

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Universität Heidelberg für den Masterstudiengang Biomedical Engineering" of 23 March 2017 has legal validity.

Heidelberg University Admission Regulations for the Master's Degree Programme in Biomedical Engineering

as of 23 March 2017

On the basis of §§ 63 para. 2, 60 para. 2 no. 2, 29 paras. 2 and 4, 59 para. 1, and 19 para. 1 no. 10 of the Baden-Wuerttemberg Higher Education Act (*Landeshochschulgesetz*) in the version dated 1 January 2005 (Law Gazette, p.1), as amended by Article 1 of the Third Act on the Amendment of Higher Education Regulations (*Dritten Hochschulrechtsänderungsgesetz*) of 1 April 2014 (Law Gazette 2014, p. 99 ff.), on 21 March 2017, the Heidelberg University Senate adopted the revised version that follows.

It was approved by the Rector on 23 March 2017.

§ 1 Applicability

Heidelberg University allocates the available university places in the Master's Degree Programme in Biomedical Engineering according to the following provisions.¹

§ 2 Deadline and Documents

1. Admission takes place only in the winter semester. The application for admission must be submitted to Heidelberg University's Medical Faculty Mannheim between 1 February and 15 March (final deadline). The deadline for the year 2017/18 is 15 April. This is an exception to the above-given dates.
2. The application must include the following documents, unless these have been previously submitted to the university:
 - a) documentation that the requirements stipulated in §§ 3 and 4 have been fulfilled
 - b) tabular curriculum vitae (c.v.)
 - c) documentation as to whether the applicant has lost entitlement to take final examinations in a Master's degree programme in Biomedical Engineering or a programme with essentially the same content at an institution of higher education in Germany or abroad, or is currently participating in an examination procedure in any such degree programme.
3. If applicants will not have completed their current degree programmes prior to the deadline stated in §1, they may submit a preliminary certificate issued by their university, listing all courses taken and grades received, along with a confirmation that the applicant is expected to complete the degree programme by no later than 31 August of the current year. In the admissions process, these applicants will be evaluated on the basis of a grade point average determined from the grades received on past examinations. The overall grade for the Bachelor's degree will not be taken into consideration in the selection process. In such cases, conditional admission may be granted, with the stipulation that documentation of completion of the Bachelor's degree programme and all other associated prerequisites be submitted by 31 August. If the documentation stipulated in §3 para. 1 no. 1 is not submitted prior to this deadline, applicants will lose their eligibility for admission.

§ 3 Admission Requirements

¹ (Applies to the German version:) All titles in this document, whether official, status, functional or professional, are stated in masculine form: however, they refer to men and women equally and may also be used in the corresponding feminine form. This also applies to university degrees and academic titles.

1. The admission requirements are as follows:

a) documentation of successful completion of a degree programme, with an above-average grade point average, earned at a university in Germany or abroad, for which a standard period of study of three years is required (Bachelor's or equivalent, representing 180 ECTS). The degree must be in Physics or in a degree programme with essentially the same content, in particular, Medical Technology, Computer Science (with a Physics component of at least 6 ECTS), Biomedical Engineering, or Engineering, or another degree programme recognised as equivalent. This documentation must be submitted along with the application either in original or as a certified copy.

and

b) a current university-issued transcript, as stipulated in item 1 as a prerequisite for admission.

and

c) current documentation of proficiency in English, as substantiated by one of the following certificates:

(1) IELTS (Academic) with a total score of at least 6.5 but not lower than 6.0 in each of the sections. The certificate must have been issued within two years of the date of application.

(2) TOEFL iBT (internet-based test) with a total score of at least 92 but not lower than 21 in each of the sections. The certificate must have been issued within two years of the date of application.

(3) TOEFL CBT (computer-based test) with a total score of at least 237 but not lower than 21 in each of the sections. The certificate must have been issued within two years of the date of application.

(4) TOEFL PBT (paper-based test) with a total score of at least 580 but not lower than 55 in each of the sections. The certificate must have been issued within two years of the date of application.

(5) Cambridge Certificate of Proficiency in English – CAE (Certificate of Advanced English)

The following applicants are not required to submit proof of proficiency in English:

(1) applicants who are native speakers of English and who have completed their schooling in one of the following countries: Canada, USA, United Kingdom of Great Britain and Northern Ireland, Ireland, New Zealand, Australia

(2) applicants who completed the undergraduate degree required for admission in one of the following countries: Canada, USA, United Kingdom of Great Britain and Northern Ireland, Ireland, New Zealand, Australia. This also applies to other applicants whose degree programme was conducted exclusively in English.

and

d) a personal statement from the applicant providing the following information:

(1) the reasons for seeking a degree in Biomedical Engineering and how this degree will contribute to the applicant's intended career path

(2) the prerequisites that, according to his or her own estimations, the applicant has already fulfilled

e) two letters of recommendation, preferably written by professors from the university at which the

final examination required for admission to this Master's programme was taken. Applicants should send these letters of recommendation directly to the Admissions Office (*Zulassungsstelle*); if the letters are not in German or English, an officially certified translation into German or English is required.

- f) a curriculum vitae in English, indicating whether there is any other practical work or research experience or other achievements that would provide additional information on the suitability of the applicant for the degree programme chosen
 - g) if the documentation required under c) and e) is not yet available during the application period, upon request, an extension of up to one month following the application deadline may be granted. This request must be made in writing and be submitted with the application.
2. In assessing whether the applicant's performance in the undergraduate degree is above average, the following items will be taken into account:
 - a) final degree programme grades earned in a higher education degree programme
 - b) individual subject-specific grades that provide insight into the applicant's aptitude for the desired degree programme
 - c) documentation of the applicant's university ranking on the final examination that is the prerequisite for admission to this Master's programme
 3. The admissions committee determines the equivalence of the applicant's educational background and the comparability of the degrees upon which qualification is based. For the recognition of foreign degrees, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany as well as agreements between partner university must be observed. If necessary, the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen, ZAB*) will be consulted.
 4. Heidelberg University may require that the documents upon which the admission decision was based be submitted in original at the time of enrolment.

§ 4 Selection Procedure

1. If the number of qualified applicants as described in §3 exceeds the number of available places, a selection procedure and ranking will be implemented. Applicants will be given a score (S) based on the following criteria/weighting:
 - a) type, focus and overall grade of the final examination, which, as stipulated in § 3, constitutes an admission requirement (weighting: 60%). The overall grade of this degree-specific final examination (§ 3 para. 2) will be converted into a score (S1) on the following basis:
 - 1.0 corresponds to 20 points
 - 1.1 to 1.2 corresponds to 19 points
 - 1.3 to 1.4 corresponds to 18 points
 - 1.5 to 1.6 corresponds to 17 points
 - 1.7 to 1.8 corresponds to 16 points
 - 1.9 to 2.0 corresponds to 15 points
 - 2.1 to 2.3 corresponds to 12 points
 - 2.4 to 2.6 corresponds to 10 points
 - 2.7 to 2.9 corresponds to 5 points
 - 3.0 to 5.0 corresponds to 0 points
 - b) degree-related academic and examination achievements, or vocational training, practical work experience, or other accomplishments that may provide additional insight into the applicants' suitability for the desired degree programme (weighting: 30%). These will be given a score (S2) of between 0 to 20 points.

- c) letters of recommendation and personal statement (weighting: 10%). These will be given a score (S3) of between 0 to 20 points. The letters of recommendation should, whenever possible, be written by professors from the university at which the final examination required for admission to this Master's programme was taken. If the letters are not in German or English, an officially certified translation into German or English is required.
 - d) A personal statement from the applicant, providing the following information:
 - (1) the reasons for seeking a degree in Biomedical Engineering
 - (2) the prerequisites that, according to his or her own estimations, the applicant has already fulfilled
 - (3) how this degree will contribute to the applicant's intended career path
2. Assessment of the criteria for determining applicants' qualifications as stipulated in para. 1 a) to c) will be conducted by the admissions committee (§ 6 paragraph 1) on the basis of an assessment standard the committee will have compiled in advance. In accordance with the criteria set forth in para. 1 a) to c), the following formula will be used to determine the final score: $S = S1*0.6 + S2*0.3 + S3*0.1$ To qualify, applicants must have a minimum total score (S) of 13 (out of max. 20) points.

§ 5 Admissions Procedure

1. Based on the recommendation of the admission committee, the Rector makes the decision as to whether an applicant will be admitted.
2. The application will be rejected, if:
 - a) the requirements set forth in §§ 2 to 4 have not been fulfilled, and/or
 - b) the applicant has lost entitlement to take the final examination in the Biomedical Engineering Master's degree programme or in a programme with essentially the same content, in particular, Medical Physics, or is currently participating in the examination procedure in any such programme.
3. In all other respects, the general provisions of Heidelberg University's admissions and matriculation regulations remain unaffected.

§ 6 Admissions Committee

1. An admissions committee is appointed by the Mannheim Medical Faculty to conduct the selection procedure and prepare the admissions decisions. The admissions committee is made up of three members. The members choose a chairperson and deputy from among themselves, both of whom must be professors.
2. The members of the admission committee are appointed by Mannheim Medical Faculty's faculty council. Members are appointed for a three-year term, and may be re-appointed.

§ 7 Coming into Force

These regulations become effective on the day following publication in the Rector's bulletin (*Mitteilungsblatt des Rektors*). They will first become applicable for admissions to the 2017/18 winter semester.

Heidelberg, 23 March 2017

Prof. Dr. Dr. h.c. Bernhard Eitel
Rector