

# General Terms and Conditions

These general terms and conditions apply to the *Medical Data Science* training programme at the Institute for Medical Biometry and Informatics, Department of Medical Biometry, at Heidelberg University, hereinafter also abbreviated as IMBI.

All titles in this document, be they official, job, status, or functional, are expressed in the German version in the masculine form. They refer equally, however, to men and women, and may also be used in the corresponding feminine form.

## Application

This training programme is intended for graduates of programmes in Biostatistics/Statistics, Medicine, and neighbouring disciplines (e.g. psychology, mathematics) who have a specialisation in statistics. The degree programme is offered on an annual basis, beginning in the Winter semester.

The application deadline is 31 July of each year. A minimum of ten participants are required in order for the training programme to be held. The programme is limited to a maximum of 25 participants. Should there be more applications than places available, applicants will be considered according to the date of receipt of applications. Only complete applications will be considered.

The following documents must be submitted:

- Registration form (signed)
- Application form (signed)
- Non-official copy of the grade transcript from the applicant's degree programme
- Curriculum vitae
- Documentation of advanced knowledge in statistics (if applicable)

The documents must be submitted via e-mail or post no later than the application deadline to the following address:

Institute of Medical Biometry and Informatics  
Department of Medical Biometry  
Universität Heidelberg  
Marsilius-Arkaden, Turm West  
Im Neuenheimer Feld 130.3  
D-69120 Heidelberg  
E-mail: [✉ datascience@imbi.uni-heidelberg.de](mailto:datascience@imbi.uni-heidelberg.de)

## Registration

The deadline for submission of the fully completed and personally-signed application for registration to the IMBI is no later than 31 July of the respective year. For registrations/applications submitted before 1 June, the early-booker discount may be applied (see "Tuition Fees" chapter).

The date of application will be the date of receipt at the IMBI. Registration is legally binding. With their signature on the registration form, participants certify their acceptance of the “General Terms and Conditions”. All necessary forms/documentation (see “Application” chapter) must be submitted at the time of application.

### **Admission requirements**

Generally, applicants fulfilling the following criteria will be admitted to the *Medical Data Science* training programme:

- A university degree in one of the following degree programmes: Biostatistics, Statistics, Mathematics, Medicine, Psychology, or another relevant degree programme that includes advanced knowledge in mathematics/statistics
- Documentation of advanced knowledge in mathematics/statistics; this knowledge may have been acquired as part of a university degree programme or through another form of education.

### **Admission**

The head of the degree programme will assess whether applicants meet the requirements for participation and make decisions regarding admission to the training programme. Admission is then granted in accordance with the official admission requirements.

### **Withdrawal and revocation of admission**

The IMBI may revoke admission to the programme if it is subsequently established that the admission requirements have not been fulfilled or that admission was obtained through deceit, coercion, or bribery. In the event that withdrawal or revocation of admission is required by the IMBI, applicants will not be eligible for any reimbursement of fees. If the programme organiser suffers any additional costs in association with withdrawal or revocation of admission, these costs must be borne by the applicant.

### **Withdrawal of registration**

Until 31 July, applicants may withdraw from the programme at no further cost. Withdrawals must be submitted in writing to the IMBI. Compliance with this deadline will be determined by the date the notice of withdrawal is received by the IMBI. For withdrawals submitted after 31 July, a withdrawal fee will be charged. In exceptional justifiable cases, this withdrawal fee may be waived. This will particularly apply if an applicant on the waiting list is able to take the participant’s place or if the person withdrawing names a substitute participant who fulfils all of the admission requirements for the training programme.

For withdrawals after 31 July, the withdrawal fee will be assessed as follows:

- 1 August until 31 August: 250€ withdrawal fee (administration fee)
- 1 September until 30 September: 1,000€ withdrawal fee
- 1 October (start of winter term) or later: 100% of the tuition fee

### **Withdrawal from individual courses**

Participants who will be unable to take part in a specific course are requested to inform the IMBI in writing (e.g. via e-mail to [datascience@imbi.uni-heidelberg.de](mailto:datascience@imbi.uni-heidelberg.de)). Failure to attend a course, partially or in whole, will not entitle the registrant to a reduction or waiver of the tuition fee.

### **Tuition fee**

The tuition fee for the comprehensive training programme is 6,000€. For applications received before 31 May, the early booking discount will apply, reducing the tuition fee to 4,995€. Payment of the tuition fee becomes legally binding upon confirmation of admission to the programme. The tuition fee must be paid no later than the date stated on the invoice. The following rules apply:

- The first instalment of 1,000€ must be paid by 1 September,
- the remainder of the tuition fee must be paid no later than 1 October.

The fee is payable via bank transfer to the account provided by the IMBI; any bank fees or other expenses are the responsibility of the person making the payment. Failure to attend a course, partially or in whole, will not entitle the registrant to a reduction or waiver of the tuition fee. The fee provides compensation for the services detailed in the programme announcement.

### **Examinations**

Generally, examinations will be in written form. Examinations may consist of an examination, a term paper, or a graded project. The type and duration of examinations are set forth in the module handbook.

If a written examination consists of a term paper or project, candidates must certify that they are the sole authors of their work and have used no sources or aids other than those indicated.

### **Unexcused absence, withdrawal, failure to meet deadlines, and deception**

An examination will be graded as "failed" (5.0), if a candidate fails to appear and is unable to provide a valid reason for his or her absence, or if the candidate withdraws after the examination has commenced. This will also apply if the candidate fails to complete a written examination by the established deadline.

Reasons for withdrawal or absence must be plausible and be submitted immediately in writing to the IMBI. 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.

If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If candidates disrupt the proper course of the examination, the examiner or examination supervisor may exclude

them from taking further part in the examination, in which case the examination result will be graded as "failed" (5.0).

### **Retaking examinations**

If examination components are not passed, they may be retaken once. Retaking an examination that has been graded as passed is not permitted. Examinations that have not been graded as passed must be retaken no later than 1 September (one month before the end of the programme).

### **Assessment of examination components**

Grades for the individual examination components are determined by the respective examiners. The following grades must be used for assessment of examinations:

1 = very good = an outstanding performance;

2 = good = a performance which lies substantially above average requirements;

3 = satisfactory = a performance which corresponds to average requirements;

4 = sufficient = a performance which, despite deficiencies, still meets the requirements,

5 = failed = a performance which, due to considerable deficiencies, does not meet the requirements.

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

### **Projects**

Only students who have completed modules 1–3 (see module handbook), will be approved for project work. No later than two weeks following completion of the Module 4 practice course, a one- to two-page description of the proposed project work must be submitted to the IMBI (normally required to be written in English; via e-mail to [datascience@imbi.uni-heidelberg.de](mailto:datascience@imbi.uni-heidelberg.de)). The IMBI will respond with a notification regarding the project until Friday of the following week after the receipt of the description. The three-month window of time for the project work begins with the first Monday after receipt of this notification from the IMBI. Normally, no extensions will be granted.

The project report is normally required to be written in English and to be submitted in PDF form to the IMBI (via e-mail to [datascience@imbi.uni-heidelberg.de](mailto:datascience@imbi.uni-heidelberg.de)). The project report will be assessed by an evaluator. Following completion of the project report, a presentation on the project must be held. The grade for this presentation will be included in the final grade.

A project that has not been graded as passed may be retaken once. A new topic must be chosen and a one- to two-page description must be submitted to the IMBI. This process must be completed no later than 1 May of the following year. Retaking a project that has been graded as passed is not permitted.

### **Recognition of course credits and examination results**

Course credits and examination results will be recognised as long as there is no significant deviation in terms of the skills acquired, courses taken, and degree obtained through the

programme. It is the applicant's responsibility to provide all information necessary for credits to be recognised. Projects will not be recognised.

### **Certificate**

Upon successful completion of the *Medical Data Science* training programme, Heidelberg University will confer participants with a certificate. Once candidates have successfully completed the mandatory courses and examinations, the IMBI will issue the certificate. Along with the certificate, a Transcript of Records will be issued, stating the individual modules completed and the credit points earned. The Transcript of Records will also state the topic and grade for the project work as well as the overall grade. Upon request, individual certification of successful participation in every module (incl. grade) or every course (without grade) may be provided.

The calculation of the overall grade is based on the average of the module grades of modules 1–3 and the project work (this means that the grades of modules 1–3 and the project grade will be weighted by 1/4 in the overall grade). The overall grade is determined as follows:

for an average up to/including 1.5	very good
for an average of between 1.6 and up to/including 2.5	good
for an average of between 2.6 and up to/including 3.5	satisfactory
for an average of between 3.6 and up to/including 4.0	sufficient.

### **Programme cancellation**

If the minimum number of participants (ten persons) has not been reached by the beginning date of the programme, the training programme will not be held. Registrants will be informed accordingly, no later than two weeks before the beginning of the programme (but latest till 1 October). If the training programme cannot be held, any fees that have already been paid will be reimbursed. No other claims will be considered.

### **Change of professors, instructors, and venues**

IMBI reserves the right to make minor changes to training programme times, venues, or personnel (e.g. in the event of illness of a professor). These changes do not entitle the participant to withdrawal from the programme or to a reduction of the tuition fee. Should minor changes to training programme times, venues, or personnel be unavoidable, the IMBI will, in consultation with the participants when possible, postpone the course or find a substitute instructor. No further claims to the IMBI will be considered.

### **Exclusion of liability**

There is no insurance coverage for the participants of the training programme. The IMBI does not assume any liability for any personal injury, material damage, or damage to property that may arise during any part of the training programme.

### **Data protection**

Within the scope of legal provisions, the IMBI stores personal data required for the fulfilment of its duties during the registration process or for the realisation of scientific training programmes. All data is treated as confidential.

### **Subsidiary agreements**

In order to take effect, all subsidiary agreements are required to be documented in writing.