on the application without counting against the number of possible examination attempts.
4. The chairperson of the examination board and, in cases of doubt, the examination board shall decide on admission. Admission is to be denied if
- a) does not meet the requirements set out in paragraph 1, or
  - b) the documents are incomplete or
  - c) the candidate has not validly passed a module examination of the course of study provided for in Annex 1 or has lost his/her examination entitlement by missing a deadline for repeating the examination.

## § 27 Issue and processing of the Master- Thesis

1. The Master's thesis is issued by the chairperson of the examination committee. The date on which the chairperson of the examination committee announces the topic set by the supervisor of the Master's thesis to the candidate is deemed to be the date of issue; the date is to be recorded.
2. The processing time (period from the issue to the submission of the Master's thesis) is at least two months and may not exceed three months. The topic and the assignment must be such that the Master's thesis can be completed within the specified period. In exceptional cases, the chairperson of the examination committee may extend the deadline by up to four weeks on the basis of a justified application submitted before the deadline expires. The supervisor of the Master's thesis should be heard on the application.
3. The topic of the Master's thesis can only be returned once and only within the first two weeks of the processing time without giving reasons. A return of the topic of the second Master's thesis within the deadlines mentioned in sentence 1 is only permissible if the student did not make use of this possibility when writing his or her first Master's thesis.
4. In the case of a physical disability or pregnancy of the examinee, § 17 paragraph 17 shall apply accordingly.

## § 28 Submission and Assessment of the Master- Thesis

1. The Master's thesis must be submitted to the Examinations Office by the deadline in duplicate in bound form and additionally in single form on an electronically readable data carrier in PDF format. Instead of submitting it on an electronically readable data carrier, the thesis can also be uploaded in PDF format to the virtual university campus. Submission by a method not known to the Examination Committee is excluded. The time of submission must be recorded; if the work is delivered by post, the time of posting at the post office is decisive.
2. The Master's thesis must be accompanied by an assurance from the candidates that they have written the thesis - in the case of a group thesis, the correspondingly marked part of the thesis - independently and that they have not used any sources other than those specified; the assurance of independent preparation must also be provided for data sets, drawings, sketches or graphic representations supplied. If this assurance is missing or if the assurance is intentionally submitted incorrectly, the thesis is deemed to have been failed. Master's theses submitted after the deadline are considered failed.
3. The Master's thesis is usually evaluated by two examiners. The grade (numerical value) of the Master's thesis is formed from the arithmetic mean of the evaluation of the two examiners, provided that the difference is not more than 2.0. If the difference is more than 2.0 or if the thesis is graded "insufficient" by only one of the two examiners, the chairperson of the examination committee will appoint a third person authorized to examine to grade the Master's thesis; in this case, the grade of the Master's thesis will be formed from the arithmetic mean of the two better grades; however, the Master's thesis can only be graded "sufficient" or better if at least two grades are "sufficient" or better. For the calculation of the grade of the Master's thesis, § 23 applies accordingly.

## § 29 Repetition of the Master- Thesis

1. A failed Master's thesis can be repeated once. A second repetition of the
2. Master's thesis is excluded.

## § 30 Colloquium

1. The colloquium complements the Master's thesis and is to be evaluated independently. It serves to determine whether the candidate is capable of orally presenting and independently justifying the results of the Master's thesis, its subject-related foundations, its interdisciplinary connections and its extra-disciplinary references, as well as assessing its significance for practice. In doing so, the processing of the topic of the Master's thesis should also be discussed with the candidate.
2. The colloquium consists of a short presentation of the Master's thesis and a subsequent expert discussion.
3. Only those can be admitted to the colloquium who
  - a) has proven that he/she meets the requirements for admission to the Master's thesis as specified in § 27, but is registered as a student or has been admitted as a second student according to § 6 only when admitted to the colloquium for the first time;

- b) has acquired at least 65 credits in compulsory and elective modules in his/her previous studies, and
  - c) the Master's thesis has been evaluated with at least "sufficient",
4. The application for admission must be addressed to the chairperson of the examination board. The application must be accompanied by evidence of the admission requirements mentioned in sentence 1, if they are not already available to the Examination Committee; furthermore, a declaration of previous attempts to take corresponding examinations and whether an admission of listeners is objected to must be enclosed. The candidate may also apply for admission to the colloquium when registering for the Master's thesis; in this case, admission to the colloquium will take place as soon as all required evidence and documents have been submitted to the Examination Committee. For the rest, § 27 applies accordingly to admission to the colloquium and its refusal.
  5. The colloquium is conducted and evaluated as an oral examination in accordance with the requirements of §§ 20, 24. It lasts about sixty minutes per candidate and is conducted by the first or second examiner of the Master's thesis or by the first examiner and another examiner or assessor. The colloquium can also be conducted as a group examination by one examiner and one assessor or by several examiners (collegial examination). Here, too, one of the examiners should be the first or second examiner of the respective Master's thesis. In justified exceptional cases, the examination board may deviate from the requirement of the examining first or second examiner. The reasons are to be recorded on file.
  6. The colloquium can be repeated once.
  7. If the candidate who has failed the colloquium for the first time fails to re-register within three years, the examination entitlement expires, unless the candidate is not responsible for the missed deadline. The necessary determination is made by the examination board.
  8. In the case of a physical disability of the examinee, § 17 paragraph 17 shall apply accordingly.



### § 31 Passing and failing the Master's examination

1. The Master's examination is passed if all module examinations prescribed by these examination regulations have been passed, the Master's thesis and the colloquium have each been assessed as at least "sufficient" and 120 credits have been acquired.
2. The Master's examination is definitively failed if an examination of the course of study, the Master's thesis or the colloquium, as provided for in Annex 1, is deemed to have been definitively "failed" and a repetition of this examination is no longer possible. Students who have definitively failed the Master's examination will be exmatriculated immediately.
3. If the Master's examination has been definitively failed, the Examination Committee will issue a certificate at the request of the student and upon presentation of the relevant evidence and the exmatriculation certificate, which contains the successfully completed examinations, their grades and the credit points acquired as well as the examination achievements still missing and shows that the Master's examination has not been passed.

### § 32 Completion of Studies, Determination of the Overall Grade

1. The Master's degree program is successfully completed by those who have successfully participated in all modules required for the degree program in accordance with the subject-specific regulations and have earned 120 credits.
2. For the evaluation of the Master's examination, an overall grade is calculated, which consists of the grades of the examinations during the course of study according to § 23 as well as the grade of the Master's thesis according to § 28 and the colloquium according to § 30.
3. The overall grade of the Master's examination is the arithmetic mean of all module grades. The evaluation of the subjects subject to examination accounts for 65/90, the grade of the master thesis and the colloquium for 25/90 of the final grade. The overall grade of the Master's thesis and colloquium is made up of 1/4 of the grade of the colloquium and 3/4 of the grade of the Master's thesis.
4. The calculation of the overall grade of the Master's examination follows the same principle as the calculation of the module grades. § 23 applies accordingly.
5. The overall grade for the Master's examination is supplemented by an ECTS- /ECVET Grading Table § 23 paragraph 7 assigned.

### § 33 Master Certificate and Master Certificate

1. A certificate will be issued within four weeks after the last examination performance about the passed Master's examination.
2. The testimony indicates:
  - a) the modules taken with the associated credit points and the grade achieved in each case;
  - b) the topic of the Master's thesis, the associated credit points and the grade achieved;
  - c) the colloquium, the associated number of credit points and the grade achieved, and
  - d) the overall grade determined in accordance with § 32.

The grades mentioned under a. to d. are shown as decimal grades with one digit behind the decimal point and in brackets as verbal grades according to § 23 paragraph 5.

3. Examination achievements that have been credited in accordance with § 24 must be indicated on the certificate.
4. The certificate bears the date of the day on which the last examination was taken. It is signed by the chairperson of the examination board.
5. At the same time as the certificate, the student is issued a Master's certificate confirming that he or she has passed the Master's examination. This certifies the award of the academic degree according to § 3. The certificate shall be signed by the President or a Vice-Rector of DTMD University. It shall bear the date of the certificate.

### § 34 Diploma Supplement

1. At the beginning of the semester following the successful completion of the Master's examination, the student will receive a Diploma Supplement.
2. The Diploma Supplement contains information about the study program, its requirements and contents, the grading system and the type of degree. It is supplemented by information about the DTMD University and the Luxembourg study system.
3. The ECTS/ECVET Grading Table determined for the respective degree program is additionally included in the Diploma Supplement.

### § 35 Inspection of examination papers

After the assessment of written examinations has been announced, the candidates have the opportunity to inspect them. Various dates are offered for the inspection. These will be announced to the examinees in a suitable manner.

### § 36 Deception and Breach of order

1. If students try to influence the result of an individual performance by deception, for example by using unauthorized aids, the individual performance in question can - depending on the severity of the deception attempt - be graded as "failed" (for ungraded individual performances) or "insufficient" (5.0) (for graded individual performances). Anyone who disturbs the acceptance of individual performances can be excluded by the respective lecturer or supervisor from the continuation of the performance of the individual performance after a warning; in this case, the individual performance in question is deemed to have been assessed as "failed" (in the case of ungraded individual performances) or "insufficient" (5.0) (in the case of graded individual performances). The reasons for the exclusion are to be recorded.
2. If applicable, the university's internal guidelines for the performance of examinations must be observed. A violation of these guidelines can be considered as cheating.



3. Anyone who intentionally violates a regulation of these examination regulations concerning cheating on examinations or, if applicable, any internal university guidelines for the performance of examinations, may be subject to sanctions. In the event of multiple or particularly serious attempts at cheating, the candidate may have his/her study contract terminated and be exmatriculated.
4. Decisions are made by the examination board, in the cases of paragraph 3 with the involvement of the university management. Incriminating decisions shall be communicated to the persons concerned in writing without delay and reasons shall be given. Before a decision is made, the persons concerned must be given the opportunity to comment.

### § 37 Invalidity of exams

1. If the student has cheated in an examination and this fact only becomes known after the certificate or the attestation according to § 31 paragraph 3 has been issued, the examination board may subsequently correct the result and, if applicable, the grades for those individual performances in which the student cheated and declare the examination failed in whole or in part.
2. If the requirements for admission to a module, in the context of which an examination was taken, were not fulfilled without the student intending to be deceptive about this, and if this fact only becomes known after the certificate or the attestation according to § 31 paragraph 3 has been issued, this defect is cured by passing the examination. If the student has intentionally obtained admission wrongfully, the examination board shall decide on the legal consequences.
3. The student must be given the opportunity to comment before a decision is made.
4. The incorrect certificate, the Master's certificate and the Diploma Supplement or the incorrect certificate according to § 31 paragraph 3 must be withdrawn and, if necessary, reissued.

### § 38 Revocation of the Master- degree

The Master's degree may be revoked if it is subsequently found that it was obtained by deception or if essential requirements for the award were erroneously considered to have been met. § Section 37 shall apply accordingly. The examination board is responsible for the decision.

### § 39 Provisions on a joint master's degree (Joint Master Program, in short joint degree)

1. The DTMD offers master studies in joint supervision with a foreign uni- versity (Joint Master Programs). Such a jointly supervised master's program with a foreign university - Joint Master Program - requires that
  - a) an agreement on the joint supervision of Master's students has been concluded with the foreign university and

- b) the admission to the Master's program has been made in accordance with the DTMD University or the university with which a corresponding contract for the implementation of a Joint Master's Program has been made.
2. The master's thesis can be carried out and submitted both at the DTMD University and at the foreign university with which there is a corresponding contract for the implementation of a joint master's program.
  3. Under the Joint Master Program, students are expected to study at the partner university for a maximum of 2 semesters (1 year).
  4. The grades are determined according to the regulations of the university at which the respective part of the study is completed. The respective other university/institution determines the equivalent grades according to its regulations.
  5. During the preparation of the master's thesis, supervision is provided by one professor of the DTMD University and one professor of the foreign university. If the master thesis has been accepted at the DTMD University, it will be forwarded to the foreign university for approval of the progress of the procedure. If the foreign university gives its consent, the defense of the master's thesis will take place at DTMD University. In this case, in addition to the foreign supervisor, another member of the foreign university authorized to conduct examinations may also be a member of the examination committee instead of a member of the DTMD examination committee. In Luxembourg, the joint examination board is always chaired by a DTMD university lecturer.
  6. If the Master's thesis has been accepted at the foreign university, it shall be forwarded to the subject examination board to which these regulations apply for approval of the progress of the procedure. If the committee gives its approval, the disputation will take place at the foreign university in accordance with the regulations there.
  7. After successful completion of a joint Master's degree program, a joint certificate of award of the Master of Science degree is issued by the DTMD University and by the foreign university. This certificate bears the signatures and seals required by the regulations of the DTMD University and the foreign university. Instead of a joint certificate, individual certificates of the DTMD University and the foreign university may also be issued, indicating that both certificates together constitute a joint master's certificate. If the right to hold a postgraduate Master's degree is acquired, this must be indicated in a suitable place on the certificate.

## § Section 40 Entry into force and Publication

These examination regulations come into force with effect from 20.11.2019. They will be published in an appropriate manner in the virtual university campus of the DTMD University.