

The following document is an English translation of the original and binding German language version of the document «Wegleitung zur Studien- und Prüfungsordnung für den Masterstudiengang "Master of Science in Health Sciences (120 ECTS-Punkte)"

Guidelines for the Study and Examination Regulations for the Master's Program "Master of Science in Health Sciences (120 ECTS Points)" (Hereinafter MSc Health 120) under the Faculty of Health Sciences and Medicine at the University of Lucerne

valid from February 26, 2024

The Faculty Assembly,

based on the "Study and Examination Regulations for the Bachelor's and Master's Programs in Health Sciences under the Faculty of Health Sciences and Medicine at the University of Lucerne" dated February 1, 2024,

states:

1 General provisions

§ 1 *Admission requirements*

¹ Admission to the MSc Health 120 without obligations requires successful completion of a university bachelor's degree or an equivalent university degree in one of the following courses of study:

Category: health, medicine, sport

Human medicine, dental medicine, veterinary medicine, nursing, pharmaceutical science, public health, health sciences and technology, movement and sports science

Category: law and economics

Business management, economics, law

Category: humanities and social sciences

Political science, sociology, communication and media studies, ethnology, psychology, behavioral science, special needs education, philosophy

Category: science, mathematics and computer science

Biology, biochemistry, biotechnology, chemistry, geography, environmental science, physics, neuroscience, mathematics, computer science, computational sciences, business informatics

² Admission to the MSc Health 120 from other bachelor's degree courses or equivalent university degree courses may be granted without obligations following an equivalence check, provided that this is a course of study comparable to those in section 1 and at least 60 ECTS points were acquired in the subject areas listed in section 1. The faculty's study and examination board is responsible for conducting the equivalence check.

³ Admission to the MSc Health 120 with a bachelor's degree in a different university subject or with a bachelor's degree from an accredited Swiss university of applied sciences may be granted if this is in a course of study comparable to those in section 1. In this event, admission will be with obligations of 20 to 60 ECTS points and may involve providing proof of specific knowledge.

⁴ Degrees from foreign universities of applied sciences from countries that have a bilateral agreement on the equivalence of degrees in higher education are subject to the provisions set out in section 3. Admission to the MSc Health 120 is not possible with other foreign bachelor's degrees or with degrees from unrecognized or non-accredited universities.

2 Study structure and requirements

§ 2 *Structure of study programs*

¹ The course consists of basic and in-depth studies and comprises 120 ECTS points.

² The basic studies include modules that are mandatory for all students:

- Principles of Health Sciences (30 ECTS points)
- Advanced Research Methods (12 ECTS points)
- Academic and Professional Skills (6 ECTS points)

³ The in-depth studies are made up of the following:

- Specialist subject (*Major*) (30 ECTS points)
- Research internship (18 ECTS points)
- Master's thesis and oral master's examination (24 ECTS points)

⁴ The following majors can be selected for the in-depth studies:

- Health Communication
- Health and Social Behavior
- Health Economics and Policy
- Health Services Research
- Health Data Science

⁵ Only one major may be selected for the in-depth studies. The choice of major is binding when registering for the master's thesis and oral master's examination.

⁶ Modules may include various courses or academic achievements. Courses within modules may be compulsory or elective. The specific design of each module and the associated assessment types will be announced before the beginning of the semester in the course catalog and via the faculty's communication platform.

§ 3 *Study requirements for basic studies (48 ECTS points)*

¹ The basic module Principles of Health Sciences (30 ECTS points) covers courses that are compulsory for all students and are offered every fall semester:

- Health, Person & Society (6 ECTS points)
- Health Systems and Services (6 ECTS points)
- Basics in Clinical Medicine (6 ECTS points)
- Basic Research Methods (6 ECTS points)
- Introduction to Public Health (6 ECTS points)

² The basic modules *Advanced Research Methods* (12 ECTS points) and *Academic and Professional Skills* (6 ECTS points) comprise various courses that are offered in the fall or spring semesters, and from which students can choose freely.

§ 4 *Study requirements for in-depth studies (72 ECTS points)*

¹ Courses amounting to at least 30 ECTS must be completed for the major, consisting of:

- Compulsory courses for the major selected (21 ECTS points)
- A free choice of academic achievements from the entire range of major courses (9 ECTS points)

² The research internship amounts to 18 ECTS points.

³ The master's thesis amounts to 18 ECTS points, and the subsequent oral master's examination is 6 ECTS points.

§ 5 *Written assignments*

¹ Additional ECTS points that can be accredited to the major may be acquired from written assignments completed as part of specifically advertised in-depth study courses.

² 3 ECTS points are granted for a passed written assignment.

³ A maximum of two written assignments may be accredited as part of the free choice of academic achievements.

§ 6 *Additional academic achievements*

¹ Additional academic achievements may be completed from the wider range of courses within the in-depth studies, from the wider range of faculty courses, or from courses offered at other faculties. These will be listed as additional academic achievements in the performance record.

² Additional academic achievements do not count towards the overall grade for the degree.

3 Examinations

§ 7 *Registration for examinations*

¹ Students are required to register for all examinations. Students who have not registered will not be permitted to sit examinations.

² The deadlines for registering/deregistering for an examination will be announced on the Faculty of Health Sciences and Medicine examinations website by the beginning of the semester.

³ Late registrations will not be accepted. Once the registration/deregistration deadline has passed, registration becomes binding. Registrations may then only be withdrawn for urgent, unforeseeable and unavoidable reasons.

§ 8 *Compensation for disadvantage*

¹ Students with disabilities or chronic illnesses may apply to sit examinations in conditions that compensate for this disadvantage. The aim is to ensure an equal chance for such students by allowing them to sit examinations under conditions adapted to their individual needs. Please see the University of Lucerne's "Guidelines for the Granting of Conditions to Compensate for Disadvantage".

² A request for compensation for disadvantage must be submitted to the dean of studies, addressed to the study and examination board, by October 15 or April 15 in order to be considered for the current semester's examinations.

§ 9 *Non-attendance at examinations*

¹ If the candidate does not attend the examination or does not complete the examination without a valid reason, the examination shall be considered failed or awarded a grade of 1.

² Withdrawal from an examination after expiry of the deadline for registration is only possible for urgent, unforeseen and unavoidable reasons. Such reasons include illness or accident, the birth of a child, the death of a close relative and serious disruption to traffic (evidence required).

³ Withdrawal must in all cases be reported to the dean of studies by email or telephone before the start of the examination. Withdrawal is not possible once the examination has started.

⁴ Original documents are required in order to withdraw from examinations without repercussions. Illness or accident are evidenced by a certificate attesting inability to take the examination (medical certificate), the birth of a child by a birth certificate, death of a close relative by a death certificate or obituary, and serious disruption to traffic by confirmation from the transport company for the relevant period and route.

⁵ All documents must be reported before the start of the examination and copies or originals must be submitted to the dean of studies on the day of the examination. If the student is unable to submit the original document by the date of the examination, it must be received by the dean of studies, together with a statement of the reason for the delay, no later than five (5) working days after the respective examination date. If posted, the date of postmark shall serve as proof.

⁶ Medical certificates must show the date, stamp and doctor's original signature. Scanned signatures will not be accepted. Confirmations of appointments will not be accepted.

⁷ Issuing and/or using medical certificates or other documents containing false or fraudulent information may have consequences under criminal law (cf. in particular Art. 251 and 318 of the Criminal Code). Certificates that appear to have been issued "as a favor" will be notified to the authorities. The dean of studies reserves the right to seek the opinion of an independent medical examiner.

§ 10 *Improper conduct*

¹ Improper conduct during an examination is deemed to be the points listed in the "Study and Examination Regulations for the Bachelor's and Master's Programs in Health Sciences under the Faculty of Health Sciences and Medicine at the University of Lucerne". Improper conduct will result in the examination being declared not passed (a fail or a mark of 1) and may lead to the temporary or permanent termination of enrollment.

§ 11 *Digital examinations and assessment*

¹ If an examination is being conducted digitally, the following conditions apply:

- The technical requirements necessary for proper administration of the digital examination (e.g. software installation, a suitable and stable internet connection) must be set up and tested by students as early as possible, and definitely before the examination session begins.
- The faculty reserves the right to check and monitor assessments using the technical resources designated by the faculty for this purpose.
- The faculty may require students to sign a declaration of honesty before sitting examinations.
- The university and the faculty provide students with the software they require to complete the examination, such as learning management software or communication and correspondence software.

² The faculty is entitled, for the purposes of assessment and monitoring compliance with regulations, to process the personal data this requires and perform acts of use. Specifically, this includes copying written assessments and permanently storing them in a database, as well as using them to review work by third parties or making them available for this purpose.

§ 12 *Repetition of examinations*

¹ In the event of a fail, students may re-sit examinations on the condition that the study subjects are still offered, and provided that the upper limit for failed attempts as per the applicable Study and Examination Regulations has not been exceeded. Students cannot re-sit examinations that they have already passed.

² The modalities of repeating examinations are set out in the “Study and Examination Regulations for the Bachelor’s and Master’s Programs in Health Sciences under the Faculty of Health Sciences and Medicine at the University of Lucerne”.

³ As a rule, it is possible to repeat a failed examination during the examination session, provided that the course continues to be part of the course offering. The student must re-register before the registration deadline. This is also required if students were obliged to withdraw from the first attempt for valid reasons. Students who do not take an examination for which they have registered, and who do not present a valid reason for this, may not attempt a re-sit examination during the next examination session.

⁴ If partial examinations are completed for an academic achievement but not all partial examinations have been completed or passed, these partial examinations may be carried forward for re-sits during the semester immediately following. If this does not occur, the partial examinations will expire.

§ 13 *Inspection of examination papers*

¹ The faculty offers students an opportunity to inspect examination papers after each set of results is published.

² Students must register for the examination inspection by emailing the dean of studies. The room, date and deadline for registration will be published on the Faculty of Health Sciences and Medicine’s examination website.

³ Students who are unable to attend the regular inspection date for an important reason (e.g. illness, accident, military service) will be offered an additional date. Students who are unable to attend the event must submit an original document as evidence. Employment or holiday are not considered reasons for an alternative inspection date.

⁴ An examination inspection generally takes 15 minutes per examination. No notes may be taken or written or electronic copies made of the documents during the inspection. Exchanging information with other people is not permitted during the examination inspection.

⁵ Formal errors (addition of points or uncorrected questions/pages) must be reported to the course director in writing immediately after inspection. In all other cases (corrections to content), a written application with detailed reasoning must be submitted to the Faculty’s study and examination board.

⁶ Under certain circumstances, administrative proceedings may be brought against examination decisions within 30 days of the decision being announced. Please refer to the “Information Sheet on Appealing Against Examination Decisions by the University of Lucerne”.

4 Master’s thesis and oral master’s examination

§ 14 *General*

¹ The master's thesis is submitted during the final semester at the end of the master's program. The oral master's examination is then completed.

§ 15 *Registration for the master's thesis and oral master's examination*

¹ Registration for the master's thesis and oral master's examination, and thus to complete the master's program, is completed by submitting a supervision agreement to the faculty's dean of studies. The supervision agreement contains:

- Information about the first and second reviewers designated for the master's thesis
- Information about the topic
- Further details of the master's thesis supervision
- Information about the major in which the MSc Health 120 has been completed

² Registration must be completed within the following deadlines as per section 14:

- Registration by October 15 with master's thesis to be submitted by April 15, if the master's degree is being completed in the spring semester
- Registration by April 15 with master's thesis to be submitted by October 15, if the master's degree is being completed in the fall semester

³ Registration is binding. In individual cases, the study and examination board may approve the withdrawal of an application upon written justified request. The application to withdraw must be submitted within a month of registering. If the reasons submitted are accepted, the withdrawal will be treated as if no application had been submitted.

§ 16 *Master's thesis*

¹ The topic of the master's thesis is set by the first reviewer in consultation with the candidate. The topic and task must be of a scope that enables the master's thesis to be completed within a suitable period of time.

² The master's thesis should generally be completed in English.

³ The master's thesis must be submitted to the faculty (dean of studies) in digital form by the deadline.

⁴ The master's thesis must be submitted with a written declaration in which the candidate confirms that they have completed all of their work independently and did not use any sources or aids other than those referenced, and have not previously submitted the master's thesis as a master's thesis elsewhere.

§ 17 *Reviewer*

¹ The master's thesis is assessed by two reviewers. Reviewers are subject to the requirements of the "Study and Examination Regulations for the Bachelor's and Master's Programs in Health Sciences under the Faculty of Health Sciences and Medicine at the University of Lucerne".

² If the first and second reviewers' assessments differ, the study and examination board determines the grade for the master's thesis by calculating the arithmetic mean of the two review grades. If the first and second reviews differ by more than one grade, a third review will be obtained from a professor or a lecturer at the faculty who holds a doctoral degree. In this event, the arithmetic mean of all three reviews is used to determine the grade for the master's thesis.

§ 18 *Repeating a failed master's thesis*

¹ A master's thesis that has been revised in accordance with the study and examination regulations and ultimately deemed failed may be repeated a maximum of once, upon application to the study and examination board. This must tackle a new topic. No re-registration is required.

² Upon application by the candidate, a different first reviewer and/or second reviewer may be appointed for the repeat master's thesis.

§ 19 *Oral master's examination*

¹ Oral examinations are held during the faculty's examination sessions and require students to have first passed their master's thesis. The candidate will be informed of the deadline and of the examiners for the oral master's examination in good time by the study and examination board.

² The oral master's examination consists of a presentation on the master's thesis (max. 10 minutes) and questions on this, topics from the relevant in-depth studies, and the fundamentals of the health sciences. The oral master's examination lasts for a total of no more than 60 minutes.

³ Students are generally examined in English.

⁴ The oral master's examination is conducted by two professors as the examiners, with an assessor in attendance.

⁵ The examiners determine the grade following the oral master's examination. The assessor's views must be heard before the examination grade is determined.

⁶ The main topics and results and the beginning and end times of the oral master's examination must be recorded in minutes which must be signed by the examiners and assessor.

§ 20 *Re-sitting a failed oral master's examination*

¹ A failed oral master's examination may be re-sat a maximum of two times within two weeks of the first attempt.

² The date of the re-sit attempt for the oral master's examination will be communicated to the candidate by the dean of studies.

§ 21 *Failed master's thesis or oral master's examination*

¹ If the master's thesis or oral master's examination is failed, the dean of studies will inform the candidate of this decision in writing.

² If the master's thesis is also failed upon the second attempt or the oral master's examination upon the third attempt, the faculty will exclude the student from the program and inform them of the results in writing.

§ 22 *Deception and invalidity*

¹ If the candidate has engaged in deception for their master's thesis or oral master's examination and this deception only comes to light after the certificate has been awarded, the study and examination board may retroactively amend the grades for the academic achievement in which the candidate engaged in deception and deem the academic achievement to have been failed.

² If the requirements for admission to the master's thesis and oral master's examination are not met without any attempt to deceive on the part of the candidate, and this fact only comes to light after the certificate has been awarded, the shortcoming will generally be remedied by the fact of passing the academic achievements. The study and examination board may rule otherwise. If the candidate has

deliberately obtained wrongful admission, the study and examination board may deem the master's thesis and oral master's examination to have been failed.

§ 23 *Archiving and inspection of examination files*

¹ Once the appeal period has elapsed, the documents for the master's thesis and oral master's examination will be archived together with a copy of the master's thesis.

² Following completion of the master's program, the candidate may inspect the minutes of the oral master's examination upon application within a year. Candidates receive a copy of the master's thesis reviews with their degree certificate.

5 Research internship

§ 24 *Nature and organization of research internship*

¹ The research internship is a mandatory part of the MSc Health 120 and seeks to give students an insight into health science in practice.

² The research internship may be started no earlier than the second semester and comprises at least 400 hours of work.

³ The faculty helps students organize research internships by operating an internship platform where provider institutions can advertise internship positions. Candidates may also independently organize their own research internships. The study and examination board rules on accreditation. The candidate must submit an application for accreditation before confirming the internship.

⁴ Students may complete a maximum of one internship advertised via the internship platform.

⁵ Successful completion is documented by a confirmation form submitted to the dean of studies, signed by the institution providing the research internship.

§ 25 *Research internship and master's thesis*

¹ The master's thesis can build on the content of the research internship. An internship provider may require that the research internship be linked with a master's thesis. Details are set out in an agreement between the internship provider and the student.

6 Final provisions

§ 26 *Entry into force*

¹ This Guide shall come into force on February 26, 2024. It shall be published.