

**Regulations concerning admission to the  
Master in Health Economics  
at the Faculty of Management, Economics and Social Sciences and  
the Medical Faculty  
of the University of Cologne  
as of 11.03.2020**

On the basis of Section 2(4) sentence 1 of the Act on the Universities of the State of North Rhine-Westphalia (Hochschulgesetz - HG) as amended by the Hochschulzukunftsgesetz (HZG NRW) of 16 September 2014 (GV. NRW. p. 547), last amended by Article 1 of the Act amending the Higher Education Act of 12 July 2019 (GV. NRW. p. 425, ber. S. 593), and § 4, paragraph 1 of the examination regulations for the Master's Programme in Health Economics of the Faculty of Economics and Social Sciences and the Faculty of Medicine of the University of Cologne dated 16 September 2015 (Amtliche Mitteilungen 121/2015), last amended by regulations dated 3 September 2019 (Amtliche Mitteilungen 88/2019), the Faculty of Management, Economics and Social Sciences and the Faculty of Medicine of the University of Cologne hereby issues the following regulations:

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## § 1

### Scope of application

These regulations govern the access and admission to the master's programme in Health Economics (M.Sc.) of the Faculty of Management Economics and Social Sciences and the Faculty of Medicine of the University of Cologne (hereinafter referred to as the master's programme).

## § 2

### Access requirements

(1) <sup>1</sup>It is an access requirement for the master's programme, including applications for admission to a higher semester, to possess a previous professionally qualifying degree [*berufsqualifizierender Abschluss*] in a bachelor's programme with a duration of at least six semesters in which at least 180 credit points were acquired, or to have successfully completed a relevant and equivalent course of study. <sup>2</sup>Degrees acquired abroad shall be graded by the Admissions Committee on the basis of the assessment proposals published by the Central Office for Foreign Education in the Secretariat of the Standing Conference of Ministers of Education and Cultural Affairs of the Länder in the anabin database.

(2) <sup>1</sup>A degree shall be deemed successfully completed within the meaning of these regulations if the overall grade is at least 2.7. <sup>2</sup>In The following requirements are additionally imposed on the programme of study cited in (1):

1. at least 60 credit points from the field of health economics or economics and
2. at least 15 credit points from the field of medicine
3. at least 18 credit points from the field of methodical health economics.

(3) <sup>1</sup>If the relevant programme of study has not yet been completed at the time of application, application is nonetheless permitted, notwithstanding (1), provided that at least 80 percent of the required credit points or equivalent performance have already been demonstrated and all examinations will have been completed by 30 September of the same year. <sup>2</sup>In this case, the degree cited in (1) is replaced by a result calculated and certified by the Examinations Office of the bachelor's programme of study based on the examinations completed up to that date. <sup>3</sup>The more specific access requirements of (1) must have already been met.

(4) Applicants who did neither complete their previous professionally qualifying degree in a German-language degree programme nor their university entrance qualification in German must provide proof of sufficient knowledge of German in accordance with the Regulations of the University of Cologne for the German Language Test for University Admission (DSH) in the currently valid version.

(5) Applicants who did neither complete their university entrance qualification nor their previous professionally qualifying degree in English must provide evidence of language skills at level B2 of the Common European Framework of Reference for Languages of the European Union.

### § 3

#### Admission requirements

(1) <sup>1</sup>Applicants shall be selected and admitted on the basis of the relevant provisions of the Act on Admission to Universities in North Rhine-Westphalia, the Regulation on the Allocation of Study Places in North Rhine-Westphalia of the Framework Regulation for the Conduct of Selection Procedures in Courses of Limited Admission at the University of Cologne and the provisions of the Regulation on Admission to Studies for Foreign Students at the University of Cologne, as amended.

(2) <sup>1</sup>The number of study places may be limited; if so, this number will be determined each year. <sup>2</sup>If the number of eligible applicants exceeds the number of available study places, the Admissions Committee will conduct a selection procedure in accordance with §4.

(3) Admission to the master's programme shall be refused if

1. the access requirements of §2 are not met; or
2. the applicant has already obtained the degree of Master of Science in Health Economics or an equivalent degree for the same programme at a university within the scope of German Basic Law; or
3. the applicant has definitively failed a mandatory examination specified by the examination regulations in the relevant master's programme at a university within the scope of German Basic Law; this also applies to any programmes with substantial similarities in content.

### § 4

#### Selection procedure

(1) <sup>1</sup>If a selection procedure is conducted, the candidates will be ranked. <sup>2</sup>Only the overall grade of the previously completed professionally qualifying degree or, for applications under §2(3), the average grade achieved at the time of application will be taken into consideration. <sup>3</sup>In the event of equal ranking, the order of admission shall be chosen by lot.

(2) At the conclusion of the selection procedure, if an applicant is eligible for admission in several of their stated preferences, admission shall be granted to the master's course with the highest preference.

(3) Available study places for higher semesters shall be allocated exclusively by level of qualification.

### § 5

#### Application, application deadline

(1) <sup>1</sup>Admissions for the first semester are always in the winter semester. <sup>2</sup>Applications must be submitted by 15 June of the relevant year for the master's programme (cut-off deadline). <sup>3</sup>Applications shall only be considered for the allocation of study places for the upcoming semester. <sup>4</sup>Applications shall be accepted for up to three master's programmes of the Faculty of Management, Economics and Social Sciences within a given application cycle. <sup>5</sup>If an application for the master's programme in International Management is

submitted within the application cycle of a given year, a maximum of two further applications are permitted for master's programmes of the Faculty of Management, Economic and Social Sciences. <sup>6</sup>If an applicant applies for more than one master's programme, he or she must specify an order of preference in writing by the application deadline. <sup>7</sup>If the applicant fails to do this, the order of preference shall be decided by lot.

(2) The application must be accompanied by the following documents in German or English or a certified translation of these documents:

1. documentation of the access requirements of § 2,
2. record of (previous) studies (Transcript of Records) and
3. university entrance qualification.

(3) <sup>1</sup>Notwithstanding (2)1. and §2(1), for applicants who will acquire their professionally qualifying degree in the current summer semester, it is sufficient to submit documentation of their performance up to 15 June, stating the average grade, and documentation of the expected date of acceptance of the remaining examinations. <sup>2</sup>The diploma of the professionally qualifying degree must be submitted by 31 December. <sup>3</sup>If the diploma is not submitted in time, the applicant's enrolment in the master's programme shall expire.

(4) If the application for admission under (1) is submitted before the deadline, any subsequently submitted documents may be considered until 20 July (cut-off deadline).

(5) <sup>1</sup>Applications must be submitted via the Campus Management System KLIPS 2.0 of the University of Cologne. <sup>2</sup>Notwithstanding sentence 1, applicants who have not obtained their professionally qualifying degree within the scope of German Basic Law must submit their application to the Arbeits- und Servicestelle für internationale Studienbewerbungen (uni-assist) e.V.

## **§ 6**

### **Letter of admission / refusal**

(1) <sup>1</sup>Applicants who are admitted shall receive a letter of admission from the University of Cologne. <sup>2</sup>The letter of admission shall state the date by which the applicant must enrol. <sup>3</sup>If this deadline is missed, enrolment in the master's programme will be refused.

(2) If not every applicant admitted under (1) enrolls within the specified period, or if enrolment is refused for other reasons, a corresponding number of applicants who did not initially receive a letter of admission shall be admitted in the order of their ranking under §3(2) and §4 (succession procedure) to fill any remaining free places available in accordance with the number of admissions determined for the master's programme by the Ministry of Culture and Science of North Rhine-Westphalia.

(3) Candidates who could not be admitted after the conclusion of the selection procedure shall receive a letter of refusal with instructions on how to appeal.

(4) The admission of cross-registered students is governed by the enrolment regulations of the University of Cologne, as amended.

## § 7

### Withdrawal, revocation

<sup>1</sup>Admission may be withdrawn or revoked if it subsequently becomes apparent that the applicant was wrongly admitted to the course of study, in particular on the basis of false statements during the application procedure. <sup>2</sup>If the applicant has already enrolled, he or she will be dematriculated from the master's programme. <sup>3</sup>The applicant must be given the opportunity to make a statement before the Admissions Committee reaches a decision.

## § 8

### Admissions Committee

(1) A Joint Admissions Committee (hereinafter the Admissions Committee) shall be elected at the Faculty of Management, Economics and Social Sciences to implement the selection procedure.

(2) <sup>1</sup>The admissions committee shall be composed of the following members with voting rights:

1. a chairman from the group of university teachers,
2. two further members from the group of university teachers,
3. one member from the group of academic staff,
4. one member from the group of technical and administrative staff
5. one member from the student body.

(3) The Admissions Committee shall elect a deputy chairperson from among the members cited in (2)2.

(4) <sup>1</sup>An alternate shall be chosen for each of the members cited in (2)2. to 5. <sup>2</sup>The alternate shall act if the relevant member is prevented from participating.

(5) The chairperson may invite other persons, including alternate members, to attend the meetings of the Admissions Committee, provided that this is deemed appropriate and is not opposed by a majority of the voting members present.

(6) <sup>1</sup>The members and their alternates under (2)2. to (2)5. shall be chosen by the Restricted Faculty [*Engere Fakultät*] separately by group. <sup>2</sup>The groups have the right of nomination. <sup>3</sup>The members from the group of university teachers, the group of academic staff and the group of technical and administrative staff shall be appointed for two years, the member from the student body shall be appointed for one year. <sup>4</sup>Repeated terms are permitted. <sup>5</sup>The term of office of an alternate member shall end with the term of office of the relevant member. <sup>6</sup>If a member or an alternate cited in (2)2. to (2)5. ends their term early, a successor shall be elected for the remaining term of office.

(7) <sup>1</sup>The Admissions Committee shall have a quorum if the chairperson or deputy chairperson and at least three other members with voting rights are present. <sup>2</sup>If the deputy chairperson chairs a meeting because the chairperson is prevented from attending, the deputy's alternate under (4) shall attend the meeting as a voting member. <sup>3</sup>Decisions of the Admissions Committee shall be made by majority vote. <sup>4</sup>In the event of a tie, the chairperson's vote shall decide. <sup>5</sup>The members of the Admissions Committee from the group

of technical and administrative staff shall have the right to vote if they perform a relevant function at the university and have special experience in the respective area. <sup>6</sup>The chairperson shall decide whether these requirements are met at the beginning of each member's term of office; in the event of doubt, the rectorate shall decide.

(8) <sup>1</sup>The meetings of the Admissions Committee are not public. <sup>2</sup>The members and their alternates must preserve official secrecy. <sup>3</sup>If they are not in public service, they shall be sworn to secrecy by the chairperson.

(9) <sup>1</sup>The chairperson of the Admissions Committee, or the deputy chairperson if the chairperson is prevented from acting, shall convene and chair the meetings of the Admissions Committee and implement the decisions of the committee. <sup>2</sup>The Admissions Committee may delegate the performance of duties to the chairperson for all regular affairs. <sup>3</sup>In case of urgency, the chairperson may hold a vote by circular letter. <sup>4</sup>The chairperson may take decisions that cannot be postponed on behalf of the Admissions Committee; the Admissions Committee must be informed immediately; the Admissions Committee may revoke the decision; any such revocation is without prejudice to the rights of third parties. <sup>5</sup>Minutes shall be taken for every meeting of the Admissions Committee.

## **§ 9**

### **Entry into force, publication**

<sup>1</sup>These regulations shall enter into force on the day following their publication in the Amtlichen Mitteilungen of the University of Cologne. <sup>2</sup>They shall apply for the first time to admission to the winter semester 2020/2021. <sup>3</sup>On the same date, the Regulations for the Determination of Special Aptitude for the Master's Programme in Health Economics of the Faculty of Management, Economics and Social Sciences and the Faculty of Medicine of the University of Cologne, dated 20 January 2015 (Amtliche Mitteilungen 08/2015), last amended by Regulations dated 6 March 2019 (Amtliche Mitteilungen 33/2019), shall expire.

Issued by decision of the Faculty of Management, Economics and Social Sciences on 09.12.2020 and after examination of legality by the Rectorate on 10.03.2020.

Cologne, the 11.03.2020

Dean  
of the Faculty of Economics and Social Sciences  
the University of Cologne

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Dean  
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