



**Admissions Statutes of Ulm University for the English Language
Master's Online Course of Studies in Advanced Oncology
January 24, 2012**

The senate of Ulm University passed the following statutes on January 19, 2012 on the basis of Section 63 par. 2 of the law for colleges and universities in the State of Baden-Württemberg (LHG) in the version of January 1, 2005 (Official Gazette, p. 1 ff), and Section 6 par. 1 and 2 of the law on admission to colleges and universities (HZG) in the version of September 15, 2005 (Official Gazette, p. 630) in conjunction with section 10 par. 5 of the rules on the allocation of study places (HVVO) of May 12, 2005 (Official Gazette, p. 404 ff), most recently amended by articles 5, 7 and 10 of the law on the abolition of tuition fees of December 21, 2011 (Law Gazette, p. 565 ff).

Preliminary Remark on the Use of Language

According to Article 3, par. 2 of the German constitution, women and men have equal rights; all persons and functional designations in these statutes apply to women and men in the same way.

§ 1 Area of Application

Ulm University awards its limited number of places in its master's online course of studies in advanced oncology in accordance with the following provisions.

§ 2 Deadline and Form

- (1) Students are only admitted for the winter semester of each year. The application for admission for a given winter semester must be received by Ulm University by the previous April 15 (cut-off deadline).
- (2) The application is to be submitted in electronic form unless doing so would constitute a hardship for the applicant. This is deemed to be the case for persons for whom electronic submission is impossible either because of special personal circumstances or for medical reasons.
- (3) The application is to be accompanied by the following documents:
 - a) Evidence that the prerequisites stated in Section 3 apply,
 - b) Evidence on whether the applicant has lost the right to be examined at a domestic or foreign college or university in the master's course of studies in advanced oncology or other course of studies with essentially the same contents or is currently enrolled in an examination procedure in one of these courses of study. The question of which courses of studies have the same contents in essence and are thus deemed to be related is decided by the studies and examination regulations for the given field.
- (4) If such evidence is not written in the German or English language, an officially attested translation into German or English is required.

§ 3 Requirements for Eligibility

The requirements for eligibility for the course of studies are:

- 1a) Proof of a degree from a domestic or foreign college or university¹ in a medical course of studies or an equivalent degree at the level of normally four years of studies or 240 ECTS and at least one year of professional experience in oncology² or
- 1b) Proof of a degree from a domestic or foreign college or university³ in a course of studies in the natural sciences or an equivalent degree at the level of normally four years of studies or 240 ECTS or in a course of studies with essentially the same contents at a domestic or foreign college or university and at least two years of professional experience in oncology, and
2. Proof of a sufficient command of the English language. The selection committee determines what form this proof may take.

No. 2 does not apply to applicants whose native language is English or who have earned at least 10 ECTS in courses conducted in the English language during their previous studies at a college or university.

§ 4 Requirements for Admission

- (1) When the number of applicants who are eligible pursuant to Section 3 exceeds the number of available places, the selection process has two stages. In the first stage the eligible applicants are ranked pursuant to Section 4 par. 3 to decide which of them shall be invited to an interview (second stage).
- (2) The eligible applicants are ranked in accordance with the following criteria:
 - a) the overall grade point average of the degree from college or university,
 - b)
 - aa) at least three years of professional experience related to the course of studies,
 - bb) completion of an additional qualification in oncology (specialist training as a physician or international equivalent),
 - cc) publications, as evidenced by cumulative impact factors greater than 10,
 - dd) at least one year of study course-specific experience in a foreign country,
 - ee) leadership experience (director of a department, oncology practise / centre, research group),
 - ff) third party funds raised independently, as evidenced by explicit mention of the applicant in the approval notice.
- (3) The ranking grade is determined as follows:

¹ e.g. State examination in medicine

² e.g. oncological research, pharmaceutical industry

³ at least a bachelor's degree

The ranking grade is taken to be the overall grade point average of the degree from college or university plus improvements based on the six criteria listed in paragraph 2b. An improvement of at most one tenth of a grade point is possible for each of these six criteria. The maximum total improvement is six tenths of a grade point. When applicants have equal ranking grades, the ranking of these applicants is determined at random.

- (4) The number of applicants to be invited to an interview is twice the number of places available in the master's online course of studies in advanced oncology. The applicants invited are those with the best rankings. The decisions on who is admitted are determined by the results of these interviews.

§ 5 Interview

- (1) Each interview is conducted in English by a selection committee. The exact dates and place of interviews, which are, as a rule, conducted via video conference, are announced by Ulm University approximately 4 weeks in advance. The applicants selected are invited in good time.
 - (2) The selection by means of the interviews is carried out on the basis of an evaluation scale. This scale is agreed by the admissions committee with the members of the selection committee for evaluating the motivation for the master's studies as ascertained during each interview. During each interview, the applicant's professional work, technical competence in oncology, motivation to study and conduct during the interview in regard to manner of expression, command of the English language, approach to explaining problems and conclusiveness of argumentation are explored and evaluated.
 - (3) Each applicant is interviewed by the members of the selection committee in a single interview. This interview generally lasts 20 minutes.
 - (4) A record is to be kept of the basic questions of the interview and signed by at least two members of the selection committee. The record must also state the day and place of the interview, the names of the members of the selection committee, the name of the applicant, the topics discussed and the evaluations.
 - (5) After each interview the members of the selection committee evaluate the applicant in accordance with the aforementioned selection criteria on a grade scale from 1 (best) to 5 (worst). Intermediate grades with one place after the decimal point may be formed; rounding is not allowed.
 - (6) The interview shall be assigned the grade of 5 if the applicant fails to appear at an interview appointment without a legitimate reason or cannot be contacted. The applicant is entitled to participate in the next selection procedure or interview appointment if the applicant presents evidence of a legitimate reason in writing to Ulm University subsequent to the missed appointment and without delay, whereby in the case of illness, a medical certificate is required.
 - (7) The selection committee draws up a joint ranking list on the basis of the selection grade determined pursuant to paragraph 4. If there are two or more selection committees, a joint ranking shall be drawn up on the basis of the individual results and mutual exchange of information. The best grade is placed at the top of the list. When two or more grades are equal, the ranking of these applicants is determined at random.
-

§ 6 Admissions Procedure

- (1) Decisions on admissions are made by the executive committee of Ulm University on the basis of the admission committee's proposal.
- (2) Applications for admission are to be rejected when:
 - a) the requirements of sections 2 and 3 are not fulfilled or
 - b) the applicant has lost the right to be examined in the master's online course of studies in advance oncology or in a course of studies with essentially the same contents or the applicant is currently enrolled in an examination procedure in one of these courses of study.
- (3) Applicants who are not to be invited to an interview or are not admitted after the interview receive a notice of rejection from Ulm University. This notice must contain the reasons for rejection and instructions on the legal rights of appeal.
- (4) Moreover, these Admissions Statutes for the English Language Master's Online Course of Studies in Advanced Oncology must be interpreted in conformity with the admissions procedure laid down by the admissions and matriculation statutes of Ulm University.

§ 7 Admissions Committee, Selection Committees

- (1) One admissions committee and a number of selection committees are put in place. The admissions committee and selection committees each consist of at least two persons and their substitutes.
- (2) The members of the admissions committee and the selection committees as well as their substitutes are appointed by the faculty board of the department of medicine. A person can serve on the admissions committee and in a selection committee at the same time. The members are appointed for a period of three years. Reappointments are allowed.
- (3) It is the selection committee that decides on the equivalence of previous training and degrees. When degrees awarded by foreign institutes are recognized, the recommendations of the Federal Standing Conference of Ministers of Education and Cultural Affairs and the agreements in the context of partnerships between colleges and universities are to be followed. In cases of doubt, the central office for foreign educational systems (ZAB) is to be heard.
- (4) The selection committees are responsible for the orderly conduct of the selection interviews, from the technical point of view, including the evaluations of the activities described in section 5 par. 2 and, pursuant to section 6 par. 1, present the results to the executive committee for decision.

§ 8 Date of Effect

- (1) These statutes shall take effect on the day after publication in the official notices of Ulm University. They shall first apply to the admissions procedure for winter semester 2012/2013.
 - (2) At the same time, the admissions statutes for the English Language Master's Online Course of Studies in "Advanced Oncology" of November 19, 2009, published in the official notices of Ulm University on November, 26, 2009, no. 19 pp. 214-217 shall cease to have effect.
-

Ulm, January 24, 2012,

signed by

Prof. Dr. Karl-Joachim Ebeling

- President -

