Ulm University Admissions Statutes for the Consecutive English-taught Master’s Programme in “Molecular Medicine”

of 09 March 2015

Pursuant to §§ 63 (2), 60 (2) no 2, 59 (1) LHG (Higher Education Act for Baden-Württemberg) in the version of Article 1 of the third law on changes to higher education regulations (Drittes Hochschulrechtsänderungsgesetz - 3. HRÄG) of 1 April 2014 (Law Gazette no. 6, p 99 ff.) and based on § 6 (4) Hochschulzulassungsgesetz (HZG - law on admission to higher education) in the version of Article 7 of the third HRÄG in conjunction with §§ 3 (1) sentence 3, 20 Hochschulvergabeverordnung (HVVO - decree on the allocation of places in higher education) in the version of Article 14 of the third HRÄG, the Senate of Ulm University adopted the following statutes on 25 February 2015.

Preliminary remarks on language use

According to Article 3 (2) Basic Law men and women have equal rights; all male designations of persons and positions used in these statutes apply equally to men and women.

§ 1 Scope of application

In its master’s programme in “Molecular Medicine” Ulm University allocates the number of places available under the respective decree of the Ministry of Science on the determination of admission numbers in higher education according to the following provisions.

§ 2 Deadline and form

(1) Students are admitted for the winter semester only. Ulm University receive the application for first-semester including all required proof by 15 April (cut-off deadline). § 12 (2) of Ulm University’s statutes on admission, enrolment, reregistration, academic leave and deregistration apply.

(2) The application must be submitted electronically unless an electronic application would constitute a hardship for the applicant. Hardship exists where a person is not able to apply electronically for special personal or health reasons.

German applicants apply to Ulm University using the form provided by Ulm University. Foreign nationals and EU and EEA citizens apply via uni-assist e.V. This does not apply to applicants who are already enrolled at Ulm University. They apply in the same way as the Germans.
(3) The application must be accompanied by the following documents:
   a) Proof of compliance with the requirements listed in § 3,
   b) Statement declaring whether the applicant has lost their right to be examined or is in the process of being examined in the master's programme in "Molecular Medicine" or any other programme with essentially the same content at any higher education institution in Germany or abroad.

(4) Where such proof is not in German or English, a certified translation into German or English is required.

(5) Paragraphs 1 – 4 do not apply to applicants in double degree or joint degree programmes; here, the agreements between the partner higher education institutions have priority. Application procedures and periods as well as information on admission procedures and required documents must be specified on the website of the partner higher education institution. This also applies to §§ 4 ff. of these statutes.

§ 3 Entrance requirements

(1) Entrance requirements are:
   a) proof of a bachelor’s degree with examination results as defined in paragraph 2 below in the study course “Molecular Medicine” or in any programme with essentially the same content completed at any higher education institution in Germany or abroad or any degree recognized as equivalent after completion of three or more years of study,
   b) proof of an adequate command of English (as a rule, by the Test of English as a Foreign Language [TOEFL] with a minimum of 570 points in the paper-based TOEFL, 230 points in the computer-based TOEFL or 88 points in the internet-based TOEFL, or similar proof such as the IELTS with 6.5 points or more).

§ 3 (1 b) does not apply to applicants who are native speakers of English or whose language of instruction during their bachelor’s or other academic degree programme was exclusively English.

(2) Required examination results are
   a) a bachelor’s degree with an overall grade of 2.5 or better or, if the degree has not yet been completed,
   b) an average grade of 2.7 or better in examinations taken in accordance with § 2 (1) by the date of the application.
§ 4 Admission requirements

(1) Where the number of applicants qualified under § 3 exceeds the number of available places, selection takes place in two steps. In the first step, interview candidates are preselected based on a subject-specific aptitude test (Test). In the second step, based on the outcome of the interviews some of the preselected applicants are selected for admission.

(2) Preselection is based on the number of points earned in the Test; applicants are ranked according to the number of points earned. The highest-ranking applicants are invited; the number of applicants to be invited is three times the number of places available in the master’s programme in “Molecular Medicine”.

(3) In case of equal ranks based on the Test results determined in the first step, ranking follows § 16 HVVO.

§ 5 Test

(1) The Test is in writing, as a multiple choice test in English, on knowledge related to the master’s programme.

(2) As a rule, the Test is conducted at Ulm University between 15 June and 15 August. Ulm University publishes exact dates and the location of the Test eight weeks before the Test. The applicants are invited two weeks before the date of the Test.

(3) In justified cases and if the required infrastructure exists, the Test can also be taken abroad. A legal claim does not exist. Ulm University can ask third parties (such as DAAD, TestDaF centres) to support them with offering the Test. For this service, these organisations may charge an adequate fee to cover their expenses. Ulm University determines contents and framework conditions for the test and admission.

(4) The duration of the Test is 60 minutes. In the Test, a maximum of 30 points can be earned. A minimum number of points may be fixed to pass the Test.

(5) If an applicant shows in a credible way by submitting a medical certificate that he or she is unable to take the Test fully or in parts in the required form due to longer or permanent disability, the admissions committee must allow the applicant more time for the Test or provide them with the opportunity to present an equivalent achievement in a different form.

(6) The Test is awarded 0 points if the applicant fails to appear for the test without good cause. Applicants are permitted to take part in the next Test or selection procedure if they present written proof of good cause to Ulm University immediately after the missed Test; in case of illness, a medical certificate must be submitted. If applicants withdraw from the Test after it has started the points earned by the time of withdrawal are counted. In such case, sentence 2 applies. Applicants who failed to appear for the Test are not admitted to selection interviews.
If an applicant tries to manipulate the Test result through deceit or use of unauthorised means, the Test is awarded 0 points. Applicants disrupting the orderly conduct of the examination are excluded from continuing the Test by the respective supervisor; in this case, the Test is awarded 0 points and the applicant is excluded from taking part in the selection interview.

§ 6 Selection interview

(1) The selection interview is conducted in English by the selection committee. The selection committee decides, after evaluating the Tests, who is invited to an interview. As a rule, the interview takes place within 3 days of the Test. The exact dates and the location of the interviews are published by the admissions committee after the Test has been conducted.

(2) The selection by interview is based on an evaluation scale jointly agreed by the members of the admissions and the selection committees aiming to evaluate the applicant’s motivation and aptitude for the master’s programme as shown in the interview. Thus, the content of the bachelor’s thesis, technical expertise in molecular medicine, linguistic competence and motivation for studying are discussed in the interviews.

(3) The members of the selection committee interview the applicants individually; as a rule, the interviews last 20 minutes.

(4) A record of the selection interview must be prepared by one member of the selection committee; this record must contain the following information: name of the applicant, time, place and duration of the interview, topics addressed, grades according to paragraph 6 below and the rank in a preliminary ranking of the applicants drawn up by the respective selection committee. The record must be signed by both members of the selection committee.

(5) The interview is awarded 0 points if the applicant fails to appear for the interview without good cause. Applicants are permitted to take part in the next round of interviews or selection procedure if they present written proof of good cause to Ulm University immediately after the missed interview; in case of illness, a medical certificate must be submitted.

(6) When all interviews have been conducted, the members of the selection committee jointly evaluate their overall impression and award an overall grade according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>significantly above average</td>
</tr>
<tr>
<td>2</td>
<td>above average</td>
</tr>
<tr>
<td>3</td>
<td>average</td>
</tr>
<tr>
<td>4</td>
<td>below average</td>
</tr>
<tr>
<td>5</td>
<td>significantly below average</td>
</tr>
</tbody>
</table>

Intermediate grades up to one place after the decimal point may be formed; rounding is not allowed. A minimum grade may be fixed to pass the interview.
(7) Each part of the interview is graded separately, i.e. there are individual grades according to the scale in paragraph 6 above for each of the interview parts listed in paragraph 2 above. The grades awarded according to paragraph 2 above are weighted equally.

(8) In a final discussion with one member each of the admissions and selection committees participating a joint ranking is drawn up by mutual consultation and based on the individual results. The best grade ranks highest. In case of equal ranks, lots are drawn.

§ 7 Admission procedure

(1) The applicants selected based on the outcome of the interviews are admitted by the executive committee (Präsidium) at the proposal of the selection committee.

(2) The application for admission must be rejected if
   a) the requirements under §§ 2 and 3 are not fulfilled, or
   b) applicants have lost their right to be examined in the master's programme in Molecular Medicine or any other programme with essentially the same content or are in the process of being examined in any such programme.

(3) Applicants not invited to an interview or not admitted after an interview receive a letter of rejection by Ulm University. This letter must state the reasons for rejection and provide instructions on the right of appeal.

(4) In any other respect, the general provisions on admission stated in Ulm University’s statutes on admission, enrolment, reregistration, academic leave and deregistration remain unaffected.

§ 8 Admissions committee, selection committee

(1) An admissions committee and selection committees are appointed. The admissions committee and selection committees are composed of two or more persons.

(2) The members of the admissions committee and the selection committees and their deputies are appointed by the faculty board of the Faculty of Medicine. A person can, at the same time, serve as a member of the admissions committee, a member of one of the selections committees and a deputy member of a further selection committee. The members’ term of office is three years. Reappointment is possible.

(3) The admissions committee determines the equivalence of previous education and academic degrees. The recognition of foreign degrees must comply with the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs and the agreements made as part of university partnerships. In cases of doubt, the Central Office for Foreign Education (ZAB) must be heard.
(4) The selection committees ensure that selection interviews and the resulting evaluation of the activities described in § 6 (2) are conducted properly from a technical point of view; then they present the outcome to the executive committee according to § 7 (1), which takes the decision.

§ 9 Effective date and transitional provisions

(1) These statutes take effect on the day after their publication in the Official Bulletin of Ulm University subject to paragraph 2 below. They first apply to winter semester 2016/17 admissions. There is no admissions procedure for the summer semester 2016.

(2) The admissions statutes of Ulm University for the consecutive English-taught master’s programme in “Molecular Medicine” of 27 May 2010 (Official Bulletin of Ulm University no. 12 of 2 June 2010, p. 186-191) last apply to the admissions procedure for the winter semester 2015/16. They then cease to have effect.

Ulm, 09 March 2015

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Prof. Dr. Karl-Joachim Ebeling

President