

**Regulations Governing the
EAA Certificate in Actuarial Data Science offered
by the EAA – European Actuarial Academy GmbH**

Introduction

In recent years the scope of activity of actuarial science has increased considerably. Modern statistical methods are being used in an increasing number of fields. Conversely, employees working in an actuarial environment are using their specific know how in ever-varying fields of activity.

Against this backdrop, the EAA has introduced the *EAA Certificate in Actuarial Data Science*.

The requirements pertaining to achieving this certificate via four examinations are contained in these regulations.

Regulations Governing the EAA Certificate in Actuarial Data Science of the EAA – European Actuarial Academy GmbH

§ 1 Purpose of the examinations

The purpose of the four examinations is to establish, in accordance with §2, whether the candidate has the requisite skills and knowledge to be awarded the *EAA Certificate in Actuarial Data Science*.

§ 2 Content

- (1) The four examinations shall cover the following areas:
 - Actuarial Data Science Basic
 - Actuarial Data Science Advanced
 - Actuarial Data Science Immersion
 - Actuarial Data Science Completion
- (2) Each candidate must attend a compulsory seminar covering each subject to be examined.

§ 3 Administration of the examinations

- (1) The examinations in Actuarial Data Science Basic and Actuarial Data Science Advanced shall be conducted in written form; oral or practical examinations may also be conducted instead of written examinations. The examinations in Actuarial Data Science Immersion and Actuarial Data Science Completion shall be conducted as practical examinations.
- (2) Examinations may be conducted in decentralized form in the event of travel and assembly restrictions imposed by the authorities or other circumstances that do not allow examinations to be taken safely in an examination room, taking into account appropriate measures for the secure transmission of questions and answers. If an examination is conducted in decentralized form then the candidates shall be obliged to submit, together with their answers, a written affidavit confirming their compliance with the regulations outlined in § 5.
- (3) In accordance with § 2, the EAA – European Actuarial Academy GmbH shall be responsible for the administration of the examinations.

§ 4 **Examinations Committees**

- (1) In accordance with § 2 the EAA – European Actuarial Academy GmbH shall appoint an Examinations Committee for each subject to be examined.
- (2) The Examinations Committees shall each be composed of a minimum of three and a maximum of six members. Each Examinations Committee shall elect from its members one member as the chair.
- (3) It shall be the particular responsibility of the Examinations Committees to prepare the draft of the examination questions, prepare the draft marking scheme, mark the examination scripts and respond to appeals, as set out in accordance with § 11.
- (4) The decisions of the Examinations Committee shall be made by majority vote. In the event of any apprehension of bias or impartiality, especially resulting from family relations or a working or personal relationship, then the Committee member in question shall recuse themselves from the vote.

§ 5 **Registration for examinations and examination fees**

- (1) Registration for each examination must be done in writing not later than four weeks prior to the date of the examination via the office of the EAA.
- (2) In accordance with § 2, registration for each examination must be accompanied by evidence that the candidate has attended the respective compulsory seminar in accordance with § 2 (2).
- (3) Examination fees shall be charged for admission to the examinations. The examination fees must be paid to the EAA prior to the date of the examination in question.
- (4) If a candidate withdraws his/her application to sit an examination at least four weeks before the date of the examination in question he/she will have the right to reimbursement of the examination fees.
- (5) If a candidate does not turn up to the examination in question, does not pass the examination or is disqualified then the candidate shall have no right to reimbursement of his/her examination fees.

§ 6 **Authorised materials / Disqualification from an examination**

- (1) Candidates shall be informed which authorised materials may be used in good time before the start of the respective examination, they shall also be

informed of any additional instructions pertaining to the respective examination.

(2) Bringing into the examination room any unauthorised materials or the use of any unauthorised materials in any form (e.g., in written or electronic form), copying from another candidate or allowing another candidate to copy your answers, using help from a third party or failing to comply with the examination rules in any other manner shall result in disqualification from the examination in question. The examination shall be deemed to have been failed. The examination shall also be deemed to have been failed if a candidate attempts to influence his or her mark in the examination in question by cheating or making use of other unauthorised means or materials that will benefit their own result or that of another person.

§ 7 **Failure of examinations**

If a candidate does not turn up for an examination or finishes an examination without handing in his/her examination paper, the examination shall be deemed to have been failed.

§ 8 **Resitting examinations**

The resitting of examinations is permitted.

§ 9 **Certificates**

Following successful completion (passing) of the four examinations in accordance with § 2, the candidate shall receive the *EAA Certificate in Actuarial Data Science* issued by the EAA by post. The holder of the certificate may make further use of the certificate in digital form.

§ 10 **Examination documentation**

(1) The EAA shall retain any submitted documentation, examination papers and notification of results for a period of five years.

(2) Each candidate shall be entitled to view his/her own written examination paper within 30 days of notification of the examination results.

§ 11 **Appeals**

- (1) Appeals against any decisions concerning failure of an examination can be made to the EAA within 30 days of viewing the written examination paper.
- (2) Appeals must be made in writing and must contain the plea of the candidate in question as well as the reasoning for his or her appeal.
- (3) Appeals in the sense of (1) may be made to the EAA within the aforementioned deadline. An appeal may only be made once.
- (4) The Examinations Committee which produced and marked the examination that is the subject of the appeal shall check any appeals in terms of (2) above, to examine whether the appeal against the failure of an examination has been submitted in time and in the proper form. Should this be the case, each of the markers whose marking is being objected to in the reasoning behind the appeal shall reconsider his/her decision, taking into account the reasons for the appeal. The Examinations Committee shall then decide whether the appeal is to be upheld.
- (5) If, following the publication of the decision in accordance with (4) above, the appeal is upheld then the appeals committee shall decide in accordance with (6) below.
- (6) The Appeals Committee shall be appointed by the EAA and shall consist of a minimum of three and a maximum of ten members. The members shall be appointed for a term of four years. Only persons who are not members of the Examinations Committee in accordance with § 3 (4) may sit on the Appeals Committee. Decisions of the Appeals Committee shall be made by majority vote. In the event of any apprehension of bias or impartiality, especially resulting from family relations or a working or personal relationship, then the Committee member in question shall recuse themselves from the vote.

§ 12 **Validity**

These regulations shall be valid from 01 May 2024.