Admissions statutes of Ulm University for the consecutive English-taught master’s programme in “Biophysics” of 13 July 2022

Based on § 60 (2) no. 2, § 63 (2) and § 59 (1) and (2) of the Federal State Higher Education Act (LHG) in the version of 1 January 2005, amended several times and last amended by Article 1 of the Act of 26 October 2021 (Law Gazette p. 941), the Senate of Ulm University adopted the following statutes on 27 April 2022 for admission to the admission-free consecutive English-taught master’s degree programme in Biophysics at Ulm University.

§ 1 Scope of application
In the master’s degree programme in Biophysics, no admission quotas have been set according to the currently valid admission quotas ordinance (ZZVO); an entrance procedure takes place according to the following provisions.

§ 2 Deadlines
Students are admitted once per year to the respective winter semester. Ulm University must receive the application for admission to the winter semester including all required documents by 15 May of the respective year. The deadline is a legal deadline; it is announced on the website of Ulm University for this degree programme.

§ 3 Form of the application
(1) The form of the application is based on the provisions applicable to the admission procedure in the respective admission and enrolment statutes of Ulm University.
(2) The following documents must be submitted together with the application:

a) Proof of
   - a bachelor’s degree in a degree programme in biophysics, physics, physics and management, chemistry, biochemistry, molecular medicine, biology or biotechnology or an equivalent degree at the level of at least three years of study in accordance with § 4 (1a) including Diploma Supplement (if available) and Transcript of Records (ToR)/excerpt of grades or proof of the (provisional) average grade to be determined on the basis of the previous study and examination achievements by the end of the application deadline, the credit points (ECTS) earned (so far), if available, and the total number of credit points allocated to the degree programme; this document must show a grading scale with the best grade to be awarded and the minimum pass grade for obtaining the higher education degree,
   - a total of 12 ECTS from a combination of mathematics and physics demonstrating basic competences in the fields of mathematics and experimental physics,
b) a written report in English (letter of motivation) of max. 2 pages, which, in addition to the formal quality, must include a convincing statement of interest in the master's degree programme as well as a description of the particular aptitude and motivation for this degree programme and expectations for the personal and professional future,

c) an academic career description, evidenced by certificates and other documents, in particular proof of practical work experience in the context of completed vocational training, employment or work placements, as well as achievements outside higher education that provide particular evidence of aptitude for the degree programme,

d) proof of adequate English language skills in accordance with § 3 (2) (level B 2) in the applicable statutes on the language skills required for studying at Ulm University,

e) declaration by the applicant stating whether she or he has failed at last attempt an examination required by the examination regulations at a domestic higher education institution in the same master's degree programme or in a related degree programme with essentially the same content, or whether the right to examination no longer exists for other reasons,

f) any additional documents specified in the current admission and enrolment regulations of Ulm University.

The documents to be submitted for the master’s programme in Biophysics are published on the relevant web pages of Ulm University.

(3) Admission to the master’s degree programme may also be applied for if the bachelor's degree has not yet been completed by the application deadline within the meaning of § 2 and it is to be expected that the applicant will complete the bachelor’s degree programme in good time before the start of the master’s degree programme based on the course of study to date, in particular the previous study and examination achievements. In this case, the preliminary average grade according to § 4 (2b) can be considered for the admission decision.

(4) Admission to the master's degree programme can also be applied for if the proof according to § 3 (2) a) second indent cannot be submitted by the end of the application deadline as defined in § 2.

(5) The required language skills can be demonstrated at the time of enrolment.

(6) Where such proof and documents are not in German or English, an official translation into German or English is required.

§ 4 Entrance requirements

(1) Prerequisites for entrance to the master's degree programme in Biophysics are:

a) a bachelor’s degree or at least equivalent degree from a university, university of applied sciences, university of cooperative education or a recognised foreign higher education institution in biophysics, physics, physics and management, chemistry, biochemistry, molecular medicine, biology or biotechnology or in a related or subject-specific degree programme showing examination results in accordance with paragraph 2,

b) necessary specialist knowledge in accordance with § 3 (2a) second indent,
c) letter of motivation,
d) academic career,
e) selection interview for applicants who do not fulfil paragraph 2 a) or b),
f) language skills pursuant to § 3 (2d)

Subject-specific degree programmes are degree programmes whose requirements are fulfilled in accordance with § 3 (2a) indents 2 and 3.

(2) Proof of examination results are

a) a final academic examination resulting in a bachelor's degree with an overall grade of 2.5 or better or, if the programme has not yet been completed,
b) the examination results achieved by the application deadline showing an average grade of 2.5 or better.

Applicants who do not fulfil the requirements of sentence 1 and have a final academic examination resulting in a bachelor's degree with an overall grade of 3.0 or better or, if they do not yet have a degree, with an average grade of 3.0 or better based on the examinations completed by the application deadline, must prove their suitability for this master's degree programme in a selection interview.

(3) In addition to the formal quality, the evaluation of the motivation letter is based on the convincing demonstration of the candidate's interest in this master's programme as well as the presentation of their particular aptitude and motivation for this master's programme. The assessment of the applicant's academic career takes place with regard to their suitability for the master's degree programme. Here, the extent to which she or he can meet the requirements of the master's degree programme and how meaningful participation in the master's degree programme is for her or him is assessed. Letter of motivation and academic career are assessed as “suitable” or “not suitable”. To fulfil the entrance requirement both must be assessed as passed.

(4) The admissions committee decides on the equivalence of the bachelor's degree and the equivalence of other degree programmes not explicitly mentioned in paragraph 1 a) in accordance with § 7. When recognising foreign degrees, the assessment proposals of the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (ZAB) as well as the agreements within the framework of higher education partnerships must be observed. For degree programmes that are not aligned to the ECTS regulations (ECTS grades and credit points), the admissions committee decides whether the requirements stated in paragraph 2 are met.

(5) Deviations from §§ 2, 3 as well as § 4 (1) and (2) may arise for students who are in joint degree, double degree or structured exchange programmes. As a rule, the evidence is deemed to have been provided upon admission to the respective degree programme at the home university or selection by the respective cooperation programme. Where regulations exist, the contractual agreements in these programmes take precedence over the regulations in these statutes.

§ 5 Selection interview

(1) Applicants may only take part in a selection interview if they applied for a place in the programme in due time and form.
The selection interview will be conducted in English by the admissions committee or by specialised higher education teachers appointed by the committee (selection committee consisting of at least 2 persons). Ulm University will inform applicants at least one week in advance of the exact dates, location and format of the selection interviews. The selection interview can also be conducted as an online examination under video supervision as a video conference. The interview is based on a question guide set by the admissions committee/selection committee.

The selection interview is conducted as an individual interview. An individual interview lasts a maximum of 20 minutes.

The selection interview is intended to show whether the applicant is qualified (aptitude) and receptive (motivation) for the master's degree programme. To this end, the interview will discuss and evaluate the applicant's subject-related aptitude in accordance with the requirements listed in § 3 (2a) and the content of the bachelor's thesis, as well as their motivation to study, in particular their interest in the subject area of the master's degree programme (including their ideas on specialisation in the master's degree programme). The applicant should also demonstrate the extent to which they can relate their previous experience and interests (relevant stays abroad, additional qualifications, internships, further training) to the master's degree programme.

At the end of the interview, each member of the admissions committee or the selection committee will assess the applicant's aptitude and motivation for the master's programme on the scale of 1 to 4 below: each part of the selection interview “subject-related aptitude”, “content of the bachelor's thesis” and “motivation” will be assessed with a grade on this scale. Based on the individual grades of the members of the selection committee, the arithmetic mean is calculated forming the overall grade according to this scale:

1 = significantly above average
2 = above average
3 = average
4 = below average

If the members of the admissions committee or the selection committee assess the selection interview with an overall grade of at least 3.0, the aptitude based on the outcome of the selection interview is assessed as "suitable".

One member of the selection/admissions committee must prepare a record of the selection interview containing the following information: name of the applicant, time, place and duration of the selection interview, topics addressed and evaluation. The record must be signed by the members of the admissions/selection committee.

If the applicant does not attend the selection interview without good reason, the application for admission will be rejected.

§ 6 Admission and selection decision

(1) The President decides on admission at the proposal of the admissions committee.

(2) Admission shall be denied if

   a) the application documents were not submitted in due time as defined in § 2 or not in due form and in full as defined in § 3,

   b) the requirements stipulated in § 4 were been met,
c) a previous admission in the same degree programme or a related degree programme with essentially the same content has lapsed because an examination was failed at last attempt or the right to examination no longer exists.

(3) Admission may be subject to reservations, in particular resolutory conditions and other conditions. Under § 3 (3), sentence 1, admission is to be granted under the resolutory condition that the bachelor’s degree and the requirements associated with it are proven within the deadline set by Ulm University. If this proof is not provided in due time, the admission expires. If this proof is not provided, the admission expires. In justified cases, in particular if individual achievements cannot be proven within the scope of § 3 (2a) indents 1 and 2, the admission may be subject to certain conditions. The conditions must be fulfilled by the end of the examination period of the first semester in the master’s programme; if the student is not responsible for failing to fulfil the conditions, they must be fulfilled by the end of the examination period of the second semester at the latest. The conditions are determined by the admissions committee.

(4) If, for reasons for which the applicant is not responsible, he or she is unable to provide proof of the bachelor’s degree by the deadline set by the University, provisional enrolment may be granted on the basis of the applicant’s corresponding declaration, subject to the condition that the certificate of the first professionally qualifying degree or proof of all achievements required for the degree must be submitted by the end of the first semester at the latest. The same applies to the corresponding language certificates. If the proof is not provided by the deadline, enrolment will not take place or the re-registration application for the following semester will be denied.

(5) Anyone who misses the application deadlines according to § 2 or does not provide evidence of the requirements according to § 3 will be excluded from the procedure. An exclusion notice will be issued. Applicants not admitted on grounds of their level of qualification under § 4 receive a letter of rejection by Ulm University. This letter must state the reasons for rejection and provide information on their right of appeal.

(6) 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

(1) The Faculty Board shall appoint an admissions committee. The admissions committee consists of at least two persons who belong to the full-time academic staff, as well as their deputies. At least one person must be a higher education teacher as defined in § 44 (1) no. 1 LHG. Furthermore, the Faculty Board may appoint an experienced professional practitioner to the admissions committee in accordance with § 2c sentence 2 no. 6 of the Higher Education Admission Act (HZG). The members’ term of office is three years. Reappointment is possible.

(2) At the request of the student members of the Faculty Council, a further student may join the committee in an advisory capacity. The term of office is one year.

§ 8 Effective date

These statutes come into effect on the day after their publication in the Official Bulletin (Amtliche Bekanntmachungen) of Ulm University. They first apply to winter semester 2022/23.
admissions. At the same time, Ulm University's admissions statutes for the consecutive, English-taught master's programme in Biophysics of 28 February 2018, published in the Official Bulletin of Ulm University no. 9 of 8 March 2018, pages 122-6, cease to have effect.

Ulm, 13 July 2022

signed

Prof. Dr.-Ing. Michael Weber
President of Ulm University