

Conditions of study and examination regulations of the

**European Master of Science in Midwifery**

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Based on the regulations of the legislation governing higher education in the State of Lower Saxony in its last version from December 2015, the Hannover Medical School has instituted on June 14, 2017 the following combined conditions of study and examination regulations for the non-consecutive European Master of Science in Midwifery:

## **§ 1 Scope**

- (1) This document regulates the contents, aims and structure of the European Master of Science in Midwifery at Hannover Medical School in accordance with the Memorandum of Agreement between all universities participating in the European Master of Science in Midwifery programme.
- (2) The conditions of study apply to students who are registered for the European Master of Science in Midwifery at Hannover Medical School.

## **§ 2 Concept of the European Master of Science in Midwifery**

The European Master of Science in Midwifery is a cooperative project among the following three European universities: Hannover Medical School (MHH) (Germany), Akademie Verloskunde Maastricht/Zuyd University (AVM/Zuyd) (The Netherlands), and the University of Applied Sciences of Western Switzerland (HES-SO), Lausanne (Switzerland). The heads of this course of study at each university are academically qualified midwives.

## **§ 3 Aims of the programme**

The European Master of Science in Midwifery is research oriented and provides academic qualification in the area of midwifery. The priorities of the programme are the acquisition of knowledge, competence and skills for academic work in the area of birth control, pregnancy, obstetrics and puerperium as well as research and the development of further specific areas of work of midwives. Furthermore, practice-oriented competencies are imparted. Besides the practical and theoretical knowledge acquired within previous midwifery work or midwifery training, the European Master of Science in Midwifery should enable students to develop and reflect theoretical knowledge and practical skills on a scientific level as well as to investigate new approaches to ensure an independent work.

## **§ 4 Admission to the Master's programme**

The admission requirements are regulated by the access and admission regulations of the European Master of Science in Midwifery. Students who are registered are automatically qualified to participate in modules offered by all partner universities, without having to complete further exams or requirements.

## **§ 5 Commencement of the programme**

The programme will start each winter semester.

## **§ 6**

### **Organisation and duration of the programme**

- (1) The European Master of Science in Midwifery is designed as a full-time course of study. Studying part-time is possible.
- (2) The course of study is organised in four semesters. A part-time course of study which exceeds 4 semesters is possible.
- (3) ECTS credit points will be awarded after the successful completion of a module. One ECTS credit point is equivalent to 25 work hours.
- (4) From the core and elective fields of the module catalogue a total amount of at least 120 credit points (3000 work hours) are required.

## **§ 7**

### **Leave of Absence**

- (1) Students must present a written request in accordance with the admission regulations of Hannover Medical School. A leave of absence is only valid for a full semester and can be granted for a maximum of four semesters. Continuous leave of absence can only be granted for a maximum of two consecutive semesters.
- (2) Reasons for absence are:
  1. health problems,
  2. advanced training and continuing education related to the specific field at an institution for higher education in Germany or abroad,
  3. activities in academic or student administration.
- (3) A leave of absence may not be taken in the first semester of the course programme.
- (4) During a leave of absence, students do not have the right to participate in classes or complete study achievements at other universities.

## **§ 8**

### **Structure of the programme**

- (1) The course of study has a modular structure in which the modules are developed by the different European universities involved in the joint degree programme. Each module is a complete unit in itself with defined objectives and learning outcomes including different teaching and learning strategies, which are listed in the module handbook.
- (2) The European Master of Science Midwifery programme will be completed with the successful oral presentation of the Master thesis.
- (3) The degree Master of Science in Midwifery requires the successful participation in a sufficient number of modules as described in § 6 sect. 4 as well as the successful completion of the Master thesis. 60 ECTS credit points must be attained in mandatory (core) modules. Further 60 ECTS credit points must be attained in elective modules (at least 30 of these must be midwifery-specific modules).
- (4) Recognition of prior learning can only be granted for study achievements that are equal to the contents, level, range, competencies and requirements of a study programme at Master's level in the amount of 50%.

## **§ 9**

### **Types of courses**

The European Master of Science in Midwifery consists of a combination of an introductory week at the start of the programme and subsequent online courses.

1. The introductory week requires personal attendance and will be lasting five days. The aim of the introductory week is to introduce students to the independent work of the

following online courses as well as the presentation of the curricular content. In the context of the cooperative project of the European Master of Science in Midwifery, the introductory week will be offered at one of the partner universities in yearly alternation.

2. The online courses are designed to be student-centred as the thematic aspects of the curriculum will be taught as problem-based case studies (inquiry-based learning). The online courses will be run methodically by adequate learning management systems. The constant support of students throughout the online courses is ensured via telephone, e-mail, and further electronic devices. The use of the learning management system ILIAS by students is regulated by the ILIAS-user conditions of Hannover Medical School.

## **§ 10**

### **Module examinations**

- (1) The examinations will be taken during the course of study usually subsequent to the respective module at the end of the module. Students are automatically registered for the exam upon payment of the module fee.
- (2) In principle partial credit exams are possible within a module. The terms of examination are delineated in each module handbook.
- (3) If an exam is missed due to justified absence or illness according to § 16 (2), the exam must be taken as soon as possible after the reason for the absence has been dissolved. The date of the next exam will be set by the module leader in consultation with the student and programme leader. In case of the reason for absence persisting beyond the end of the semester in which the module was offered, the exam must be taken in the semester immediately following the one in which the module was offered.
- (4) The module leader is also responsible for the execution and grading of the examinations.
- (5) A permanently failed module (in accordance with § 12) cannot be repeated.

## **§ 11**

### **Forms of study and examination achievements**

- (1) In general the Master thesis, tests, seminar performance, project works, position papers, poster drafts and protocols are recognised as examination achievements. Electronic exams are also possible. The type of examination is described for each module within the handbook.
- (2) A successful participation in a module requires regular attendance with contributions to online tutorials.
- (3) An exam is a written test.
- (4) A position paper is an autonomously authored written essay, which is written during a fixed period of time. The student's personal position on a subject is argued using scientific knowledge as a basis.
- (5) A protocol is an autonomously authored written report about planning, sequence of actions and results of a practical scientific work, including a literature related discussion.
- (6) An oral examination usually lasts 30 minutes. It can be performed either online as a video conference or in person. The examination is not public and will proceed in the presence of an assessor who holds at least the qualification that will be assessed by this examination or a qualification which is equivalent. Examinations of group work are permitted providing that they are scheduled and that the individual contributions are explicitly defined and evaluated separately.

## **§ 12**

### **Repetition of examination achievements**

- (1) Failed module examinations and partial examinations can each be repeated twice. A failed Master thesis can only be repeated once.
- (2) The repeat examinations can be held as oral examinations.
- (3) Exams are to be repeated in a timely fashion.

## **§ 13**

### **Absence, withdrawal**

- (1) In the case of an absence on a fixed examination date or a missed deadline, the examination will be graded as “not adequate/failed”.
- (2) As an exception, the examination will be regarded as not undertaken if cogent reasons for the absence or withdrawal from the examination are declared or substantiated in written form to the module leader without delay. A medical certificate has to be presented in the case of a medical condition. In specific cases a certificate issued by a governmental medical officer may be required.

## **§ 14**

### **Master thesis**

- (1) A Master thesis should demonstrate a student's capability to carry out research on a pertinent problem using a scientific approach within a given period of time. A successful completed Master thesis module is worth 30 ECTS credit points.
- (2) The Master thesis is usually written during the fourth semester. It must be registered in written form and usually has to be submitted during the semester in which it was registered. The earliest the Master thesis can be started is during the fourth semester after achieving a minimum of 75 ECTS credit points and it must be completed within 12 months. In order to start the Master thesis module, the research proposal must normally be complete before the beginning of the Master thesis module, which is either on 1 October, or 1 April.
- (3) Students registered for the European Master of Science in Midwifery at Hannover Medical School are admitted to the Master examination. Students are not permitted to take the Master examination if they have irrevocably failed a Master exam in a comparable course of study. When submitting the Master thesis the student must declare, in writing, that the thesis was authored by the student self-made, that no other than the specified resources and aids were used, all sections of the thesis, in which words or meanings are copied from other sources, should be marked as such, and the thesis in equal or similar form had not previously been submitted to any other academic institution.
- (4) The Master thesis will be assessed and examined by two independent reviewers respectively. The supervisor of the Master thesis should either act as an examiner or assessor. The examination board appoints the assessors and examiners. If the Master thesis is mainly supervised by another university, one assessor has to come from Hannover Medical School.
- (5) For examination purposes, five printed exemplars and one digital exemplar (on an USB stick) have to be submitted.
- (6) The oral defence of the Master thesis is public for the university and takes place after the appraisal of the Master thesis.
- (7) The final grade of the Master thesis will be averaged at the rate of 1:3 whereas 3 parts account for the Master thesis and the fourth part accounts for the oral defence.

## § 15

### Objective of the examination and degree

- (1) The final examination of the Master programme is a degree qualifying for a profession. It aims to ensure that successful candidates are capable of pursuing scientific work at an advanced level.
- (2) After the successful completion of the Master examination, Hannover Medical School awards the degree "Master of Science". The certificates show the logos of all partner universities.

## § 16

### Structure and content of the Master examination

- (1) The Master examination will be conducted during the course of study.
- (2) The overall classification of the study programme is calculated as follows: The final mark of each module, including the Master Thesis, is weighted according to their ECTS credit points. On the basis of the weighted final marks of all modules, the arithmetic average is calculated, which is the final grade of the study programme.
- (3) Examinations are rated as irrevocably failed if the second re-examination is marked as "failed". For further information see §12 of this document.
- (4) The Master examination is rated as irrevocably failed if one of the examination accomplishments is irrevocably failed or a repeat attempt at a Master thesis is marked as "failed".

## § 17

### Deception and attempts to deceive

- (1) The attempt to manipulate an examination result by deception will result in the grading of the respective examination as "not adequate/failed". Carrying or using unregistered resources always counts as an attempt to deceive.
- (2) The person who violates exam regulations can be excluded from the respective examination. In these cases the examination will be graded as "not adequate/failed."

## § 18

### Evaluation and grading procedure

- (1) The grades for performance will be determined by the respective examiners. The following grading schedule applies to the modules completed at Hannover Medical School.

<b>Grade</b>	<b>General Description</b>	<b>Written Measurement of Success</b>
"not adequate/fail" (5)	Not appropriate to the requirements due to extensive deficiencies	< 60 % of all points
„fair/pass“ (4)	In spite of deficiencies still adequate to the requirements	60-69 % of all points

„satisfactory“ (3)	Suitable to the average requirements in every respect	70-79 % of all points
„good“ (2)	Remarkable above the average requirements	80-89 % of all points
„excellent“ (1)	Excellent achievement	≥ 90 % of all points

- (2) The examination protocols and written examinations shall be stored. Within the year following the end of examination procedure the examinee will be allowed access to the complete examination documents upon request with appropriate advance notice.
- (3) To ensure equal opportunities, the board of examiners offers disabled or chronically sick students to accept. To ensure equal opportunities for disabled and chronically sick students, the study committee can approve study and exam achievements replaced by equivalent other manners, respecting different deadlines, performed at other times and, if necessary, with a prolonged test duration
- (4) The grade of the Master thesis will be calculated as described in § 13 (7). In the case of a difference in the appraisal of the Master thesis between the two evaluators of two or more grades or if the master thesis is appraised with "not adequate/fail" by one evaluator, the examination committee will appoint one further knowledgeable evaluator. The third evaluation shall take place within 4 weeks. The examination committee will base the final decision on the three evaluations.

## **§19**

### **Crediting of study and examination achievement**

- (1) According to Lisbon Convention, passed examination or/and courses of study which completed in Germany or abroad can be credited under condition that the content, level, range, competencies and requirements of the study programme comply with those of the master's course. Hannover Medical School must carry out the report of proof and has to inform with referring to the students' right of objection. The right of objection contains information on remedies indicating legal action. The credit transfer is not possible for examinations or/and courses of study already provide for the admission.
- (2) The credit transfer will be determined by the dean of studies. If the same scale was used for grading the achievements, the final grade will be accepted. In case of a different grading scale, the credited achievement will be marked as "pass" (examinations have to be converted according to the university scale).
- (3) Students must provide in the application all certificates and proof of study achievements.

## **§ 20**

### **Certificates and written confirmations**

- (1) The passed examination will be certified. The certificate will contain the modules and their grades, the thesis and its grade, as well as the cumulative grade for the examination. The date of certificate is the day on which the examination was passed. A record, dated the same day, will certify the awarded academic degree. A Diploma Supplement and a Transcript of Records will be added.
- (2) A written confirmation will be issued over an irrevocably failed examination.

- (3) In the cases of section (1) and (2), as well as in any other case of withdrawal from the respective programme at Hannover Medical School, upon request, a certificate will be issued. This certificate will contain passed examination achievements, their appraisal and the credit points achieved. In the case of section (2), the certificate will indicate that the examination is irrevocably failed.
- All certificates, records and written confirmations will be issued in English.

## **§ 21**

### **Study committee**

- (1) In accordance with § 45 NHG, the academic dean is responsible and can delegate to fulfil the tasks according to this regulation at the study committee.
- (2) The study committee has four members. One member represents the group of university teachers, one represents the group of scientific personnel involved in education, and two represent the group of students. All members of the course committee have voting rights.

## **§ 22**

### **Examination committee**

- (1) The academic dean can assign the organisation of exams to the examination committee. The examination committee consists of five members. There are three members who represent the group of university teachers and of which a chairman and a deputy chairman are elected, one member who represents the group of scientific personnel involved in education and one member who represents the group of students. The student member has only an advisory function with regard to the valuation and accrediting of study and exam achievements. The members of the examination committee as well as their deputies will be proposed by the course committee and elected by the Senate of Hannover Medical School for two years, in case of the student member annually. A reappointment of members is not allowed.
- (2) The examination committee makes its decisions with the majority of the valid votes cast. An abstention is viewed as a vote not cast. For decisions to be taken by vote, the majority of members entitled to vote need to be present. The chairman prepares the decisions of the examination committee, implements these decisions and reports regularly to the examination committee about this task.
- (3) The examination committee meetings are not public. The members of the examination committee and their deputies are obliged to keep any deliberations secret. If they are not government employees, they are sworn to secrecy by the chairman.
- (4) The examination committee appoints the examiners and the assessors. Examiners and assessors are independent in their examination functions. The members of the examination committee have the right to be present at the examination in an observatory role.

## **§ 23**

### **Procedural rules**

- (1) In accordance with § 45 NHG, the academic dean is responsible to fulfil the tasks according to this regulation. She/he can assign these tasks to the study commission or examination board. The examiners from the group of university teachers, as well as other habilitated members and members of the university will be appointed by the examination committee. For the evaluation of a Master thesis, university teachers from outside the university can also be assigned upon request.



- (2) The examination committee (see § 22) can allow students, who can confirm their health problems with a doctor's note, to make up exam achievements on another date in a comparable form.
- (3) The general regulations of the administrative law as well as the legally regulated maternity protection, maternity leave and childcare leave are applicable to the examination procedure.
- (4) The programme leader will be sent to the Joint Programme Committee (JPC) of the European Master of Science in Midwifery and will represent the Hannover Medical School there. He or she has decision-making and implementation authority.

## **§ 24** **Validity**

The examination regulations come into force the day after their publication.