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Heidelberg University Admission Regulations for the Master's Study Course Matter to Life

as of December 8, 2022

On the basis of the following §§, 29 paragraph 4 sentence 3, 59 paragraph 1 sentence 2, 60 paragraph 2 number 2 clause 2, 63 paragraph 2 sentence 1, and 19 paragraph 1 no. 10 of the Law on Universities in Baden-Württemberg (Landeshochschulgesetz - LHG) in the version of January 1, 2005 (Journal of Laws. pg. 1,2) last amended on December 21, 2021 (Journal of Laws. 2022, pg.1,2), the Senate of Heidelberg University passed the following statutes on December 6, 2022.

The Rector gave his approval on December 8, 2022.

Preamble

The Master's program Matter to Life with the goal of a joint degree is jointly managed by the University of Heidelberg and the University of Göttingen. On the basis of the existing cooperation agreement, Heidelberg University carries out the application and admission procedure for both universities according to the following regulations.

§ 1 Scope of Application

- (1) These statutes regulate the requirements for admission to the joint Master's program Matter to Life of Heidelberg University and Georg-August-Universität Göttingen with the goal of a joint degree.
- (2) Heidelberg University shall allocate the 20 study places per academic year available on the basis of the cooperation according to the results of the selection procedure regulated in these Statutes. Admission to the available study places is granted in equal parts for the major fields of studies "Molecular Systems Chemistry and Engineering" at Heidelberg University and "Complex Systems and Biological Physics" at Göttingen University.
- (3) The procedure for admission to the Master's program is governed by the procedural regulations of the Admission and Matriculation Regulations (Zulassungs- und Immatrikulationsordnung, abbreviation: ZImmO) of Heidelberg University and the Matriculation Regulations of the Georg-August University of Göttingen in their respective valid versions.

§ 2 Start of Studies

The start of the joint degree Master's program Matter to Life is only possible in the winter semester and for the first time in the winter semester 2023/2024.

§ 3 Deadline and Required Documents

- (1) The application for admission must be submitted to Heidelberg University including all required documents by December 31, 2022 for the winter semester 2023/2024 and for the following winter semesters by December 1 of the year prior to the beginning of the

study program (cut-off deadline). Documents received after the deadline or incomplete within the deadline will not be considered.

- (2) The application for admission, including the documents required in accordance with Paragraph 3, must be submitted electronically to Heidelberg University.
- (3) The application must be accompanied by the following documents:
 1. proof of one of the following degrees: Bachelor of Science (e.g., in chemistry, Physics, Molecular Biology, Biochemistry, Materials Science), Biotechnology, Bachelor of Engineering (e.g., in Molecular Systems Engineering or Bioengineering) or a degree program in a related natural science or engineering field, in a course of study lasting at least six semesters. Proof may be provided as a copy of the university degree certificate. In the case of certificates from foreign educational institutions, an officially certified translation in German or English must be enclosed.
 2. a letter of motivation (hereinafter self-reflection) (3-4 pages, Times New Roman font, font size 12, line spacing 1.5). The topics of the self-reflection will be determined by the Admissions Committee and will be posted on the program's website during the application period.
 3. proof of sufficient English language skills, if the applicants do not speak English as their native language. The proof must not be older than four years by the end of the application phase and can be demonstrated by:
 - a) the Test of English as a Foreign Language (TOEFL) with a total score of at least 570 out of 677 on the paper-based test or a minimum score of 90 out of 120 on the internet-based test; or
 - b) the International English Language Test System with a score of 6.5 or better; or
 - c) a Cambridge Certificate in Advanced English (CAE);
 - d) UNICert®: at least a UNICert® II certificate with a minimum grade of 2.3;
 - e) NULTE certificates: at least level B2+;
 - f) Also considered proof of sufficient knowledge of the English language are a relevant study or professional stay of at least two years in an English-speaking country within the last three years prior to receipt of the application for admission or the successful completion of an English-language study program.
 4. a statement by the applicant about whether he/she has definitively failed an examination required by the examination regulations in the intended Master's degree program Matter to Life or in related degree programs with essentially the same content, or whether the applicant has lost the entitlement to take the examination for other reasons, or whether he/she is in an ongoing examination procedure in any such programs.
 5. a declaration of which major (Molecular Systems Chemistry and Engineering at the Heidelberg campus or Complex Systems and Biological Physics at the Göttingen campus) most closely matches the applicant's professional interests (preferred major).
- (4) If proof of sufficient English language skills is not yet available at the time of application, this must be provided by July 15 of the year of the start of studies at the latest.
- (5) If the university certificate is not yet available to the applicant at the time of application, a preliminary document indicating the achievements up to that time must be enclosed. Admission may be granted if, on the basis of the applicant's educational history to date, in particular his or her academic achievements to date, it can be expected that the

Bachelor's degree will be completed in good time before the start of the applied for Master's program Matter to Life. These applicants will take part in the admission procedure with an average grade, which is determined on the basis of the academic achievements to date.

- (6) Heidelberg University may require that the documents upon which the admission decision was based be submitted in original at the time of enrollment.

§ 4 Admission Requirements

(1) Admission requirements are:

1. proof of a relevant university degree passed with above-average success according to § 3 paragraph 3 no. 1 of these Statutes. Proof of an above-average Bachelor's degree is provided by a minimum grade of 2.3 (good) or proof that the applicants are among the best 20% of their year. The grades are calculated according to the modified Bavarian Formula in the case of certificates from foreign educational institutions.
 2. proof of 96 ECTS credits in the scientific and engineering subjects as well as mathematics relevant to the course of study mentioned under § 3 paragraph 3 no. 1.
 3. proof of sufficient English language skills according to § 3 paragraph 3 no. 3.
- (2) Degrees obtained in courses of study at foreign state or state-recognized institutions of higher education shall be recognized if there is no significant difference between the competencies acquired and the degrees which are being substituted. The admissions committee decides on the recognition. When recognizing foreign educational certificates, the recommendations of the Conference of Ministers of Culture and Education as well as the agreement within the framework of university partnerships are to be observed.

§ 5 Admissions Committee

- (1) An admissions committee shall be formed for the organization and implementation of the selection procedure (§§ 6 to 10). This committee shall consist of six members with voting rights, including an equal number of professors from Heidelberg University and Göttingen University. Students may only participate with an advisory vote.
- (2) The members of the Admissions Committee shall be appointed by the Faculty Council of the Faculty of Engineering at Heidelberg University after consultation with the Faculty Council of the Faculty of Physics at Göttingen University. The term of office of the members is two years. Reappointment is possible. The chair is elected within the admissions committee.
- (3) The selection committee constitutes a quorum if more than half of the voting members, including professors from both universities, are present.

§ 6 Selection Procedure

- (1) A pre-selection according to § 7 shall take place based on the university degree grade (§ 3 paragraph 3 no. 1) and the submitted self-reflection (§ 3 paragraph 3 no. 2).
- (2) Following the pre-selection, the selection procedure will take place with two interview rounds in English according to §§ 8 and 9. After each round, points will be awarded to all applicants invited to this round. The points will be added up at the end of the entire procedure for the applicants who have advanced.
A maximum of 20 points can be attained in Round 1, a maximum of 10 points in Round 2, and a maximum of 10 points in Round 3.

At least four times the number of applicants in relation to the available study places will be invited to Round 2. At least 2 times the number of applicants for the respective major in relation to available study places will be invited to Round 3. Admissions for the available study places will be determined according to the final ranking list of the applicants (§ 10).

- (3) If there is equality of rank in selection rounds 1 and 2, all eligible applicants will be invited to the next round.
- (4) The selection interviews in rounds 2 and 3 will be awarded 0 points if the student applicant fails to attend the selection interview without good reason. The applicant is entitled to participate again at the next possible date for the selection procedure if, immediately after the examination date, the university is provided with written proof that there was a valid reason for the non-attendance; in the case of illness, a medical certificate must be submitted.
- (5) The selection interviews of rounds 2 and 3 are conducted by two members of the Admissions Committee or appointed representatives of the Admissions Committee, or Matter to Life Fellows appointed by the Admissions Committee. These together are the selection interviewing members.
- (6) The essential questions and answers of the selection interviews of rounds 2 and 3 must be recorded in minutes by another person, which must be signed by the members conducting the selection interview and the person taking the minutes. Furthermore, the minutes must show the date and place of the interview, the names of the interviewers and the person taking the minutes, the names of the applicants and the assessments.

§ 7 Preselection (Round 1)

- (1) In order to limit the number of participants in the first selection interview according to § 8, a pre-selection is made among the applicants qualified according to §§ 3 and 4. The overall grade of the study-relevant academic final examination is converted into a score N1 according to the following key:

1.0 to 1.2	corresponds to	11 points,
1.3 to 1.4	corresponds to	10 points,
1.5 to 1.6	corresponds to	9 points,
1.7 to 1.8	corresponds to	8 points,
1.9 to 2.0	corresponds to	7 points,
2.1 to 2.3	corresponds to	6 points

Applicants who have grades differing from those given above, but provide evidence that they are in the top 20% of their cohort will receive 3 points.

- (2) The self-reflection according to § 3 para. 3 no. 2 is evaluated by at least one member of the admissions committee or at least one representative of the admissions committee, or a Matter to Life Fellow appointed by the admissions committee, on a scale from 0 to 9. This score is N2.
- (3) A total score is calculated as $N_g = N_1 + N_2$. Based on this score, the ranking list is established.

§ 8 Selection Interview to Determine Suitability (Round 2)

- (1) The selection interview is intended to show whether the applicant has sufficient motivation and aptitude. The focus is on the motivation for interdisciplinary work/research as well as the aptitude for the intended study program, leading to the expectation of successful participation in the study program.
- (2) The selection interview is conducted via a video conference system. The applicants will be invited to the selection interview at least 1 week in advance. As a rule, the selection interviews take place 2-3 months after the end of the application phase. The invitation is sent by e-mail.
- (3) The members conducting the selection interview (§ 6 para. 5) will conduct an individual interview of approximately 15 minutes with each student applicant. In particular, the motivation and special technical knowledge of the applicant for the subject of the study program are evaluated.
- (4) A record of the interview shall be kept in accordance with § 6 para. 6.
- (5) At the end of the individual interview, the members conducting the selection interview shall rate the applicant on a scale of 0 to 10 points according to his or her aptitude and openness for the selected course of study and the intended profession.
- (6) The sum of the number of points N_2 determined according to § 7 para. 3 and the number of points achieved in the selection interview according to § 8 forms the total number of points N_3 . The ranking list for Round 3 is drawn up on the basis of these points.

§ 9 Selection Interview to Determine Professional Suitability (Round 3)

- (1) The second selection interview is intended to assess the applicants' understanding of a scientific problem and their ability to participate in scientific discourse and to reflect on scientific issues. The selection interview is conducted via a videoconferencing system. The applicants will be invited to the selection interview at least 1 week in advance. The invitation will be sent by e-mail. Only applicants who have successfully completed the second round according to § 6 will be invited.
- (2) The selection interview is conducted by those members conducting the selection interviews according to § 6 para. 5. The interview lasts a total of approximately 30 minutes and is divided into two parts of approx. 15 minutes each. The interview parts may be conducted either separately or in combination. The main purpose of the interview is to assess the applicant's knowledge of relevant topics. For this purpose, the applicant will be provided with at least one technical text at least three days prior to the interview, the contents of which will be discussed during the interviews. At the end of the individual interview, the members conducting the selection interview will rate the applicant on a scale of 0 to 10 points according to his or her professional knowledge as well as his or her aptitude and open-mindedness for the selected course of study and the intended profession.

§ 10 Preparation of the final ranking list for the selection decision

- (1) The final ranking list for admission shall be formed from the points achieved in each of the three selection rounds (§§ 7 to 9).
- (2) The Admissions Committee shall make the participant selection taking into account the major preference according to § 3 para. 3 no. 5, regarding the assignment to the study course Molecular Systems Chemistry and Engineering at the Heidelberg campus or Complex Systems and Biological Physics at the Göttingen campus. The aim is to achieve a

balanced ratio of capacity utilization with regard to the study locations; this interest outweighs the preference of individual applicants.

(3) In the event of equality of rank, selection shall be made by drawing lots.

§ 11 Admission Procedure

- (1) The head of the Rectorate of Heidelberg University shall decide on admission to the program on the recommendation of the Admissions Committee. The head of the Rectorate has delegated the decision on admission to the responsible organizational unit of the university.
- (2) The application shall be rejected if
 1. the regulations laid down in §§ 3 to 4 are not fulfilled and/or
 2. if the applicant has lost the right to take examinations in the Master's program Matter to Life or in programs with essentially the same content or is in an ongoing examination procedure in these programs.
- (3) Admission according to § 3 para. 4 or 5 is subject to the condition that the required English language skills are proven by July 15 in the year of the start of the study program and that the Bachelor's degree is proven by the time of enrollment. The admission expires if the proof is not provided in due time.
- (4) In all other respects, the provisions of the Admission and Matriculation Regulations of Heidelberg University generally applicable to the admission procedure remain unaffected. The provisions of the matriculation regulations of the University of Göttingen generally applicable to matriculation shall also remain unaffected.

§ 12 Entry into Force

These Statutes shall enter into force on the day following their publication in the Rector's Bulletin (Mitteilungsblatt des Rektors). At the same time, the Admission Regulations for the Master's program Matter to Life dated April 30, 2019 at Heidelberg University shall cease to be in force.

Heidelberg, December 8, 2022

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