

Medical Data Science
Diploma of Advanced Studies

Heidelberg University Hospital
Institute of Medical Biometry

General Terms and Conditions

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1. Foreword

These general terms and conditions apply to the *cycle 2022/2023 of the Medical Data Science* training program at the Institute of Medical Biometry, 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 be used in the corresponding feminine form.

2. 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 30 June of each year. A minimum of eight participants are required 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 application. 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
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)

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.

3. Registration

The deadline for submission of the fully completed and personally-signed application for registration to the IMBI is no later than 30 June of the respective year. For registrations/applications submitted before 15 May, 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.

Withdrawal of registration

Until 30 June, 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 30 June, 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 30 June, the withdrawal fee will be assessed as follows:

- 01 July until 31 July: 250€ withdrawal fee (administration fee)
- 1 August 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). Failure to attend a course, partially or in whole, will not entitle the registrant to a reduction or waiver of the tuition fee.

4. Tuition fee

The tuition fee for the comprehensive training programme is 6,000€ and the reduced tariff is 5,600€. The reduced tariff is applicable to employees from university institutions and health authorities. For applications received before 30 June, 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 August,
- 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.

5. 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.

A time shift of examinations to the next term is only once possible. Reasons for shifting must be plausible and valid and be submitted immediately in writing to the IMBI.

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

The respective examiners determine grades for the individual examination components. 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.

List of examinations:

1) Homework Module 1:

A written homework for Module 1 is prepared and corrected by the course coordinators of the course "Working with Data, Plotting, Reproducibility and Presentation" from Module 1. The participants have 2 months' time to complete and hand in the homework.

The homework is usually to be written in English and submitted as a pdf document to the IMBI (by email to datascience@imbi.uni-heidelberg.de). One reviewer will evaluate the homework.

2) Written Exams of Module 2 and 3:

Only participants who have attended modules 1 and 2 (see module handbook) can be admitted to the module 2 exam. Only participants who have attended modules 1 to 3 (see module handbook) can be admitted to the module 3 exam. The module exams for modules 2 and 3 will be prepared by the course coordinators and lecturers of the respective courses and should cover a processing time of 45 minutes per course from module 2 and 45 minutes per course from module 3.

A handwritten A4 page per course from modules 2 and 3 may be taken to the exam. The respective course coordinators and lecturers evaluate the module exams.

3) Project work of Module 4:

Only students who have completed modules 1 to 3 (see module handbook), will be approved for project work. No later than two weeks following completion of the practice course of module 4, 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). The IMBI will respond with a notification regarding the project within 2 weeks after the receipt of the description. In case of a positive feedback from the IMBI, the 3-month processing time starts with the receipt of the positive feedback. Besides of the positive feedback, the IMBI reserves the right to request a revision of the description, which must be done within 2 weeks. The IMBI then has 2 weeks to reply.

The 3-month window of time for the project work begins 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). A reviewer will evaluate the project report. Following completion of the project report, a presentation on the project must be held. 2 reviewers will evaluate the presentation. The grade for this presentation will be included in the final grade (written project work 70%, presentation of project work 30%).

The project work will be graded as "failed" (5.0), if it is not submitted or presented within the established deadline.

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.

6. 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 the weighted sum of the grades of modules 1 to 3 and the project work of module 4. The weights correspond to the effort. This means that the grade of modules 1 will be weighted by 10 % and the grades of module 2, module 3 and the project work will be weighted by 30% each.

The overall grade is determined as follows:

Up to/including 1.5 very good

1.6 and up to/including 2.5 good

2.6 and up to/including 3.5 satisfactory and
up to/including 4.0 sufficient.

7. Attendance of individual courses

Registration

The courses of the *Medical Data Science* training program can be booked individually without taking part in the complete program. It is not possible to attend the courses „Introduction into Data Science” and module 4 individually. The Deadline for submission of the registration form (online) is 3 weeks before the beginning of the course. The course is limited to a maximum of participants. A certificate of attendance for the individual courses is provided. Participation in the examinations is excluded.

Course fee

The fee for a 3-day course is € 590; discounted rate for affiliated with a university € 530. The fee for a 2-day course is € 470; discounted rate for affiliated with a university € 420.

Cancellation

The cancellation policy is as follows:

For withdrawals after 14 days before the course begins, the withdrawal fee will be assessed by 25% of the fee. Withdrawal after 7 days before the Course begins is not possible; the fee will be assessed by 100%. Attendee substitutes may be made at any time.

8. Programme cancellation

If the minimum number of participants (eight 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 until 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.

9. 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 lecturer). The courses may take place in parts or as a whole online (virtual conferences) if in-classroom teaching is not possible. 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 are 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.

10. 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.

11. 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.

12. Subsidiary agreements

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