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Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung der Universität Heidelberg für den weiterbildenden Studiengang in Soziale Sicherung in Kooperation mit der National Economics University, Hanoi, Vietnam and der Universitas Indonesia, Jakarta, Indonesien" dated 18.08.2016 has legal validity.

Heidelberg University's Faculty of Medicine: Study and Examination Regulations for the Postgraduate Degree International Program "Master of Science in Social Protection"

Date: 09.08.2017

Based on § 32 paragraph of the Act on Higher Education of the Land of Baden-Württemberg (LHG), amended by Art. 3 of the Law amending the Act on Higher Education and other laws from 9th May 2017 (GBI 16th May 2017, p. 245 ff), the Senate of Heidelberg University has adopted the following Study and Examination Regulations for the Master degree's Program in Social Protection.

The President granted approval on DD/MM/YY.

Preamble

Heidelberg University has decided to establish a postgraduate joint degree¹ International Program "Master of Science in Social Protection (MSc SP)" in cooperation between Heidelberg University, Medical Faculty, Heidelberg, Germany; National Economics University, Faculty of Insurance and Institute of Public Policy and Management (IPPM) Hanoi, Vietnam and Universitas Indonesia, School of Strategic and Global Studies, Jakarta, Indonesia. In this respect, the following Study and Examination Regulations will be enacted.

All official statuses, functions and professions that appear in the masculine form apply equally to men and women and can be used in the corresponding female form. This also applies to degrees and academic titles.

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¹ One degree with two separate certificates, issued by the partner universities

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Section I: General provisions

§ 1 Purpose of the academic program and examination

- (1) Heidelberg University, together with National Economics University, Hanoi, Vietnam and Universitas Indonesia, Jakarta, Indonesia (hereafter referred to as "Asian universities") has established the Master's degree Program in Social Protection. The students will acquire skills and competences in the field of Social Protection.
- (2) In the examination for the "Master of Science in Social Protection", candidates should demonstrate that they possess the knowledge and skills necessary in the field of Social Protection. The purpose of the Master's examination is to assess whether students have an overview of the interconnections within their subject, have the ability to apply in-depth academic methods and knowledge, and are able to work independently in accordance with academic principles.
- (3) Admission to the academic program is subject to separate admissions regulations.

§ 2 Master's degree

After passing the Master's degree examination, students are awarded the joint degree Master of Science/ Master of Science (M.Sc./M.Sc.). by the University of Heidelberg and one of the in § 1 paragraph 1 stated Asian universities.

§ 3 Standard period of study, program structure, range of courses offered

- (1) The standard period of study for the Master's degree program totals 3 semesters, incl. the completion of the Master's thesis and examination. The course is a full-time study course. The first study part and third study part (Foundational and Specialized Studies) as well as the Master's thesis are to be completed at the

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National Economics University, Hanoi or at the Universitas Indonesia, Jakarta.
The second part (Advanced Studies) will be completed at Heidelberg University.

- (2) Successful completion of the Master's degree program requires that students complete all courses necessary to gain a total of 90 ECTS according to the *European Credit Transfer System* (hereafter referred to as ECTS) or 63 credits according to the *Asian Credit Transfer System* (hereafter referred to as ACTS).
- (3) The Master's Program is a modularized study course worth 90 ECTS. The credit points stated in paragraph 2 are to be gained as follows:
 - 30 ECTS or 21 ACTS are to be gained in the Core Module (Foundational Studies) in Asia (either Indonesia or Vietnam),
 - 30 ECTS or 21 ACTS are to be gained in the Advanced Module (Advanced Studies) at Heidelberg University, incl. the obligatory practical experience and
 - 10 ECTS or 7 ACTS for the Master's thesis.
- (4) The Master's degree program does not follow standard semester dates with regard to its start and finish, and its teaching periods and field studies. The first semester starts on 1st September in the year of admission, the second semester starts on 1st March of the following year, the third semester starts on 1st September of that year. The day on which the Master's thesis is submitted is considered to mark the end of the period of study.
- (4) The language of instruction, teaching and examination in the Master's degree Program is English.

§ 4 Modules, credits and Transcript of Records

- (1) A module is a learning and teaching unit, limited with regard to topic and period of time, that comprises several courses and lectures as well as examination components. Without these examination components, modules cannot be completed successfully and course credits cannot be granted.
- (2) The Master's thesis is considered a separate module.
- (3) A differentiation is made between
 - compulsory modules which have to be completed by all students and
 - elective modules which can be chosen from a limited offer of modules.
- (4) To successfully pass a module, all examination components within the module have to be graded "sufficient" (4.0) / "passed" or better (=grades of module components).
- (5) Credit points will be granted for successfully completed courses and examination components. One ECTS represents a workload of 30 hours; one ACTS represents a workload of 35.5 hours.

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(6) On request of the student, a Transcript of Records will be issued. It comprises all module examinations and examination components and the respective credit points and grades as well as the mark “passed” or “not passed”.

§ 5 Boards of Examiners

- (1) At each of the in § 1 paragraph 1 stated universities, a Board of Examiners is established. The Boards of Examiners are responsible for the organisation of examinations taking place at their university (according to the study plan) and for the tasks required by the examination rules and regulations.
- (2) The Board of Examiners in charge of the examinations at the University of Heidelberg ensures that the examination rules and regulations are upheld. It appoints the examiners and observers. It can be called upon on all questions regarding examinations.
- (3) The Board of Examiners at the University of Heidelberg consists of four professors and two representatives of the research associates. Every three years the faculty council of the Medical Faculty at the University of Heidelberg elects a chairperson, vice chairperson, and other members of the Board of Examiners. Re-appointment is possible. Both the chairperson and the vice chairperson must be qualified as a professor or a junior professor.
- (4) According to paragraph 2 sentence 2, the Board of Examiners at the University of Heidelberg may confer its responsibility to appoint examiners and observers to its chairperson, or to another person authorized by the faculty or the institute. The chairperson manages the business of the Board of Examiners, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote. The Board of Examiners may confer further responsibility observers to its chairperson, or to another person authorized by the faculty or the institute at any time provided as long as this does not violate applicable law. Such a decision may be revoked at any time. The Board of Examiners must be informed on a regular basis about the execution of these tasks.
- (5) Members of the Board of Examiners at the University of Heidelberg have the right to attend examinations. Members of the Board of Examiners, examiners and observers as well as administrative staff have the obligation to keep confidentiality. Members who are not civil servants are sworn to confidentiality by the chairperson.
- (6) The candidate must be informed of negative decisions taken by the Board of Examiners immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study as part of individual courses or lectures may only be carried out by professors, associate professors, or research associates who have been granted the right to conduct examinations by the faculty council. Examiners from abroad should hold a position equivalent to that of a lecturer or associate professor at a German university. Persons who have been granted the right to conduct examinations may – upon their

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approval – be appointed as examiners up to two years after having left university.

(2) Course coordinators and/or lecturers generally conduct examinations related to their respective courses.

(3) Only a person with the applicable Master's degree or an equivalent qualification may be appointed as an observer.

(4) The respective Board of Examiners ensures that candidates are notified of examiners' names in due time.

§ 7 Recognition of course credits, examination results and academic degrees

(1) Knowledge and skills acquired at one of the three involved universities within the framework of the Master's degree Program in Social Protection will be recognised by the other universities as credits for the Master's degree Program in Social Protection. Decisions upon the recognition of course credits, examination results and academic degrees are made by the Board of Examiners at the University where these times and credits have to be acquired.

(2) According to § 5 paragraph 4 sentence 3, course credits and examination results as well as academic degrees that were obtained through a degree program at another state or state-recognised higher education institution or college of cooperative education (Berufsakademie) in the Federal Republic of Germany, or through degree programs at state or state-recognised higher education institutions abroad, will be recognised as long as the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that are replaced.

(3) According to § 5 paragraph 4 sentence 3 courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree program with regard to determining the duration of study.

(4) It is the applicant's responsibility to provide all information necessary to the University of Heidelberg for credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.

(5) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programs (Equivalency Agreements) diverge from paragraph 2 and § 29 paragraph 2 sentence 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.

(6) At the Board of Examiners at the University of Heidelberg, examination results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programs to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.

(7) If course credits and examination results are recognised by the Board of Examiners at the University of Heidelberg, the results – if the credit systems are

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similar – are to be accepted and considered for the calculation of the final grades. In the event of incomparable credit systems, the note “passed” shall be applied. These results can be recognised and included in the Transcript of Records.

(8) Knowledge and skills acquired outside of the higher education system are to be recognised by the Board of Examiners at the University of Heidelberg for a degree Program at a higher education institution if:

1. the requirements for university admission are fulfilled at the time of recognition,
2. the knowledge and skills to be recognised for the university degree program are equivalent in both content and level to the course credits and examinations which they are to replace, and
3. the criteria for recognition have been verified in an accreditation.

Knowledge and skills gained outside of the higher education system may not replace more than 50% of the university degree program. The Master’s thesis and the oral final examination, unaffected by paragraph 1 sentence 1 are excluded from recognition. Given the case that performance records are insufficient for the recognition of certain knowledge and skills, the Board of Examiners may require the completion of a placement test.

§ 8 Withdrawal, unexcused absence, exceeding of deadlines, deception

(1) Regarding withdrawal, unexcused absence, exceeding of deadlines and deception, regulations of the University apply, where the examinations are taken.

(2) An examination at the University of Heidelberg is graded as "failed" (5.0) if a candidate fails to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started. A written examination that was not produced within the allowed time is also graded as "failed" unless the candidate was not responsible for the exceeding of deadlines.

(2) Reasons for withdrawal or absence according to paragraph 1 must be plausible and must immediately be submitted in writing to the Board of Examiners of the University of Heidelberg. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination date will be scheduled. In this case, existing examination results are to be taken into account.

(3) When deciding whether the candidate is responsible for exceeding a deadline for registering and taking an examination, or for registering and submitting the Master’s thesis, the Board of Examiners must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic illnesses, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz).

(4) If the candidate tries to influence the examination results through deception or by using unauthorized aids, the examination will be graded as "failed" (5.0) or “not

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passed". In severe cases, the Board of Examiners at the University of Heidelberg may, in coordination with the Board of Examiners at the Asian university, exclude the candidate from the examination without a chance to repeat the examination. If a candidate disrupts the proper course of the examination, the examiner or examination supervisor may not allow them to continue the examination, in which case the examination result will be graded as "failed" (5.0) or "not passed". In severe cases, the Board of Examiners at the University of Heidelberg, in coordination with the Board of Examiners at the Asian university in charge of the examination, may exclude the candidate from all further examinations.

(5) With regard to paragraph 4, the candidate may request that the decision be reviewed by the Board of Examiners at the University of Heidelberg within a period of 7 days. With regard to paragraph 4 sentence 2 and 4 candidates may request a review by the Board of Examiners of the Asian university. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examination components

(1) Examination components at the University of Heidelberg are

a) oral examinations

b) written examinations (in electronic form where applicable).

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

§ 10 Oral examination components

(1) In oral examinations, candidates should be able to prove that they are able to identify interrelationships within the examination subject matter and relate specified problems to these interrelationships. Furthermore, candidates should show that they have fundamental knowledge of the field to be examined, as well as specialist knowledge in the topics specified for the examination.

(2) Oral examination components are to be completed as individual or group examinations. An oral examination lasts between 30 and 45 minutes, group examinations last between 45 and 60 while every student should be allotted 10 to 15 minutes.

(3) Important content and the results of the oral examination must be written in the minutes. Candidates must be notified of examination results immediately following the oral examination.

§ 11 Written examination components

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(1) In written examination components, candidates should show that they are able to recognise problems relating to their subject and find solutions for them using subject-specific methods with limited time and resources.

(2) A written examination lasts between 60 and 180 minutes. Examinations may be split into several parts. The written examination may be taken in the form of a multiple choice examination.

(3) Multiple choice questions are generally developed by course coordinators and/or lecturers related to their respective courses. Multiple choice questions must concern the knowledge taught in the lecture or course, and must provide reliable results. Before assessing the examination results, the responsible examiners stated in sentence 1 must ensure that the questions for the examination are in accordance with sentence 2. If the examiner finds that individual examination questions are incorrect, these questions must not be considered when assessing the examination results. In such a case, the number of given questions is reduced accordingly and the assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

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

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

%	Grade Germany	Grade Vietnam/Indonesia
≥ 50 – 55	4.0	D, Pass
> 55 – 60	3.7	D, Pass
> 60 – 65	3.3	C, Satisfactory
> 65 – 70	3.0	C+, Satisfactory
> 70 – 75	2.7	B, Fair
> 75 – 80	2.3	B, Fair
> 80 – 85	2.0	B+, Good
> 85 – 90	1.7	A, Good
> 90 – 95	1.3	A+, Excellent
> 95 – 100	1.0	A+, Excellent

(4) If a written examination in form of a term paper, an essay, a review or any other form of written paper is completed, the candidate must declare in written form that he/she completed the paper independently only using authorized aids.

(5) The Examiners are allowed to apply suitable technological means to check for plagiarism. In the event of plagiarism or a suspected case, the Examiner may require counselling by the Board of Examiners or a person according to § 5, paragraph 4 sentence 3. In the event of proven plagiarism, the examination will be graded as "failed" (5.0), § 8 paragraph 4 applies. Before a decision, the candidate must be granted the right to a statement.

(6) Assessment procedures shall not exceed six weeks.

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§ 12 Assessment of examination components

(1) The respective examiners determine the grades for the individual examination components. The following grades must be used for assessment of examinations:

Grade Germany	Grade Vietnam/Indonesia	
1 = very good	A	= an outstanding performance;
2 = good	B	= a performance which lies substantially above average;
3 = satisfactory	C	= a performance which fulfils average requirements;
4 = sufficient	D	= a performance which, despite deficiencies, still meets the requirements;
5 = failed	failed	= a performance which does not meet the requirements due to considerable deficiencies.

For more detailed assessment of examination performance, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades between 4.0 and 5.0 may not be used.

(2) The unrounded results of the modules will form a final module grade, weighed based on the credits for the module. If a final module examination is required, this grade is considered the final grade for the module.

(3) The module grades and the final grade of the Master's examination are:

	Grade Germany	Grade Vietnam/Indonesia
Average up to 1.5:	very good	A
Average between 1.6 and 2.5:	good	B
Average between 2.6 and 3.5:	satisfactory	C
Average between 3.6 and 4:	sufficient	D

(4) To determine the final module grades and the grade of the Master's examination, only the first digit after the decimal point is taken into account; all other digits are dropped without rounding. The Master's examination grade is calculated according to § 20 paragraph 2.

(5) In addition to the final grade calculated according to paragraph 1 and 3, students who have passed the examination components will be awarded a grade calculated in percentage points as well as a relative grade (A to E) according to the following scales:

a) percentage

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Grade Germany	Grade Vietnam/Indonesia	Value	Percentage
Excellent	A+	1.0	93 – 100%
Excellent	A+	1.3	90 – 92%
Good	A	1.7	87 – 89%
Good	B	2.0	83 – 86%
Good	B	2.3	80 – 82%
Satisfactory	B	2.7	77 – 79%
Satisfactory	C+	3.0	73 – 76%
Satisfactory	C	3.3	70 – 72%
Pass	D	3.7	67 – 69%
Pass	D	4.0	60 – 66%
Fail	failed	5.0	00 – 59%

b) relative grade

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

§ 13 Repetition of examination components, deadlines, loss of entitlement to examination

(1) Examination components that have been failed or are not recognised as passed may be repeated one time. A second repetition is permitted only in exceptional cases. The decision is made by Board of Examiners in charge.

(2) A second repetition of the Master's thesis is not permitted.

(3) Repetition of passed examination components is not permitted

(4) Failed examinations have to be repeated in the following semester at the latest. If this deadline is missed, the candidate loses their right to examination unless they are not responsible for not meeting the deadline.

(5) If an obligatory examination module is failed or is considered not to have been passed, the candidate loses their right to examination. The candidate must be informed of the final negative decision and the loss of right to examination in writing by the Board of Examiners in charge; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

(6) If the Master's examination is failed on the final attempt or is considered not to have been passed, the Board of Examiners in charge will issue a written notification in coordination with the Board of Examiners at the University of Heidelberg, providing information on the procedure for appeal. Upon request and on presentation of supporting documents and the certificate of ex-matriculation, a certificate will be issued that lists any completed examination components and their respective grades as well as the examination components still required for passing the Master's examination, and which indicates that the Master's examination has been failed.

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Section II: Master's examination

§ 14 Scope and nature of the Master's examination

(1) The Master's examination consists of:

1. successful participation in all modules and courses listed in Appendix 1,
2. the written Master's thesis and
3. the final oral examination.

(2) The examinations referred to in paragraph 1 item 1 are taken as an integrated part of the respective lectures or courses and are usually to be completed in written and/or oral form. The lecturer responsible for a lecture or course determines the nature and duration of the integrated examinations and provides this information no later than at the beginning of the lecture or course. § 9 paragraph 2 applies.

§ 15 Master's examination admission requirements

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

1. hold a general higher education entrance qualification, a related subject-restricted higher education entrance qualification or an entrance qualification legally recognised as equivalent to this by a competent state body;
2. are enrolled at one of the universities stated in § 1 paragraph 1 for the Master in Social Protection and
3. have not lost their entitlement to take the final examinations in the Master of Science in Social Protection or a similar course with similar content.

(2) For admission to the Master's thesis, in addition to requirements according to paragraph 1, courses and lectures listed in Appendix 1 have to be successfully completed.

(3) For admission to the final oral examination, the Master's thesis must have been graded with "sufficient" or better.

§ 16 Master's thesis admission requirements and procedure

(1) The application for admission to the Master's thesis must be submitted in writing, and be addressed to the Board of Examiners in charge. The following must be enclosed with the application:

1. evidence of fulfilment of the admission requirements in accordance with § 14 paragraph 1 and 2;

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2. evidence of successfully completed courses of 30 ECTS or 21 ACTS from each study component (Foundational Studies and Advanced Studies) as well as at least 21 ECTS or 14 ACTS from the study component Specialized Studies, i.e. in total 81 ECTS or 56 ACTS, and

2. a declaration from the candidate stating whether they have already failed a Master's examination in the Master's degree Program in social protection or a similar course, or whether they are currently involved in an examination procedure for such a degree program.

(2) If not all necessary examination results have been completed until Master's admission procedure according to § 13 paragraph 1 unit 1, they are to be submitted later to the Board of Examiners by the date of the following examination at the latest. In justified exceptional cases, the Board of Examiners may extend the deadline for the submission of documents.

(3) If the candidate is unable to provide such evidence, the Board of Examiners in charge may accept other documents as proof.

(4) The application is the basis for the Board of Examiners' decision as to whether the candidate may be admitted to the Master's thesis. Rejections must be substantiated and notified in writing along with instructions for appeal.

(5) The application for admission may only be rejected if:

1. conditions are not fulfilled in accordance with § 14 paragraph 1 and 2 as well as in accordance with paragraph 1, or

2. the documents set forth in paragraph 1 and 3 are not complete, and have not been completed upon request, or

3. a candidate has failed their final attempt at the Master's examination in the degree Program in Social Protection or a similar course, or has lost their entitlement to take the final examination, or

4. the candidate is currently involved in examination procedures in the degree Program in Social Protection or a similar course.

§ 17 Master's thesis

(1) The purpose of the Master's thesis is for candidates to prove that they are able to work independently, within a given period of time and using academic methods, to address a problem from the field of social protection. As a general rule, the thesis should be based on data, which is collected during a research period of at least two months.

(2) In accordance with § 6 paragraph 1, the Master's thesis may be assigned and supervised by any authorised examiner from the subject area Social Protection. The Board of Examiners may assign a second adviser who has been granted the right to conduct examinations at the University of Heidelberg in cases where subject-specific reasons suggest a second adviser.

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(3) The candidate has to begin with the Master's thesis at the latest eight weeks after completing the final examination components stated in § 13 paragraph 1 unit 1 or submit an application to be assigned a topic to the Board of Examiners. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not responsible for exceeding the deadline.

(4) The topic of the Master's thesis will be determined by the thesis supervisor in cooperation with the candidate. The candidate is permitted to propose topics; however, this does not constitute legal entitlement to a particular topic. The chair of the Board of Examiners in charge shall assign the thesis topic. The date of assignment must be recorded.

(5) The deadline for submission of the thesis is seven months after the topic was assigned. In exceptional cases, the Board of Examiners, in consultation with the supervisor, may extend this deadline by up to two months. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not responsible for exceeding the deadline.

(6) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate is able to complete the thesis within the given time frame. The topic may only be returned once, and only within the first two months of the completion period. If a new topic is assigned, the deadline for submission is seven months after the new topic was assigned.

(7) The Master's thesis must be written in English.

§ 18 Submission and assessment of Master's thesis

(1) Three copies of the Master's thesis (two bound hard copies and one digital copy) must be submitted to the Board of Examiners by the deadline; the date of submission must be put on record. The thesis must contain a summary.

(2) When submitting the Master's thesis, the candidate must certify in writing that they are the solo author of their work and have used no sources or aids other than those indicated. They must also state that the thesis has not been submitted in its current or a different form to another faculty or faculty member, and that it has not been submitted as an examination component for another academic or state examination.

(3) Examiners are allowed to apply suitable technological means to check for plagiarism. § 11 paragraph 5 applies.

(4) The Master's thesis shall be assessed by two examiners according to § 6 paragraph 1, one of whom must be a professor or a junior professor. The assessment period should not exceed a period of four weeks.

(5) The grade is calculated as the average of the two assessments; § 12 shall apply accordingly. If one of the two examiners grades the Master's thesis as "failed" (5.0), the Board of Examiners in charge shall appoint a third examiner. The Board of Examiners shall also appoint a third examiner if the grades given for the Master's thesis differ by more than one grade. The average of the two best grades shall be the final grade. The thesis module is considered passed when two examiners grade it as "sufficient" (4.0) or better.

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(6) If the Master's thesis is graded as "failed" (5.0), the thesis module may be retaken once, with a new topic unless the entitlement to examination had been lost according to § 11 paragraph 5 and § 8 paragraph 4. The request to retake the thesis module must be submitted within six months after the result from the first attempt is made known. The candidate must start with the new thesis at the latest four weeks after the new topic has been assigned. If the candidate misses these deadlines, the Master's thesis is graded as "failed" (5.0) and considered not to have been passed unless the candidate is not responsible for not meeting the deadlines. The topic may only be returned in accordance with the in § 16 paragraph 6 sentence 2 stated deadlines and only if the candidate had not already once returned a previous topic.

(7) The first supervisor may hand back the thesis allowing the candidate to rework the thesis if it is not considered sufficient but can be improved. The reworked version of the written thesis may be submitted within four weeks. If this deadline is not met, the former version will be graded. In exceptional cases, the Board of Examiners may extend this deadline to a maximum of twelve weeks.

§ 19 Final oral examination

(1) Admission requirement for the oral examination is a successfully completed Master's thesis, at least graded as "sufficient" or "D / pass".

(2) The purpose of the final oral examination is for candidates to prove that they have mastered the inter-relationships between the individual disciplines of their subject and are able to assess specialist problems accordingly. Additionally, the oral examination shall assess whether the candidate has wide fundamental knowledge, as well as specialised knowledge in specific fields of the subjects to be examined.

(3) The final oral examination is carried out by three examiners – two from either Indonesia or Vietnam and one from Germany, assigned by the Boards of Examiners. The candidate has the right to propose an examiner. This does not, however, constitute a legal entitlement to be examined by a particular examiner. The Board of Examiners in charge of the Master's examination ensures that candidates are notified of examiners' names in due time.

(4) The final oral examination must be taken eight weeks after submission of the Master's thesis at the latest. If this deadline is not met, the final oral examination will be graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.

(5) The oral examination shall concern the content of all modules completed and the topic area on which the Master's thesis has been written.

(6) The final oral examination lasts for up to 30 minutes. The oral examination shall be conducted in English.

(7) §12 applies accordingly for the assessment of the examination. The examination is considered passed when the candidate's performance is graded as "sufficient" (4.0) or better by the three examiners. Where the assessments given differ, the average shall serve as the final grade.

(8) Essential content and the results of the oral examination shall be recorded in the

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written minutes. Candidates must be notified of examination results immediately following the oral examination.

§ 20 Passing the examination, overall grade

(1) The Master's examination is passed when all examination components according to § 13 paragraph 1 have been graded as "sufficient" (4.0) / "passed" or better.

(2) The final grade is calculated based on the results of the examinations to prove the successful completion of course modules as well as the Master's thesis and the final oral exam, weighed as follows:

Course Results Foundational Studies:	25%
Course Results Advanced Studies:	25%
Course Results Specialized Studies:	25%
Grade of the Master's Thesis:	15%
Grade of the final oral examination:	10%

(3) The final grade is stated according to § 12 paragraph 3 as well as in percentage points and a relative grade according to § 12 paragraph 5.

(4) If the final grade "very good" (1.0) is assigned, the mark "with distinction" will be added to the grade.

§ 21 Master's diploma and certificate

(1) After the Master's examination has been passed, a diploma shall be issued within eight weeks, after all examination results have been received. This diploma shall be in German and English and shall state the individual modules completed and the grades and credits gained (credit points), the topic and grade for the Master's thesis, and the overall grade. The diploma is dated with the day of the last examination component. The chairperson of the Board of Examiners must sign it.

(2) In addition to the Master's diploma, a "diploma supplement" shall be provided in German and English, which shall contain additional information about the content and structure of the degree Program. In particular, it shall include the names of individual modules along with the examination components completed and credits gained.

(3) A bilingual Master's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Master of Science" in Social Protection. The certificate is signed by the Dean of the Medical Faculty of Heidelberg University and the head of the study program at the University of Heidelberg and shall be sealed with the University of Heidelberg seal.

(4) Together with the diploma and certificate of the University of Heidelberg, an English diploma and an English certificate from the National Economics University, Hanoi or the Universitas Indonesia, Jakarta, will be issued.

(5) The Vietnamese, Indonesian or German certificates have to clearly indicate that

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the Master's degree is a joint degree (double degree). The academic degree of the other university has to be stated on every certificate.

(6) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and on presentation of supporting documents and the certificate of ex-matriculation, a certificate will be issued that lists any completed examination components and their respective grades as well as the examination components still required for passing the Master's examination, and which indicates that the Master's examination has been failed.

Section III: Final provisions

§ 22 Invalidity of examinations

(1) If a candidate has deceived in an examination and this is only discovered after the diploma has been issued, the Board of Examiners may correct the examination results affected by the deception accordingly and may declare the examination partially or completely failed.

(2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the Board of Examiners will make a decision on the matter.

(3) Before a decision is made, the candidate will be given the opportunity to provide an explanation.

(4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deception, the Master's certificate will be confiscated along with the fraudulent examination diploma. In accordance with paragraph 1 and paragraph 2 sentence 2, a decision may not be made more than five years after the date indicated on the examination diploma.

§ 23 Access to examination documents, keeping records

(1) After the examination procedure has been completed, the candidate has the right to request access to examination documents. Requests must be made in writing and within one year of the examination result being announced. The respective Board of Examiners will decide when and where such access will be given.

(1) Examination documents are kept at the respective university in charge of the respective examination.

§ 24 Coming into force

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

Heidelberg, DD/M/YY

Prof. Dr. Dr. h.c. Bernhard Eitel
President of the University

Appendix 1: Modules and time schedule for the Master's Degree Course Social Protection

I. Overview

The Master Program in Social Protection has **a modular format in three semesters (18 months):**

1. Semester (30 ECTS = 900 hours SIT): Basic modules (foundational studies) either at the University of Indonesia or NEU in Vietnam incl. additional online course either in financing pension systems or financing health systems;

2. Semester (30 ECTS = 900 hours SIT): Advanced modules in Germany / Europe – Heidelberg University, Greifswald University, Maastricht School of Governance, one of the various internship places at institution in social protection in Germany / EU / Vietnam, Indonesia, Philippines, Cambodia, or Thailand;

3. Semester (30 ECTS = 900 hours SIT): Specialization modules either at the University of Indonesia or NEU in Vietnam, incl. Master's thesis.

II. Modules

ECTS = European Credit Transfer System

ACTS = Asian Credit Transfer System

Modules	ECTS	ACTS
A) Foundational Studies	30	21
Module A1: Applied Statistics	5	3,5
Module A2: Financial Management & Accounting	5	3,5
Module A3: Economics	5	3,5
Module A4: Philosophy in Social Protection	5	3,5
Module A5: Research Methods	5	3,5
Module A6 E-learning (elective)	5	3,5
Module A6.1: Pension Systems Financing		
Module A6.2: Health Systems Financing		
B) Advanced Studies	30	21
Module B1: Social Protection Economics and Modelling	6	4,2
Module B2: Governance of Social Protection	6	4,2
Module B3: Monitoring & Evaluation (M&E) of Social Protection Systems	6	4,2

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Module B4: Start of the research phase during the internships with thesis topic definition	6	4,2
Module B5: Research phase with submission of the topic and thesis design	6	4,2
C) Specialization	30	21
Module C1–C3: Specialization Modules (elective) Note: For each module, 4 of the offered sub-modules must be completed.	20	14
Module C1: Social Assistance (SA) Systems C1.1: Economic Growth and Social Inclusion C1.2: Social Assistance Targeting and Mechanisms C1.3: Social Assistance Interventions and Characteristics C1.4: Benefit Level of Social Assistance Program C1.5: Financing and Management of Social Assistance Systems	5 5 5 5 5 (4x5) = 20	14
Module C2: Pensions and other Social Insurance Systems C2.1: Socio-economic & demographic contexts of the pension/insurance systems C2.2: Pension Economics C2.3: Structural and Financial Perspectives of Pension Schemes C2.4: Actuarial Projections of a Pension System C2.5: Other Insurance Schemes	5 5 5 5 5 (4x5) = 20	14
Module C3: Health Protection Systems C3.1: Universal Health Coverage C3.2: Managing Social Health Insurance C3.3: Supply side health care C3.4: Strategic Purchasing C3.5: Economic Evaluation in Health Care	5 5 5 5 5 (4x5) = 20	14
Module G Research phase completion and thesis writing	10	7
Total	90	63

III. Time schedule and credits

ECTS = European Credit Transfer System

ACTS = Asian Credit Transfer System

Week	Content	Semester / location
	Thesis defence / Exam	
63- 70	Module G Research phase completion and thesis writing (10 ECTS / 7 ACTS)	
49-62	Module C3: Health Protection Systems C3.1: Universal Health Coverage C3.2: Managing Social Health Insurance C3.3: Supply side health care C3.4: Strategic Purchasing C3.5: Economic Evaluation in Health Care Module C2: Pensions and other Social Insurance Systems C2.1: Socio-economic & demographic contexts of the pension/insurance systems C2.2: Pension Economics C2.3: Structural and Financial Perspectives of Pension Schemes C2.4: Actuarial Projections of a Pension System C2.5: Other Insurance Schemes Module C1: Social Assistance (SA) Systems C1.1: Economic Growth and Social Inclusion C1.2: Social Assistance Targeting and Mechanisms C1.3: Social Assistance Interventions and Characteristics C1.4: Benefit Level of Social Assistance Program	Module C1–C3: Specialization Modules (elective) Note: Each student can select one of the three modules and for each module, 4 of the offered sub-modules must be completed.

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	C1.5: Financing and Management of Social Assistance Systems					
45-48	Module B5: Research phase with submission of the topic and thesis design (6 ECTS/4,2 ACTS)				Asia	
42-44	Transfer to Asia (1					
38-41	Module B4: Start of the research phase during the Internships with thesis topic definition (6 ECTS/4,2 ACTS)				Internship places	
24-37	Module B1: Social Protection Economics and Modelling (6 ECTS / 4,2 ACTS)	Module B2: Governance of Social Protection (6 ECTS / 4,2 ACTS)	Module B3: Monitoring & Evaluation (M&E) of Social Protection Systems (6 ECTS / 4,2 ACTS)		B) Advanced Studies (Heidelberg)	
23	Introduction Germany				Intro Germany (Heidelberg)	
21-22	Transfer to Germany (2 weeks)					
17-20	Module A6 E-learning (elective) (5 ECTS / 3,5 ACTS) - Module A6.1: Pension Systems Financing - Module A6.2: Health Systems Financing				Online (Asia)	
2-16	Module A1: Applied Statistics (5 ECTS / 3,5 ACTS)	Module A2: Financial Management & Accounting (5 ECTS / 3,5 ACTS)	Module A3: Economics (5 ECTS / 3,5 ACTS)	Module A4: Philosophy in Social Protection (5 ECTS / 3,5 ACTS)	Module A5: Research Methods (5 ECTS / 3,5 ACTS)	A) Foundational Studies (Asia)
1	Introduction Asia					Intro Asia (Asia)