Admissions statutes of Ulm University for the consecutive, English-taught master’s programme in “Molecular Medicine” of 26 January 2017

Based on §§ 63 (2), 60 (2) no.2, 59 (1) LHG 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 99ff) last amended by article 2 of the law promoting equal opportunities for men and women in the public sector in Baden-Württemberg and amending the federal state higher education act Baden-Württemberg (Landeshochschulgesetz - LHG) of 23 February 2016 (law gazette p. 108f) and based on § 6 (4) of the act on higher education (Hochschulzulassungsgesetz - HZG) in the version of article 7 of the third HRÄG in conjunction with §§ 3 (1) sentence 3, 20 of the decree on the allocation of places in higher education (Hochschulvergabeverordnung - HVVO) of article 14 of the third HRÄG, the Senate of Ulm University adopted the following statutes on 18 January 2017.

Preliminary remark 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 regulations apply equally to men and women.

§ 1 Scope of application

Ulm University allocates the places in its master’s programme in Molecular Medicine available under the respective decree of the Ministry of Science on available places in higher education in accordance with the following provisions.

§ 2 Deadline and form

(1) Students are admitted once per year to the respective winter semester. The application for admission to the first semester in the programme including all required proof must have been received by 15 May (cut-off deadline). § 12 (2) of the statutes of Ulm University on admission and enrolment applies.

(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. Applicants apply to Ulm University in the form prescribed by Ulm University. The form of the application
follows the general provisions on admission procedures in the respective applicable statutes of Ulm University on admission and enrolment.

(3) The following documents must be enclosed with the application:

a) Proof of compliance with the requirements listed in § 3,

b) Statement declaring whether the applicant has lost their right to examination or is in the process of being examined in any master’s programme in Molecular Medicine or any other programme with essentially the same content at any institute of higher education in Germany or abroad.

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

(5) Paragraphs 1 – 4 do not apply to applicants in double degree or joint degree programmes, where university partnership agreements take precedence. Application procedures and periods as well as information on admission procedures and required documents must be specified on the websites of the partner universities. This applies analogously to §§ 4 ff. of these statutes.

§ 3 Entrance requirements

(1) Entrance is subject to the following requirements:

a) Proof of a bachelor’s degree with examination results as defined in paragraph 2 in Molecular Medicine or another programme with essentially the same content awarded at any German or foreign higher education institution, or any qualification which is recognised as equivalent after completion of a minimum of three years of study.

b) Proof of an adequate command of English at level C1 of the Common European Framework of Reference for Languages (CEF). This proof may be

- 7.0 points or more in the International English Language Testing System (IELTS), scale 1-9; if both IELTS score and Common European Framework of Reference for Languages (CEF) level are shown, the higher language level shown is recognised,
- Certificate in Advanced English (Grade A-C) or Certificate of Proficiency in English (A-C and Level C1) in the Cambridge exam,
- 701 points or more in the Test of English for International Communication (scale of points 10-990) (TOEIC),
- 100 points of more in the Test of English as a Foreign Language internet-based (TOEFL iBT),
- level III or level IV of the UNIcert®,
- CEF C1 - level or higher, shown e.g. on higher education entrance qualification. Any level of language proficiency which is in parts on and in parts lower than level CEF C1 is not recognised.

There are exceptional cases where § 3 (1b) does not apply; here, applicants can be exempted from submitting proof of adequate language proficiency, in particular, if they have completed a degree in English studies. The managing director of the Centre for Languages and Philology decides on such exemptions at the request of the applicant.
The examination results are documented through

a) a bachelor’s degree with an overall grade of 2.5 or better or, if no degree has yet been awarded, through

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) The selection process takes two steps. In the first step, candidates are pre-selected by way of a study-specific academic aptitude test (Test) for invitation to a selection interview. In the second step, the pre-selected candidates are invited to a selection interview which forms the basis for the decision on admission.

(2) Pre-selection is based on the number of points earned in the Test; applicants are ranked according to the number of points earned. The number of highest-ranking applicants to be invited to the selection interviews 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.

(4) If the number of applicants qualified under § 3 is lower than the number of available places, the selection procedure is simplified. In such case, selection occurs in one step. The written Test as defined in § 5 is then omitted. Only the selection interviews as defined in § 6 are conducted.

§ 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 1 June and 31 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 content 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.

(7) 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 a 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, each interview lasts 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>
</tr>
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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 Board at the proposal of the selection committee.

(2) The application must be rejected if
   a) the requirements described in § 2 and § 3 above 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 information on their right of appeal.

(4) In any other respect, the applicable provisions on admission stated in Ulm University’s statutes on admission and enrolment as amended remain unaffected.

§ 8 Admissions committee, selection committees

(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. At the request of the student members of the faculty council, a further student may join the committee in an advisory capacity.

(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 admissions committee decides whether the applications are adequate in terms of their subject-specific content.

(5) 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 Board according to § 7 (1), which takes the decision.

§ 9 Effective date

(1) These statutes come into effect on the day after their publication in the official information bulletin ("Amtliche Bekanntmachungen") of Ulm University. They first apply to winter semester 2017/18 admissions.

(2) Ulm University's admissions statutes for the consecutive English-taught master’s programme in Molecular Medicine of 9 March 2015 (official bulletin of Ulm University no. 7 of 23 March 2015, pp 40-45) cease to have effect.

Ulm, 26 January 2017

signed
Prof. Dr.-Ing. Michael Weber
(President)