



**Admissions statutes of Ulm University for
the English-taught online master's programme for working
professionals in "Advanced Oncology"**

of 26 June 2017

Based on §§ 63 (2), 60 (2) no.2, 59 (1) sentence 2 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 3 of the law modifying the federal state act on tuition fees (*Landeshochschulgebührengesetz*) and other acts of 9 May 2017 (law gazette p. 245,250) in conjunction with §§ 3 (1) sentence 3, and 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 14 June 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 limited places available in its online master's programme in "Advanced Oncology" according to the following provisions.

§ 2 Deadline and form

- (1) Students are admitted once per year to the respective winter semester. Ulm University must receive the application for admission to the winter semester by 15 April of the respective year.
- (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.

- (3) The following documents must be submitted together 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 "Advanced Oncology" or any other programme with essentially the same content at any higher education institution in Germany or abroad. The subject-specific study and examination regulations indicate which study programmes have essentially the same content and are thus deemed to be related.
- (4) Where such proof is not in German or English, a certified translation into German or English is required.

§ 3 Entrance requirements

Entrance is subject to the following requirements:

- (1) proof of a higher education degree in a medical study programme at any higher education institution in Germany or abroad, or any degree recognised as equivalent, after completion of generally four years of study or, respectively, 240 ECTS credits plus a minimum of one year of professional experience (see appendix) in oncology, or
- (2) proof of a higher education degree in a programme in natural sciences¹ or engineering² at any higher education institution in Germany or abroad or any degree recognised as equivalent after completion of generally four years of study or, respectively, 240 ECTS or in any study programme with essentially the same content plus a minimum of two years of professional experience (see appendix) in oncology, and
- (3) proof of an adequate command of English. The selection committee defines the type of proof required.

Paragraph 3 does not apply to applicants who are native English speakers or who have earned a minimum of 10 ECTS credits in courses taught in English as part of their academic studies to date.

§ 4 Admission requirements

- (1) If the number of applicants qualified under § 3 exceeds the overall number of available places, selection proceeds in two stages. In the first stage, candidates are pre-selected for invitation to a selection interview by way of a pre-selection grade as defined in § 4 (3).
- (2) Applicants are pre-selected and ranked according to the following criteria:

¹ e.g. biology, biochemistry, biophysics, chemistry

² e.g. medical technology, biotechnology

- a) the overall grade of their academic degree,
- b) aa) a minimum of three years of professional experience specific to their chosen degree programme,
 - bb) completed additional qualification in oncology (training as specialist [*Facharzt*] or international equivalent),
 - cc) publications, documented by cumulative impact factors greater than 10,
 - dd) a minimum of a one-year stay abroad specific to the chosen degree programme,
 - ee) management experience (head of department, oncological practice/centre, research group),
 - ff) independently raised third-party funds, documented by mention of name on the notice of approval.

(3) The pre-selection grade is determined as follows:

The overall grade of the academic degree is raised in case of one or several of the criteria listed in paragraph 2 b) above. Each of the six criteria listed above may raise the grade by not more than a tenth of a grade. In total, the grade raise is limited to six tenths of a grade. In case of equal ranks, the lot decides.

(4) In the second stage, the pre-selected candidates are invited to a selection interview which forms the basis for the decision on admission. The number of highest-ranking applicants to be invited to the selection interviews is twice the number of places available in the online master's programme in Advanced Oncology.

§ 5 Selection interview

- (1) The selection interview is conducted in English by a selection committee. The exact dates and the venue of the selection interviews, which are, as a rule, conducted via video conference, are published approx. four weeks previously by Ulm University. The applicants are invited to the interviews in good time.
- (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 for the master's programme as shown in the interview. In this interview, the applicant's professional work, specific competence in oncology, motivation for studies and conversational skills in terms of expression, language proficiency, approach to the discussion of problems and conclusive argumentation are discussed and evaluated.
- (3) As a rule, the members of the selection committee jointly interview each candidate for a duration of 20 minutes.
- (4) The essential points of the selection interview are to be recorded; this record is to be signed by two or more members of the selection committee. The record must also show date and location of the interview, the names of the members of the selection committee, the names of the applicants, topics addressed and the evaluation.

- (5) Upon conclusion of the interview, the members of the selection committee evaluate the applicant, based on the selection criteria named above, on a grading scale from 1 to 5. Intermediate grades up to one place after the decimal point may be formed; rounding is not allowed.
- (6) The interview is awarded a grade of 5 if the applicant fails to appear for the interview without good cause or cannot be reached. 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.
- (7) Based on the selection grade determined according to paragraph 4, the selection committee jointly draws up a ranking. In case of several selection committees, a joint ranking is put together based on the individual results and exchange of information. The best grade ranks highest. In case of equal ranks, the lot decides.

§ 6 Admission procedure

- (1) Admissions are determined by the Board (*Präsidium*) of Ulm University based on the admissions committee's proposal.
- (2) Applications for admission must be rejected if
 - a) the requirements defined in §§ 2 and 3 are not fulfilled, or if
 - b) applicants have lost their right to examination in the online master's programme in Advanced Oncology or in any other study programme with essentially the same content or are in the process of being examined in any such programme.
- (3) Applicants not admitted to the second stage after the selection interview receive a letter of rejection by Ulm University. This letter must state the reasons for rejection and provide instructions on their right of appeal.
- (4) In all other respects, the provisions related to admission procedures in general as stated in the admissions and enrolment statutes of Ulm University remain unaffected.

§ 7 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 and their deputies.
- (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 be a member of the admissions committee and a selection committee at the same time. The members' term of office is three years. Reappointment is possible.
- (3) The selection committee determines the equivalence of previous education and the comparability of 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 § 5 (2) are conducted properly from a technical point of view; then they present the outcome to the Board according to § 6 (1), which takes the decision.

§ 8 Effective date

- (1) These statutes come into effect on the day of their publication in the Official Bulletin of Ulm University. They first apply to winter semester 2018/2019 admissions.
- (2) At the same time, the admissions statutes of Ulm University for the English-taught online master's programme for working professionals in Advanced Oncology of 4 August 2014, published in the official information bulletin of Ulm University No. 21 of 7 August 2014, p. 234-238, cease to have effect.

Ulm, 26 June 2017

signed

Prof. Dr.-Ing. Michael Weber
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