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Page: 1/8

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" an der Fakultät für Gesundheitswissenschaften und Medizin der Universität Luzern»

Guidelines to the Study and Examination Regulations for the Master's Program "Master of Science in Health Sciences" Under the Faculty of Health Sciences and Medicine at the University of Lucerne

valid from May 1, 2023

The Faculty Assembly,

based on the study and examination regulations for the Master's program "Master of Science in Health Sciences" (hereinafter MSc Health) under the Faculty of Health Sciences and Medicine (hereinafter the faculty) at the University of Lucerne dated June 26, 2019¹,

states:

1 General Provisions

§ 1 Admission Requirements

¹ Unconditional admission to the MSc Health requires the successful completion of a university Bachelor's degree or a study course of an equivalent higher education standard in one of the following fields of study:

Category: health, medicine, sport

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

Category: law and economics

Business management, economics, law

Category: humanities and social sciences

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

¹ SRL no. 546b

Category: natural sciences, mathematics and computer science

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

² Unconditional admission to the MSc Health is possible from other university Bachelor's programs or study courses of an equivalent higher education standard following an equivalence test, provided that this relates to a field of study comparable to those stated in section 1 and at least 60 ECTS points were acquired in the subject areas stated in section 1. The faculty's study and examination board (StuPA) is responsible for conducting the equivalence test.

³ Admission to the MSc Health with a Bachelor's degree in another university field of study or with a Bachelor's degree from an accredited Swiss university of applied sciences is possible provided that the field of study is comparable to those stated in section 1. In this case, admission must be conditional upon 20 to 60 ECTS points and may also require specific knowledge to be demonstrated.

⁴ For degrees from universities of applied sciences in foreign countries that have a bilateral agreement regarding equivalency in the higher education sector, the provisions set out in section 3 apply. Admission to the MSc Health is not possible with other degrees from universities of applied sciences in foreign countries or with degrees from unrecognized or non-accredited universities.

2 Study Structure and Study Requirements

§ 2 *Study Structure*

¹ The MSc Health consists of basic studies and in-depth studies and amounts to 120 ECTS points.

² Basic studies cover modules that are equally compulsory for all students:

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

³ In-depth-studies cover:

- The in-depth subject area (*major*) (30 ECTS points)
- A research internship (18 ECTS points)
- The Master's thesis and oral Master's examination (24 ECTS points)

⁴ Modules can include multiple courses or academic achievements. Courses within the module may be compulsory or elective. The particular configuration of the modules and the associated assessment types will be announced via the faculty's communications platform and course catalog before the semester begins.

§ 3 *Choice of Major and Minor*

¹ The following majors can be selected within the in-depth studies:

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

² Only one major may be selected for the in-depth studies. The choice of major becomes binding upon registration for the Master's procedure.

§ 4 *Study Requirements for Basic Studies (48 ECTS Points)*

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

- Human Functioning Sciences (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) include various courses that are offered in the fall and spring semesters, from which students have a free choice.

§ 5 *Study Requirements for In-Depth Studies (72 ECTS Points)*

¹ The major requires completion of academic achievements amounting to at least 30 ECTS points, consisting of:

- a. Compulsory courses in the selected major (21 ECTS points)
- b. A free choice of academic achievements from the major's entire range of courses (9 ECTS points)

² The research internship is worth 18 ECTS points.

³ The Master's procedure totals 24 ECTS points, consisting of:

- a. A Master's thesis (18 ECTS points)
- b. An oral Master's examination (6 ECTS points)

§ 6 *Written Assignments*

¹ Within specifically advertised courses under in-depth studies, additional ECTS points that can be accredited to the major may be gained from written assignments.

² A completed piece of a written assignment is awarded 3 ECTS points.

³ A maximum of two pieces of written assignments may be accredited within the free choice of academic achievements under the major.

§ 7 *Additional Academic Achievements*

¹ Additional academic achievements may be completed from the broader range of courses under in-depth studies, the broader range of courses under the faculty, or courses offered by other faculties. These will be designated as additional academic achievements on the performance record.

3 Examinations

§ 8 *Registering for Examinations*

¹ Registration is required for all examinations. Students may not sit an examination without having registered for it.

² The deadlines for registering or deregistering for an examination are communicated on the Faculty of Health Sciences and Medicine's website by the beginning of the semester at the latest.

³ Late registrations will not be accepted. Once the registration or deregistration deadline has passed, examination registrations are binding. Students may still withdraw for compelling unforeseeable and unavoidable reasons.

§ 9 *Disadvantage Compensation*

¹ Students with disabilities or chronic illnesses may apply for disadvantage compensation. This is designed to enable them to complete examinations or performance records under individually tailored conditions to ensure equality. The University of Lucerne's "Guidelines for Granting Disadvantage Compensation" apply.

§ 10 *Digital Examinations and Reviewing*

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

- a. 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.
- b. The faculty reserves the right to check and monitor assessments using the technical resources designated by the faculty for this purpose.
- c. The faculty may require the student to sign an honesty declaration as a condition for sitting the examination.
- d. The University and the faculty provide students with any software required to sit 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. This in particular 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.

§ 11 *Failure to Attend Examinations*

¹ If the candidate does not attend the examination or does not submit the examination work without a valid reason, the examination is deemed to have been not passed (a fail or a grade of 1).

² Deregistration after the deadline has passed is only permitted for compelling unforeseeable and unavoidable reasons. These reasons in particular include illness or accidents, the birth of a child, the death of a close relative, or verifiable major traffic delay.

³ Deregistration must always be completed before the examination starts by sending an email to or by phoning the dean's office. No deregistration is permitted once the examination has started.

⁴ Original supporting documents must be submitted to deregister from examinations without consequences. Illness or accidents are proven by a certificate attesting to the inability to sit the examination (doctor's certificate), the birth of a child by a birth certificate, the death of a close relative by a death certificate or obituary, and major traffic delay by written confirmation from the transport company covering the relevant time period and the affected route.

⁵ All supporting documents must be indicated before the beginning of the examination, and a copy or original submitted to the dean's office on the day of the examination. If the original supporting document cannot be submitted on the day of the course or examination, it must be submitted, together with justification for the delay, to the dean's office no more than five (5) working days after the relevant examination day. For submissions by post, the submission date is determined by the postmark.

⁶ Doctor's certificates must also display the doctor's original signature with date and stamp; scanned signatures will not be accepted. Consultation confirmations will also not be accepted.

⁷ Issuing and using false or falsified doctor's certificates or documentation may have serious criminal consequences (see in particular sections 251 and 318 of the Swiss Penal Code, StGB). Any suspected false certificates will be reported to the criminal authorities. The dean's office reserves the right to consult a medical officer.

§ 12 *Improper Conduct*

¹ Improper conduct during examinations is deemed to be the points listed in the "Study and Examination Regulations for the Master's Program 'Master of Science in Health Science'". Improper conduct will result in a failed examination (a fail or a mark of 1) and may lead to temporary or permanent termination of enrolment.

§ 13 *Resitting Examinations*

¹ In the event of a fail, an examination may be resat provided that the academic achievement is still a part of the course catalog and the maximum number of failed attempts stipulated in the relevant study and examination regulations has not been exceeded. Examinations that have been passed may not be resat.

² Resit methods are governed by the "Study and Examination Regulations for the Master's Program 'Master of Science in Health Science'".

³ If the course is still part of the course catalog, a failed examination can generally be resat during the next examination session. Reregistration is required by the registration deadline. This is also required if students have withdrawn from the first attempt for valid reasons. Students who fail to attend an examination they have registered for without a valid reason may not attend a resit examination during the next examination session.

§ 14 *Reviewing the Examination Results*

¹ The faculty offers access to the examination results for them to be reviewed once grades have been issued.

² Registration is required to access the examination results to review them and is made by emailing the dean's office. The venue, date and registration deadline for accessing the examination results to review them are published on the examination website for the Faculty of Health Sciences and Medicine.

³ An additional appointment for reviewing the results will be offered to students who were unable to attend the regular appointment for good reason (e.g. illness, accident, military). In this event, proof must be submitted as an original supporting document. Employment or vacations are not considered to be good reasons for providing an additional appointment for reviewing the results.

⁴ The appointment for reviewing the results generally lasts for 15 minutes per examination. No notes or other written or electronic copies of examination documents may be made during the appointment for reviewing the results. Information may not be exchanged with other people during the appointment for reviewing the results.

⁵ Formal errors (point counting or uncorrected tasks/pages) should be reported in writing to the course director responsible for the examination immediately after the appointment for reviewing the results. In all other cases

(content-related corrections), a written application with detailed justification must be submitted to the faculty's study and examination board.

⁶ Examination decisions may be contested under certain circumstances, within 30 days of being announced, via an administrative appeal. Please consult the "Information Sheet Regarding the Contestability of Examination Decisions at the University of Lucerne".

4 Master's Procedure

§ 15 *Structure*

¹ The Master's procedure consists of a written Master's thesis and an oral Master's examination.

§ 16 *Registering for the Master's Procedure*

¹ To register, a supervision agreement for the Master's procedure is submitted to the faculty (dean's office). The supervision agreement includes:

- a. Details of the first and second reviewers assigned to the Master's thesis
- b. Information about the topic
- c. Further information regarding supervision of the Master's thesis
- d. Details of the major in which the MSc Health is being completed

² Registrations for the Master's procedure can be submitted at any time. Separate deadlines apply for submitting the Master's thesis and oral Master's examination.

³ Registration is mandatory for Master's procedures. In individual cases, the StuPA may permit a registration to be withdrawn if there is a request justified in writing. The application to withdraw must be submitted no more than one month after registering for the Master's procedure. If the reasons given are accepted, the withdrawal will be treated as if no registration had taken place.

§ 17 *Master's Thesis*

¹ The topic of the Master's thesis will be set by the first reviewer in agreement with the candidate. The topic and task must be such that the Master's thesis can be completed within a suitable deadline.

² The Master's thesis is generally completed in English.

³ The Master's thesis must be submitted to the faculty (dean's office) in digital form by the deadline. The Master's thesis must be submitted by 15 April at the latest for completion in the spring semester, and by 15 October for completion in the fall semester.

⁴ A written declaration must be included with the Master's thesis, in which the candidate affirms that they have completed all parts of their work independently, have not used any sources or tools other than those referenced, and have not previously submitted the Master's thesis as a Master's thesis elsewhere.

§ 18 *Repeating a Failed Master's Thesis*

¹ A Master's thesis that has been revised as per the study and examination regulations and ultimately failed can be repeated a maximum of once, upon application to the StuPA. It must tackle a new topic. Reregistration for the Master's procedure is not required.

² Upon application by the candidate, a different first reviewer and second reviewer may be appointed for the repeated Master's thesis.

§ 19 *Oral Master's Examination*

¹ The oral Master's examination takes place during the faculty's examination sessions and requires the student to have passed their Master's thesis. The date and the examiners for the oral Master's examination will be communicated to the candidate by the StuPA in good time.

² The oral Master's examination consists of a presentation on the Master's thesis (maximum ten minutes) and questions on this, the topics from the relevant in-depth studies, and the general fundamentals of health sciences. The total duration of the oral Master's examination is no more than 60 minutes.

³ It is generally completed in English.

⁴ The oral Master's examination will be conducted by two professors as examiners, and in the presence of an assessor.

⁵ The examiners determine the examination 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, the beginning and end times of the oral Master's examination, and the examination grade must be recorded in minutes, which must be signed by the examiners and assessor.

§ 20 *Repeating a Failed Oral Master's Examination*

¹ A failed oral Master's examination may be repeated a maximum of once, upon application to the StuPA within two weeks of the first attempt.

² The date of the repeat oral Master's examination will be communicated to the candidate by the StuPA.

§ 21 *Passing, Failing and Repeating the Master's Procedure*

¹ If the Master's thesis or oral Master's examination (and thus the Master's procedure) is failed, the study and examination board will inform the candidate of this decision in writing.

² If the Master's procedure is ultimately failed, a written confirmation will be issued by the faculty including the examination results.

§ 22 *Deception and Invalidity*

¹ If there has been deception on the part of the candidate during the Master's thesis or oral Master's examination and this fact only becomes known after the certificate has been issued, the StuPA may subsequently adjust the grades for the relevant examination achievements in which the candidate's deception was identified, and deem the examination achievement to have been failed.

² If the requirements for admission to the Master's procedure would not have been fulfilled without the candidate's intent to deceive, and this fact only becomes known after the certificate has been issued, this situation will generally be remedied by their passing the examination. The StuPA may decide to rule otherwise. If the candidate has intentionally gained admission unjustifiably, the StuPA may deem the Master's procedure to have been failed.

§ 23 *Archiving and Access to Examination Files*

¹ Once the appeal period has elapsed, the Master's procedure documents and a copy of the Master's thesis are archived.

² Following completion of the Master's procedure, the candidate is granted access to the minutes of the oral Master's examination upon application within a year. The candidate receives a copy of the Master's thesis reviews with their degree certificate.

5 Research Internship

§ 24 *Nature of Research Internship and Organization*

¹ The research internship is a mandatory component of the MSc Health and is designed to offer students an insight into practical health science.

² The research internship may be begun in the second semester at the earliest, and is at least 400 working hours in scope.

³ The faculty helps students organize research internships by operating an internship platform where provider institutions can advertise internship positions. Candidates can also organize their own research internships. The StuPA will rule on their accreditation. The candidate must submit an application for accreditation before confirming the internship.

⁴ Successful completion is documented by a confirmation form signed by the institution providing the research internship, which is submitted to the dean's office.

§ 25 *Research Internship and Master's Thesis*

¹ The Master's thesis generally builds on the content covered in the research internship. An internship provider may require that the research internship is linked with a Master's thesis. Details will be laid out in an agreement between the internship provider and the student.

6 Final Provisions

§ 26 *Entry into Force*

¹ These guidelines enter into force on May 1, 2023. It shall be published.