

## **Study and examination regulations of the Albert Ludwig University for the continuing education course Master of Science Periodontology and Implant Therapy**

On the basis of section 32, paragraph 3, clause 1 and section 31, paragraph 1 together with section 19, paragraph 1, clause 2, no. 9 of the State Higher Education Act (LHG) from 1 January 2005 (Law Gazette, p. 1), last amended by article 2 of the Act from 23 February 2016 (Law Gazette, p. 108), the senate of the Albert Ludwig University adopted the following statute in its meeting on 29 June 2016.

The chancellor granted approval on [\[date\]](#).

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## **I. Contents and structure of the course**

### **Section 1 Scope of the study and examination regulations; academic qualification**

(1) These study and examination regulations apply to the continuing education course Master of Science Periodontology and Implant Therapy at the Albert Ludwig University.

(2) Following successful completion of the Master's examination, the Albert Ludwig University confers the academic qualification Master of Science (abbreviated M.Sc.).

### **Section 2 Access and admission requirements**

The access and admission requirements are regulated in the admission and enrolment regulations of the Albert Ludwig University and in the admission regulations of the Albert Ludwig University for the continuing education course Master of Science Periodontology and Implant Therapy.

### **Section 3 Outline and concept for the course**

(1) The continuing education course Master of Science Periodontology and Implant Therapy, which can be completed in either German or English, offers dentists the opportunity to specialise in periodontology and teaches a comprehensive, evidence-based treatment concept that is specifically designed for implementation in the dental practice. Students acquire the methodological and specialist expertise to understand the development of various types of periodontal disease based on current scientific knowledge and to make correct diagnoses. They also learn the ability to correctly assess complex or severe periodontal diseases and to competently treat them. Along with the theory, the continuing education course also specifically teaches manual implementation of treatment techniques (particularly non-surgical instrumentation and periodontal surgery techniques).

(2) The course has a modular structure and is designed as a part-time continuing education course to be completed in parallel with full-time employment; it makes use of the opportunities provided by distance education and information and communication technology (multimedia learning).

### **Section 4 Start of the course, normal duration of study and ECTS points**

(1) Students will only be admitted to the continuing education course Master of Science Periodontology and Implant Therapy in the winter semester.

(2) The normal duration of study is six semesters, including the time required to prepare the Master's thesis. The course corresponds to 110 ECTS points. According to the European Credit Transfer and Accumulation System (ECTS), all components of the course are awarded with ECTS points and the particular number of points is determined by the required working hours expected of the student. An ECTS point corresponds to an average workload of 25 hours.

(3) The course contents must be selected and limited in such a way that the course can be completed within the normal duration of study. The type, number and scope of the assessments and examinations must be defined in such a way that the time required to complete them corresponds to the ECTS points allocated to the particular teaching session or the particular module.

### **Section 5 Language**

(1) The teaching sessions and examinations in the continuing education course Master of Science Periodontology and Implant Therapy are conducted in both German and English.

(2) The prerequisite for completing the course in German is evidence of knowledge of the German language that corresponds to at least level C1 of the Common European Framework of Reference for Languages. The prerequisite for completing the course in English is evidence of knowledge of the English language that corresponds to at least level C1 of the Common European Framework of Reference for Languages.

### **Section 6 Course contents**

(1) In the continuing education course Master of Science Periodontology and Implant Therapy the modules listed in the following table with the associated teaching sessions must be completed in accordance

with the regulations in paragraphs 2 and 3. The modules are based on the principle of blended learning and combine face-to-face teaching sessions with online study. The teaching sessions that must be completed in the individual modules and the assessments and examinations are listed in the currently valid module handbook and students are notified in advance of these.

Module	Type	ECTS points	Semester	Assessment / examination
Applied Anatomy	V + S + Ü	6	1	PL: written and practical
Principles and Diagnostics	V + Ü	6	1	PL: written
Microbiology and Pharmacology	V	6	2	PL: written
Prophylaxis and Treatment Concept	V + Ü	8	2	PL: written
Surgical Periodontal Therapy I	V + Ü	7	3	PL: practical
Surgical Periodontal Therapy II	V + Pr	7	3	PL: written and practical
Treatment Skills I		14	3–6	SL
Treatment Skills II		14	3–6	PL: written
Aesthetics and Function	V + Ü	8	4	PL: written
Implantology	V + Ü	8	5	PL: written
Master Module		26	5–6	PL: Master's thesis PL: oral Master's examination

Abbreviations used in the table:

Type = type of teaching session; semester = recommended subject semester; Pr = practical; S = seminar; Ü = exercise; V = lecture; PL = examination; SL = assessment

(2) In the module Treatment Skills I, suitable patients from the student's own practice must be selected and treated by the student for the case documentation that is to be prepared in accordance with paragraph 3.

(3) In the module Treatment Skills II, a total of six case documentation reports must be prepared by the student in accordance with the requirements specified in the module handbook in which patient cases are processed in the form of a case history including a case discussion. The collected case documentation reports must be submitted to the examination office at the latest when the Master's thesis is submitted.

## II. Assessments and examinations

### Section 7 Scope and purpose of the Master's examination

(1) The Master's examination is intended to determine whether the student has acquired the specialist expertise taught in the continuing education course Master of Science Periodontology and Implant Therapy, can describe and critically assess the links and has the ability to autonomously apply the relevant scientific methods and knowledge.

(2) The Master's examination is made up of the examinations (module examinations) which includes the Master's thesis and the oral Master's examination.

(3) The Master's examination is passed if all module examinations have each been graded with at least a grade of 'sufficient' (4.0). All the ECTS points awarded must have been acquired for the requisite assessments and examinations in the modules to be completed as defined in section 6. The ECTS points are awarded for the individual modules, teaching sessions or other outcomes if all the requisite assessments and examinations have been completed.

### Section 8 Assessments

(1) Assessments may be required in every module. Assessments include individual written, oral or practical tasks that are usually completed by the student in connection with the teaching sessions; they may also be made up of regular attendance of a teaching session for which, however, no ECTS points are awarded. Which assessments must be completed in the individual modules and which of these assessments must be confirmed as a requirement for admission to a module examination for the particular module is defined in the currently valid module handbook and students are notified of this at the latest by the start of the particular teaching session.

(2) The assessments must be assessed by the head of the particular teaching institution as 'passed' or 'failed' but they do not necessarily have to also be graded.

(3) If the assessments required to successfully complete a module have been completed, no other assessments may be completed in this module.

## **Section 9 Examinations**

(1) Examinations throughout the course are completed in the form of module examinations. Module examinations are either final module examinations in which all the components of a module are examined or module tests that examine one or more components of a module. The type and scope of the examinations, which can be written, oral or practical in nature, are defined in the currently valid module handbook and students are notified of this at the latest by the start of the teaching sessions associated with particular module.

(2) If the examinations required to successfully complete a module have been completed, no other examinations can be completed in this module.

## **Section 10 Oral or practical examinations**

(1) Oral examinations throughout the course are defined as spoken assessments.

(2) Oral examinations are intended to enable the student to demonstrate that he/she has the relevant basic knowledge corresponding to the level of his/her Master's study, is able to identify the links in the area being examined and can classify specific issues among these interrelationships.

(3) Oral examinations have a maximum duration of ten minutes for each ECTS point and are generally taken as an individual examination before an examiner in the presence of an assessor. Group examinations taken before at least two examiners with up to four examinees are also permitted. In this case, each examinee is in principle examined by only one examiner. Before the grade is established in accordance with section 15, in the case of a panel examination the examiner consults with the other examiner or examiners or the assessor.

(4) The key subject matter and result of the oral examination must be recorded in a protocol. The protocol must be signed by the examiners or the examiner and the assessor. The examinee must be informed of the result of the examination at the end of the oral examination.

(5) By means of a presentation, the student must demonstrate that he/she is able to discuss a particular subject within his/her discipline as part of a lecture. The presentation must be longer than 15 minutes but not exceed 45 minutes.

(6) Practical examinations are taken as individual examinations before an examiner in the presence of an assessor. Paragraph 3, clause 4 and paragraph 4 apply accordingly.

## **Section 11 Written examinations**

(1) Written examinations throughout the course are defined as invigilated examinations (supervised written examinations) and assignments.

(2) In an invigilated examination the student must demonstrate that using the necessary basic knowledge he/she can complete the assigned tasks and discuss the subject matter in a limited time and with limited tools using the methods standard for his/her discipline.

(3) The length of the invigilated examinations is determined by the guideline that an examination period of maximal 30 minutes is scheduled for one ECTS point and the examination may last at least 60 minutes and at most 240 minutes. Students are notified of the examination timetable and the permitted aids by the admission and examination board at least four weeks in advance by suitable means.

- (4) By means of an assignment, the student must demonstrate that he/she is able to discuss a particular subject within his/her discipline in written format.
- (5) The procedure for grading written examinations must not exceed four weeks; section 18, paragraph 7, clause 1 remains unaffected.

## **Section 12 Multiple choice written examinations**

(1) Written examinations in the form of invigilated examinations may be taken in part or in full in a format in which the examinee indicates which of the answers provided for the question he/she considers to be correct (multiple choice examination). The examination tasks must refer to the teaching material of the particular examination and produce reliable examination results. All examinees must be set the same examination tasks. When preparing the examination questions by at least two examiners as defined in section 26, paragraph 1, clause 1, it must be defined which answers are recognised as correct while ensuring that no erroneous examination tasks are issued. The examination tasks must be reviewed once more by the examiners before determining the examination result to check whether they are obviously erroneous as measured by the requirements of clause 2. If this review reveals that individual examination tasks are obviously erroneous, these must not be taken into consideration when determining the examination result. The number of examination tasks is correspondingly reduced. During the grading of the invigilated examination as defined by clause 1, the reduced number of examination tasks must be used. The reduction in the number of examination tasks must not disadvantage an examinee. An examination task is considered obviously erroneous in particular if their wording means that they are incomprehensible, contradictory or ambiguous or if the correct response to be checked according to the solution is in reality incorrect.

(2) Invigilated examinations as defined by paragraph 1, clause 1 that are made up of single-answer multiple choice questions (exactly one of a total of  $n$  suggested responses is correct) are passed if the examinee has correctly answered a total of at least 60 per cent of the questions posed or if the percentage of questions correctly answered by the examinee is not more than 20 per cent below the average examination results of the examinees in the particular modular examination. If the examinee has achieved the necessary minimum number of examination questions required to pass the invigilated examination as defined in clause 1, the grade is awarded as follows:

'excellent' if at least 75 percent,

'good' if at least 50 per cent but less than 75 per cent,

'satisfactory' if at least 25 per cent but less than 50 per cent,

'sufficient' if none or less than 25 per cent

of the examination questions posed are correctly answered.

(3) For invigilated examinations as defined in paragraph 1, clause 1 that are made up of multiple-answer multiple choice questions (one unknown number  $x$  that is between zero and  $n$  of a total of  $n$  suggested responses is correct), the rules in paragraph 2 apply with the proviso that instead of the ratio of the correctly answered examination questions to the total number of examination questions, the ratio of the sum of the raw points achieved by the examinee to the maximum total points that can be achieved is relevant. Depending on the multiple choice question, an evaluation number is defined that corresponds to the number of suggested responses ( $n$ ) and that can be multiplied by a weighting factor for the individual multiple choice questions. The examinee receives a base grade for a multiple choice question that corresponds to the evaluation number if there is complete agreement between the suggested responses selected by the examinee and the responses identified as correct. For every match between a suggested response selected or not selected by an examinee and a response identified as correct or not correct, one point is awarded to the base grade. If a suggested response that is identified as correct is not selected by the examinee or a suggested response that is identified as not correct is selected by the examinee, in each case a negative point is awarded to the base grade; the base grade for a question cannot be less than zero points, however. The raw points are calculated from the base grade multiplied by the particular weighting factor for the multiple choice question. The maximum total points that can be achieved is calculated from the sum of the products of all the evaluation numbers with the particular weighting factor of all multiple choice questions.

(4) If the tasks are not all incorporated into the overall grading with the same weighting, for each individual examination task the weighting must be indicated on the task sheet.

(5) For invigilated examinations that are only partly included in the multiple choice examination, the provisions in paragraphs 1 to 4 only apply to each relevant part of the invigilated examination.

(6) If the number of the examination tasks to be eliminated as defined by paragraph 1, clause 6 exceeds 15 per cent of the total number of examination tasks in the multiple choice questions, the invigilated examination must be repeated; this also applies to invigilated examinations that are only partly made up of multiple choice questions if this fraction is incorporated into the grade for the overall examination result with a weighting of 15 per cent or more.

(7) The provisions in paragraphs 1 to 6 apply accordingly to the assessments.

### **Section 13 Assessments and examinations using new media**

(1) Assessments and examinations may be completed using modern information and communication technologies (new media) provided the requisite technical, personal and spatial requirements are available; online testing and electronic examinations in particular are options. Examinations can also be completed as distance examinations at other institutions, particularly other universities (for example, by means of online testing or video conference).

(2) For the completion of assessments and examinations as defined by paragraph 1, sections 8 to 12 apply accordingly. The admission and examination board must ensure that the principles of a fair examination procedure are complied with. In particular, checks of the identity of the students and compliance with the general examination standards of the Albert Ludwig University must be ensured (for example, exclusion of aids that are not permitted, distance examinations and examinations held at the Albert Ludwig University must be completed at the same time, duty of supervision).

(3) If assessments or examinations are to be completed as electronic examinations, the students must be given enough opportunities to familiarise themselves with the electronic examination system as part of the particular teaching session. The data privacy provisions must be complied with. Electronic examinations are considered supervised written examinations.

### **Section 14 Registration for and admission to examinations**

(1) For the examinations throughout the course, the admission and examination board defines deadlines by which registration must be complete and notifies students of these deadlines in a timely and suitable manner. If an examination is to be repeated, it is necessary to register again for the relevant examination date.

(2) Students will be permitted to take an examination if

1. they are enrolled in the Albert Ludwig University in the continuing education course Master of Science Periodontology and Implant Therapy,
2. there is evidence that the stipulated requirements for the relevant examination have been met,
3. they have not definitively failed an examination or lost the right to examination in the continuing education course Master of Science Periodontology and Implant Therapy or in the same or a related course with essentially the same contents,
4. are not currently being examined in the same or a related course with essentially the same contents at another university, and
5. they have formally registered for the relevant examination within the deadline.

Master's courses in the same discipline with comparable scope are considered to be related courses with essentially the same contents. Clause 1, no. 3 is not applicable if the reason for the loss of the right to examination is the definitive failing of an examination that lies outside the areas examined in this course.

(3) The admission and examination board decides about admission. Admission may only be declined if the conditions cited in paragraph 2 are not met. The student must be informed of the decision about the admission to an examination. Declining an application for admission to an examination must be communicated to the student in writing and include a justification and information on the legal remedies available.

(4) The admission is revoked if the student is no longer enrolled in the continuing education course Master of Science Periodontology and Implant Therapy at the Albert Ludwig University at the time the examinations are held or has suspended their enrolment for an important reason.

(5) The admission may be withdrawn if it is based on incorrect information or facts subsequently become apparent or become known that would have led to the admission being declined.

(6) The admission and examination board may define a deadline by which the students can de-register from an examination for which they have registered and which is not a repeat examination even after the registration deadline defined in paragraph 1, clause 1. The registration and any admission granted are considered in this case not to have been granted.

## **Section 15 Grading of the examinations and calculation of the module grades**

(1) The grades for the individual examinations are defined by the particular examiner.

(2) Every examination is evaluated with one of the following grades:

- |   |   |                |   |   |
|---|---|----------------|---|---|
| 1 | = | excellent      | = | an outstanding achievement  |
| 2 | = | good           | = | an achievement that exceeds the requirements considerably           |
| 3 | = | satisfactory   | = | an achievement that fulfils average requirements                    |
| 4 | = | sufficient     | = | an achievement that fulfils the requirements despite flaws          |
| 5 | = | unsatisfactory | = | an achievement that does not fulfil requirements due to major flaws |

For differentiated evaluation of the examinations, intermediate values can be formed by increasing or decreasing the grade by 0.3. The grades 0.7, 4.3, 4.7 and 5.3 are excluded from this process.

(3) The grade is:

- |                   |            |   |                |
|-------------------|------------|---|----------------|
| for a value of    | 1.0 to 1.5 | = | excellent      |
| for a value of    | 1.6 to 2.5 | = | good           |
| for a value of    | 2.6 to 3.5 | = | satisfactory   |
| for a value of    | 3.6 to 4.0 | = | sufficient     |
| for a value above | 4.0        | = | unsatisfactory |

(4) If a final module examination or a single module test must be completed in a module, the grade for the final module examination or the module test forms the grade for this module. If several module tests are to be completed in a module, the grade for the module is calculated as the arithmetic mean of the grades for the module tests weighted by the ECTS points. Each of the individual module tests must be evaluated with the grade 'sufficient' (4.0). When calculating the module grade, only the first decimal place is taken into consideration; all other decimal places are deleted without rounding.

(5) Deviating from paragraph 4, clause 2, when forming the grade for the Master's module, the Master's thesis is weighted with two-thirds and the oral Master's examination is weighted with one-third.

## **Section 16 Repeating examinations**

(1) Examinations that have been evaluated with the grade 'unsatisfactory' (5.0) or which are considered to have been failed can be repeated once. The repeat examination is to take place at the latest in the next possible regular examination period. There must be at least one month between notification of the examination results for the failed examination and the repeat examination. Before the last opportunity to repeat a failed module examination the student must be given opportunity to again take part in the teaching sessions to which the module examination refers.

(2) A maximum of two examinations that have been evaluated with the grade 'unsatisfactory' (5.0) or which are considered to have been failed can be repeated twice; the examinations for the Master module are excluded from this. The second repeat examination is to take place in the next possible regular examination period after the first repeat examination.

(3) If examinations are repeated outside the normal examination period, the type of examination may, in justified cases, deviate from the type of examination specified in section 6. The prerequisite for this is that the technical requirements for the type of examination are adhered to. The student is informed of the type of examination to be completed for the repeat examination in this case at the latest when he/she is informed of the date of the repeat examination.

(4) Repeating examinations that have been passed is not permitted.

## **Section 17 Registration for and admission to the Master's thesis**

- (1) Students are permitted to carry out the Master's thesis if
  1. they are enrolled in the Albert Ludwig University in the continuing education course Master of Science Periodontology and Implant Therapy and have earned at least 40 ECTS points in the course,
  2. they have not definitively failed an examination or lost the right to examination in the continuing education course Master of Science Periodontology and Implant Therapy or in the same or a related course with essentially the same contents,
  3. are not currently being examined in the same or a related course with essentially the same contents at another university, and
  4. they have formally applied for admission to the Master's thesis within the deadline.

Clause 1, no. 3 is not applicable if the reason for the loss of the right to examination is the definitive failing of an examination that lies outside the areas examined in this course.

(2) The application for admission to the Master's thesis and the request for the topic of the Master's thesis must be submitted by the student in writing to the admission and examination board. The following documents must be attached to the application:

1. evidence that the student has satisfied the admission requirements as defined in paragraph 1, nos 1 and 2, and
2. information about whether the student has already definitively failed an examination or lost the right to examination in the continuing education course Master of Science Periodontology and Implant Therapy or in the same or a related course with essentially the same contents or are currently being examined in another university.

(3) The application for admission to the Master's thesis shall be submitted to the admission and examination board at the most three months after completing the last of the examinations for the remaining modules.

(4) The admission and examination board decides about admission. Admission may only be declined if the conditions cited in paragraph 1 are not met. The student must be informed in writing of the decision about the admission within one month. A negative decision must be justified and must include information about the legal remedies that are available.

(5) The admission is revoked if during the preparation or at the time of submission of the Master's thesis the student is no longer enrolled in the continuing education course Master of Science Periodontology and Implant Therapy at the Albert Ludwig University at the time the examinations are held or has suspended their enrolment for an important reason.

(6) The admission may be withdrawn if it is based on incorrect information or facts subsequently become apparent or become known that would have led to the admission being declined.

## **Section 18 Master's thesis**

(1) The Master's thesis is a written examination that is intended to demonstrate that the student is able, within a defined period, to independently prepare and appropriately present a topic in the area of periodontology and implant therapy based on scientific methods.

(2) The Master's thesis corresponds to 24 ECTS points; the time permitted to prepare the thesis is twelve months. The topic and supervision must be determined by the scope of the Master's thesis. In individual justified cases, the admission and examination board can extend the preparation time for the thesis upon application by a maximum of three months in total. The application must be made promptly and must be received by the admission and examination board before the preparation time has elapsed. If the reasons for the extension are due to the topic of the Master's thesis, the application requires the approval of the supervisor of the Master's thesis. In case of illness of the student, the application must include a medical certificate that contains the medical findings necessary to make an assessment; in cases of doubt a certificate from a doctor specified by the admission and examination board may be required. Section 31 remains unaffected.

(3) The topic of the Master's thesis is provided by an examiner as defined in section 26, paragraph 1, clause 1; the examiner is obliged as a result to supervise the Master's thesis. The student must be given opportunity to make suggestions for the choice of topic and the supervisor. There is no right to request a particular supervisor. The determination of a topic, supervision and subsequent assessment of the Master's thesis and, if necessary, the associated oral Master's examination may also be carried out with the prior approval of the admission and examination board by a university lecturer or an associate professor

who is not a member of the Faculty of Medicine of the Albert Ludwig University provided the topic is determined in consultation with a lecturer or associate professor who is a member of the Faculty and is involved in research and teaching in the continuing education course Master of Science Periodontology and Implant Therapy. By two weeks at the latest after the examiner has provided the topic, the student must submit the application requesting the topic of the Master's thesis to the admission and examination board. After submission of the application the chair of the admission and examination board ensures that the student receives a topic by four weeks at the latest after the application is made. The admission and examination board issues the topic for the Master's thesis and nominates the supervisor. The allocation of the topic to the student, including the details of the submission deadline, is provided together with the notification about admission to the Master's thesis. The topic and the deadline for submission of the Master's thesis must be officially recorded. The deadline for completing the Master's thesis starts with the allocation of the topic.

(4) The topic of the Master's thesis can only be returned once and only within the first four weeks of the preparation time. A new topic must be provided within four weeks and allocated to the student.

(5) The Master's thesis can be written in German or English. The admission and examination board may on the request of the student permit the Master's thesis to be written in another language if assessment is assured. The application must be submitted together with a statement by the intended supervisor at the latest with the application for admission to the Master's thesis. If the Master's thesis is not written in German or English, it must include a summary in German or English as an appendix.

(6) The student must submit the Master's thesis within the deadline (paragraph 3, clause 7) in printed and bound form in duplicate as well as in electronic form on the specified data carrier system in the specified file format to the admission and examination board which must officially record the time of submission. The Master's thesis must not exceed 80 DIN A4 pages in length. When submitting the Master's thesis by mail, the student is obliged to provide evidence of posting; the date of the postmark is considered the time of submission. When submitting the thesis, the student must state in writing that

1. he/she has completed the submitted Master's thesis independently,
2. he/she has not used any sources and tools other than those cited and all material that is quoted or paraphrased from other works is indicated as such,
3. the submitted Master's thesis was or is not the subject of another examination procedure, either in part or in full,
4. the electronic version of the submitted Master's thesis is the same in contents and formatting as the versions printed on paper, and
5. the Master's thesis has not yet been published.

If the student does not submit the Master's thesis by the deadline, it is considered to have failed and is evaluated with the grade 'unsatisfactory' (5.0) unless he/she is not at fault for the failure to submit the thesis by the deadline. The admission and examination board makes this decision on application of the student.

(7) The Master's thesis must be evaluated within six weeks by two examiners as defined by section 26, paragraph 1, clause 1. The primary assessor is generally the supervisor of the Master's thesis. If the primary assessor is a member of the Faculty of Medicine, the admission and examination board may nominate a university lecturer or an associate professor who is not a member of the Faculty or the Albert Ludwig University as the secondary assessor. The assessors evaluate the Master's thesis independently of one another using one of the grades indicated in section 15, paragraph 2. The grade for the Master's thesis is calculated as the arithmetic mean of the two individual evaluations; section 15, paragraph 3 and paragraph 4, clause 4 apply here. If the evaluations of the two assessors deviate from one another by at least two grades, the admission and examination board will nominate a third assessor. The grade for the Master's thesis in this case is calculated as the arithmetic mean of the three individual evaluations; section 15, paragraph 3 and paragraph 4, clause 4 apply here.

## **Section 19 Oral Master's examination**

(1) Only those students will be admitted to the oral examination who have

1. satisfied the requirements defined in section 17, paragraph 1 and
2. completed all remaining examinations including the Master's thesis.

(2) The oral Master's examination is taken as an individual or group examination with up to three examinees before two examiners. The oral Master's examination lasts about 30 minutes for each examinee

and corresponds to 2 ECTS points. The examinee is notified in good time of the date for the oral Master's examination and the names of the examiners.

(3) The oral Master's examination is conducted in German or English as decided by the examinee. Upon application of the examinee the oral Master's examination may also be conducted in another language if the examiners can speak the language selected by the examinee to the level that the examination can be properly carried out and that in particular expert evaluation of the examination is assured.

(4) The subject of the oral Master's examination are the theses, results and methods of the Master's thesis, general questions related to periodontology and implant therapy and the case documentation as defined in section 6, paragraph 3.

(5) Every examiner evaluates the oral Master's examination with a grade as defined in section 15, paragraph 2. The grade for the oral Master's examination is calculated as the arithmetic mean of the two individual evaluations; section 15, paragraph 3 and paragraph 4, clause 4 apply here.

## **Section 20 Repeating the Master's thesis and the oral Master's examination**

(1) A Master's thesis that has been evaluated with the grade 'unsatisfactory' (5.0) or which is considered to have been failed can be repeated once. The application to repeat the Master's thesis and the request for a new topic for the Master's thesis must be submitted by the student in writing to the admission and examination board within one year after the decision about the examination has come into force. If the deadline is not adhered to, the right to examination is lost unless the student is not at fault for the failure to meet the deadline. Section 18, paragraph 3 applies accordingly.

(2) Returning the topic of the Master's thesis in the repeat attempt is only permitted if the student has not made use of the opportunity to return the topic when preparing the failed Master's thesis.

(3) An oral Master's examination that has been evaluated with the grade 'unsatisfactory' (5.0) or which is considered to have been failed can be repeated once. The repeat examination must be completed within six months of notification of the examination result. If this deadline is not adhered to, the right to examination is lost unless the student is not at fault for the failure to meet the deadline.

## **Section 21 Passing and failing examinations**

(1) An examination throughout the course is passed if it has been evaluated with at least a grade of 'sufficient' (4.0).

(2) If an examination for the Master's examination has been failed or is considered to have been failed, the admission and examination board informs the student of this in writing which also provides information about if and whether the examination can be repeated and by which deadline. The notification must include information about the legal remedies available.

(3) An examination is definitively failed if the student has failed both the first examination and the associated repeated examinations. As a result, the admission to the continuing education course Master of Science Periodontology and Implant Therapy is revoked.

(4) A written examination that is to be evaluated by only one examiner must be evaluated by an examiner nominated by the admission and examination board if the first examiner has evaluated it with the grade 'unsatisfactory' (5.0) and this evaluation would lead to definitive failing of the Master's examination as a result. The grade in this case is calculated as the arithmetic mean of the two individual evaluations.

## **Section 22 Calculation of the overall grade for the Master's examination**

For the formation of the overall grade, the module grades are weighted as follows:

<b>Module</b>	<b>Percentage of the overall grade</b>
Applied Anatomy	6.25 per cent
Principles and Diagnostics	6.25 per cent
Microbiology and Pharmacology	6.25 per cent
Prophylaxis and Treatment Concept	6.25 per cent

<b>Module</b>	<b>Percentage of the overall grade</b>
Surgical Periodontal Therapy I	6.25 per cent
Surgical Periodontal Therapy II	6.25 per cent
Treatment Skills II	12.5 per cent
Aesthetics and Function	6.25 per cent
Implantology	6.25 per cent
Master Module	37.5 per cent

When calculating the overall grade, section 15, paragraph 3 and paragraph 4, clause 4 apply accordingly.

### **Section 23 Master's degree and certificate**

(1) On the basis of a successfully completed Master's examination, the student receives a degree that certifies the awarding of the academic qualification as defined in section 1, paragraph 2. The Master's degree is signed by the dean of the Faculty of Medicine and the chair of the admission and examination board and displays the seal of the Faculty of Medicine. It bears the date of the last assessment or examination.

(2) The academic qualification may only be used after the Master's degree has been issued.

(3) When the student receives the Master's degree he/she also receives a certificate that states the topic and the grade of the Master's thesis and the overall grade for the Master's examination including the grade in figures. The certificate shows the date of the Master's degree and is signed by the dean of the Faculty of Medicine and the chair of the admission and examination board and displays the seal of the Faculty of Medicine. The certificate and the Master's degree are written in the language in which the student completed the course. The student may request that the certificate and the Master's degree have an English or German translation respectively attached.

(4) The examination office also prepares a transcript of records that states all the modules completed throughout the Master's course, the associated final module examinations and the tests and assessments including the grades awarded and ECTS points credited. The transcript of records also includes an ECTS classification table for the overall grade of the Master's examination. For this purpose, the overall grades for the Master's examination given in the continuing education course Master of Science Periodontology and Implant Therapy are recorded from the previous six semesters and their numerical or percentage distribution on the grade scale is determined as defined in section 15, paragraph 2, clause 1 and shown in a table (ECTS classification table). The transcript of records is prepared in the language in which the student completed the course; the student may request that the transcript of records is instead issued in the other language.

(5) The examination office also prepares a Diploma Supplement; paragraph 4, clause 4 applies accordingly. Along with the student's personal details, this supplement also contains information about the nature and level of the qualification, the status of the Albert Ludwig University and detailed information about the study programme for the continuing education course Master of Science Periodontology and Implant Therapy. The Diploma Supplement is prepared with a reference to the original documents to which it relates. In the last section the Diploma Supplement contains a uniform description of the German university system.

### **Section 24 Notification and certification in cases of failing the Master's examination**

(1) Students who have definitively failed their Master's examination receive a written notification of this that must include information about the legal remedies available.

(2) If the student has definitively failed his/her Master's examination, he/she is issued with a certificate in which the passed examinations and the assessments completed as well as the ECTS points credited and the grades are indicated and the definitive failing of the Master's examination is declared.

## **III. Examination bodies and carrying out the examinations**

## **Section 25 Admission and examination board**

(1) Upon the suggestion of the Clinic for Dental and Oral Medicine, the Faculty of Medicine nominates an admission and examination board and appoints the chair. The admission and examination board is made up of three university lecturers who regularly deliver teaching sessions in the continuing education course Master of Science Periodontology and Implant Therapy; at least two of these must be members of the Faculty of Medicine of the Albert Ludwig University. In place of a university lecturer, the board may include an associate professor employed full time in the Faculty of Medicine who regularly delivers teaching sessions in the continuing education course Master of Science Periodontology and Implant Therapy or a research associate with authorisation to conduct examinations who meets the requirements listed. For each member of the admission and examination board, a deputy is also appointed. The term of office of the members and their deputies is three years; reappointment is permitted.

(2) The admission and examination board is responsible for organising the examinations and the tasks assigned to it by these study and examination regulations. It ensures that the provisions in the study and examination regulations are complied with and makes the necessary decisions. The admission and examination board is supported in the execution of its tasks by the examination office. The admission and examination board regularly reports to the academic committee of the Faculty of Medicine about the development in study and examination practices and makes suggestions about reform and appropriate updates to these study and examination regulations.

(3) The admission and examination board discusses and passes resolutions in a regularly and properly convened and managed meeting. It is able to pass resolutions if the chair or his/her deputy and two other members are present and able to vote. Resolutions are passed with a simple majority; in case of equal votes, the vote of the chair or his/her deputy determines the outcome. The meetings of the admission and examination board are not open to the public. Resolutions may also be passed outside meetings in writing, by fax, email or by other means if the members of the admission and examination board have stated that they agree to this type of resolution or are involved in the process.

(4) The chair manages the ongoing business of the admission and examination board and is its external representative. The admission and examination board may revocably transfer the completion of certain tasks to the chair or his/her deputy; this does not apply to decisions about dissent. The chair is also authorised to make decisions alone that cannot be postponed in place of the admission and examination board; he/she must promptly inform the admission and examination board of these decisions.

(5) Members of the admission and examination board are subject to official duty of confidentiality. If they are not a member of the public service, they are obliged to maintain confidentiality by the chair.

(6) The members of the admission and examination board have the right to attend examinations.

## **Section 26 Examiners and assessors**

(1) Examiners may only be persons who are authorised to conduct examinations. University lecturers, associate professors and research associates who have been conferred the right to conduct examinations are authorised examiners. The assessors must be qualified persons who have successfully completed their dental examination or an equivalent.

(2) The admission and examination board nominates the examiners. It may delegate the nomination of the examiners to the chair. The nomination of the assessors may be delegated to the particular examiners.

(3) If examinations throughout the course are associated with individual teaching sessions, subject to the regulations in paragraph 1 the examiner is generally the head of the particular teaching session.

(4) The examiners and assessors are subject to official duty of confidentiality. If they are not a member of the public service, they are obliged to maintain confidentiality by the chair of the admission and examination board.

## **Section 27 Recognition of study periods, assessments and examinations**

(1) Study periods, assessments and examinations that have been completed in courses at state or state-approved universities and vocational colleges in the Federal Republic of Germany or in courses in international state or state-approved universities or as part of face-to-face studies are recognised unless the expertise acquired is not equivalent.

- (2) Study periods, assessments and examinations are also demonstrated by successful participation in a state-approved distance education unit, provided the contents of this distance education unit are equivalent to the contents taught in a face-to-face course.
- (3) Assessments and examinations that are completed in a course that is an admission requirement for the continuing education course Master of Science Periodontology and Implant Therapy cannot in principle be accredited in the continuing education course Master of Science Periodontology and Implant Therapy.
- (4) Equivalence of the acquired expertise must be declared if they fundamentally correspond to that expertise that is demonstrated by the study periods, assessments and examinations of the continuing education course Master of Science Periodontology and Implant Therapy at the Albert Ludwig University. When declaring equivalence, there is no schematic comparison but an overall consideration and overall evaluation is made. When recognising study periods, assessments and examinations that were completed at universities outside the Federal Republic of Germany, the equivalency agreements accepted by the Standing Conference of Ministers of Education and the German Rectors' Conference and discussions as part of the university partnerships must be considered. In case of doubt regarding the equivalency, the Zentralstelle für ausländisches Bildungswesen (Central Office for Foreign Education) can be consulted.
- (5) The recognition of study periods, assessments and examinations is used to continue studying and to complete examinations. It is therefore omitted if in the continuing education course Master of Science Periodontology and Implant Therapy a total of more than two-thirds of all assessments and examinations or more than one-third of the required ECTS points are to be recognised. This does not apply if the achievements to be recognised at the Albert Ludwig University were completed in another course or in another discipline.
- (6) The admission and examination board makes the decisions about the recognition of study periods, assessments and examinations and in cases of doubt after consulting a relevant departmental representative authorised to conduct examinations.
- (7) The evidence required for the recognition is to be submitted to the admission and examination board by the student by the end of the semester following enrolment in the continuing education course Master of Science Periodontology and Implant Therapy at the Albert Ludwig University or by the end of the semester following the acquisition of the relevant assessments and examinations. For certificates and other evidence that is not written in German, English or French, submission of a certified translation into German may be requested.
- (8) If assessments and examinations are recognised, the grades, provided the grading systems correspond, can be transferred and included in the calculation of the module grades and overall grade subject to these examination regulations. If the grading systems do not correspond, the chair of the admission and examination board sets a grade for the recognised examination with a justification of the grade levels in accordance with section 15, paragraph 2 and proceeds according to clause 1. If the difference in the grading system means that a grade cannot be set as defined in clause 2, the note 'passed' is included; there is no inclusion in the calculation of the module grades and the overall grade. Clauses 1 and 2 apply accordingly for the allocation of the ECTS points. The recognised assessments and examinations are identified as such in the certificate and transcript of records if they were completed at a different university. The admission and examination board determines whether assessments and examinations completed at the Albert Ludwig University are identified. The burden of proof that the requirements for the recognition of assessments and examinations are not met is placed on the admission and examination board.
- (9) Students who change their location of study or transfer from another course must as part of the recognition procedure provide information about whether they have definitively failed the Master's thesis or another examination or lost the right to examination or are currently being examined in the continuing education course Master of Science Periodontology and Implant Therapy or in a related course with essentially the same contents.
- (10) Knowledge and skills acquired outside the university system are recognised provided the acquired expertise is equivalent within the meaning of paragraph 4; however, it must replace no more than half the prescribed university course. Accreditation of professional development courses in periodontology certified by the Dental Association of Baden-Württemberg in particular come into consideration. Paragraphs 6 and 7 apply accordingly.

## **Section 28 Absences and withdrawal**

(1) The course coordinator must be informed of absences during the face-to-face phases. Absences that exceed 20 per cent of the total of all face-to-face phases in the continuing education course Master of Science Periodontology and Implant Therapy must be caught up. The admission and examination board must be informed of making up of absences.

(2) If the student does not attend an examination or does not complete the examination within the deadline, this is considered a withdrawal from the examination.

(3) If the student is prevented from completing an examination within the deadline due to illness or another important reason, the withdrawal is approved upon written application. The application must be promptly submitted to the admission and examination board by the student stating the reason for the withdrawal. In case of illness, the application must include a medical certificate that contains the medical findings necessary to make an assessment of the inability to sit the examination. In justified cases the admission and examination board may request submission of a medical certificate from a doctor specified by the board. Approval will not be granted if individual examinations have already been completed prior to the onset of the inability to be examined the results of which mean the examination overall can no longer be passed.

(4) If the student completed the examination in knowledge of or negligent ignorance of an important reason as defined by paragraph 3, a withdrawal due to this reason cannot be approved. The student is considered to have displayed negligent ignorance particularly if he/she has not promptly provided an explanation if there are indications of a health problem. In every case, claiming a reason for withdrawal is excluded if a month has passed after completion of the examination.

(5) If the withdrawal is approved by the admission and examination board, the examination is considered not to have been taken and the registration and in the case of the first examination admission to the examination are considered not to have been carried out. If the withdrawal is not approved, the examination is considered to have been failed and is evaluated with the grade 'unsatisfactory' (5.0). The decision about the application for approval of the withdrawal is issued in writing.

## **Section 29 Academic fraud and infringement of regulations**

(1) If a student attempts to influence the result of an examination or assessment by academic fraud or the use aids that are not permitted or by exerting influence on an examiner to his/her own advantage or to the advantage of others, the examination or assessment concerned is evaluated with the grade 'unsatisfactory' (5.0) or as 'failed'. An attempt is considered merely possession of forbidden aids for written examinations and assessments during and after the issuing of the examination tasks.

(2) If it is suspected that a student is in possession of forbidden aids, the student is obliged to cooperate in the resolution and to surrender the aids. If he/she declines to cooperate or to surrender the aids despite appropriate requests, the examination is evaluated with the grade 'unsatisfactory' (5.0) or the assessment is graded as 'failed'.

(3) If a student disrupts the orderly sequence of an examination period, he/she may be excluded from the remainder of the examination or assessment generally after an initial warning by the relevant examiner or invigilator. In this case, the examination is evaluated with the grade 'unsatisfactory' (5.0) or the assessment is graded as 'failed'.

(4) In serious or repeated cases as defined in paragraph 1 or 3, the admission and examination board may exclude the student from attending individual or all other assessments and examinations. In less severe cases the grade of the examination may be reduced or a sanction may be applied.

(5) If it subsequently becomes apparent that the conditions in paragraph 1 are present, the decision made by the admission and examination board regarding the examination may be withdrawn and the measures cited in paragraph 1, clause 1 may be taken. If the Master's degree and certificate have already been issued at the time of the withdrawal, they must be confiscated. The withdrawal is excluded if more than five years have elapsed since the examination was completed. If for an assessment it becomes apparent within one year of its evaluation and before issuing of the Master's degree that the conditions in paragraph 1 are present, the grade of the assessment can be reduced or the assessment can be graded as 'failed'.

## **Section 30 Student equity**

(1) If a student is affected by non-transient or chronic health issues independent of an examination that make it difficult for a student to complete examinations, the admission and examination board can, on written application, take appropriate measures to ensure that the health impairment is compensated; it is

essential that evidence of skills that are part of the scope of the completed examination are demonstrated. For written examinations, measures to ensure student equity may include appropriate extension of the working time, allowing of rests that are not included in the writing time or the use of personal or material aids.

(2) Prior to the decision of the admission and examination board according to paragraph 1, in cases of dispute with the consent of the student the authorised representatives of the interests of students with disabilities and chronic illnesses or another expert person must be consulted.

(3) Applications for compensation for disadvantage must be submitted during the registration for a module examination or at the latest one month before the particular module examination. The disability must be described by the student and confirmed by a medical certificate that contains the necessary medical findings.

(4) In the case of difficulties completing assessments due to non-transient or chronic health conditions, the regulations in paragraphs 1 to 3 apply accordingly.

#### **IV. Final provisions**

##### **Section 31 Periods of protection**

(1) Upon application by a student, the periods of protection according to section 3, paragraph 1, section 6, paragraph 1 of the Maternity Protection Act (MuSchG) as amended in the bulletin of 20 June 2002 (Federal Law Gazette I, p 2318) in the relevant latest version. The application must include the necessary evidence. The maternity protection periods override any deadline specified in these study and examination regulations.

(2) Similarly, the periods for parental leave as defined in section 15, paragraphs 1 to 3 of the Act on Parental Allowance and Parental Leave (BEEG) dated 5 December 2006 (Federal Law Gazette I, p. 2748) in the currently valid version must be taken into consideration on request. The student must inform the admission and examination board in writing, including the necessary documents, at the latest four weeks before he/she will take parental leave of the length of his/her parental leave. The admission and examination board must check whether the legal conditions are satisfied that would entitle an employee to parental leave and informs the student of the result and, if necessary, the newly defined examination periods. The writing time for the Master's thesis cannot be interrupted by parental leave. The topic that the student has been given is considered to have not been issued. Once the parental leave is complete, the student is provided with a new topic.

(3) The safeguard provisions for caring for a close relative as defined by section 7, paragraph 3 of the Home Care Leave Act (PflegeZG) dated 28 May 2008 (Federal Law Gazette I, pp 874, 896) in the currently valid version who requires care as defined by sections 14 and 15 of the Volume Eleven of the Social Code Book (SGB XI) dated 26 May 1994 (Federal Law Gazette I, pp 1014, 1015) in the currently valid version may be utilised.

##### **Section 32 Access to examination documents and storage of examination files**

(1) Within six weeks of notification of the evaluation of assessments and examinations, particularly the Master's thesis and the associated oral examination, the student may apply to the examination office for access to the examination documents that pertain to him/her in this regard. Access is to be granted within four weeks of the application.

(2) The complete examination files are stored for at least five years. The basic file that makes up the copies of the Master's degree, the certificate, the record of transcripts and the diploma supplement is stored indefinitely; the documents can be stored in electronic format.

##### **Section 33 Tuition fees**

In accordance with the statute of the Albert Ludwigs University on the collection of tuition fees for the continuing education course Master of Science Periodontology and Implant Therapy, fees are collected.

##### **Section 34 Commencement and transition provision**

(1) These study and examination regulations come into force on 1 October 2016. At the same time, the study and examination regulations of the Albert Ludwigs University for the continuing education course

(Master Online) Master of Science Periodontology and Peri-implant Therapy from 8 February 2008 (official bulletin vol. 39, no. 7, pp 8–19), last amended on 30 August 2013 (official bulletin vol. 44, no. 76, pp 679–683), become invalid.

(2) Students already enrolled before 1 October 2016 in the continuing education course Master of Science Periodontology and Peri-implant Therapy at the Albert Ludwig University must complete their study by 30 September 2020 at the latest in accordance with the study and examination regulations of the Albert Ludwig University for the continuing education course (Master Online) Master of Science Periodontology and Peri-implant Therapy in the version dated 30 August 2013 (limitation period).