

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 konsekutiven Masterstudiengang Translational Medical Research“ of 11 November 2009, amended on 10 February 2017, has legal validity.

Heidelberg University Admission Regulations for the Consecutive Master’s degree programme in Translational Medical Research

dated 11 November 2009
amended by the regulations of 10 February 2017

The Heidelberg University Senate passed the following Charter on 7 February 2017 in accordance with §§ 63, paragraph 2, 60, paragraph 2, item 2, 29, paragraphs 2 and 5, and 19, paragraph 1, item 10 of the Act on Higher Education of the Land of Baden Württemberg (Landeshochschulgesetz - LHG) of 1 January 2005 (GBl. p. 1), last amended by Article 1, LHG of 20 November 2007 (GBl. p. 505), and in accordance with § 6, paragraph 4 of the University Admissions Act (Hochschulzulassungsgesetz - HZG) of 15 September 2005 (GBl. p. 63) in combination with § 20 of the Act governing the allocation of places at institutes of higher education (Hochschulvergabeverordnung - HVVO) of 13 January 2003 last amended by Article 3 and 9, HVVO of 20 November 2007 (GBl. p. 505).

The Rector confirmed his approval on 10 February 2017.

§ 1 Applicability

Heidelberg University allocates the available university places in the Master’s degree programme in Translational Medical Research according to the following provisions.¹

§ 2 Deadline and Documents

(1) Admission is only possible in the winter semester. The application for admission must be submitted to Heidelberg University’s Medical Faculty Mannheim between 1 February and 15 March (deadline). The deadline for the year 2017/18 is 15 April. This is an exception to the above given dates.

(2) Provided that they have not been previously submitted to the University, the application must include the following documents:

1. proof of fulfilment of the prerequisites stated in §§ 3 and 4,
2. proof of whether the applicant has lost his or her entitlement to take final examinations at a higher education institution in Germany or abroad in the Master’s degree programme in Translational

¹Any employment and occupational titles mentioned in these regulations refer to both women and men and may be used in the corresponding feminine form. This also applies to university degrees and academic titles.

Medical Research, or in a programme with similar content, and whether he or she is currently involved in an examination procedure in such an academic programme.

(3) If the applicant has not yet received his or her degree, in accordance with § 3, paragraph 1, item 2, by the end of the application period, he or she may also submit a preliminary certificate issued by the university. This certificate must detail all grades received so far and contain confirmation that the applicant is expected to complete the respective degree programme by the last working day prior to the first day of lectures in the Master's degree programme in Translational Medical Research (in general, the first Monday after 31 August) of the current year. In accordance with paragraph 1, item 3, the grades from the current official transcript will be used to assess the applicant during the selection procedure. The final degree results will not be taken into account.

(4) If the admission requirements in accordance with § 3, paragraph 1, items 3 and 4 are not available by the end of the application period, they must be submitted no later than by the last working day prior to the first day of lectures in the Master's degree programme in Translational Medical Research (in general, the first Monday after 31 August) of the current year.

§ 3 Admission requirements

(1) The admission requirements are as follows:

1. proof of above average performance in a degree programme in Medicine, or in a degree programme with similar content, or in a degree programme in ²life sciences such as pharmacy, biology, biotechnology, biochemistry or health sciences. The degree must have been completed at a university in Germany or abroad with a fixed standard period of study of four academic years. An equivalent degree may be accepted (Bachelor's degree or equivalent, corresponding to 240 ECTS). Applicants applying as part of the Erasmus+ programme to the International Master in Innovative Medicine (IMIM), which is organised in cooperation with Rijksuniversiteit Groningen and Uppsala Universitet, may be accepted onto the Master's degree programme in Translational Medical Research. These applicants must include written confirmation of acceptance into the IMIM programme at University of Groningen. In exceptional circumstances, participants of the IMIM programme may be admitted to the programme with a degree worth only 180 ECTS, provided they are able to submit proof that the outstanding 60 ECTS will be earned no later than by the end of the IMIM programme.

and

2. an official copy of the applicant's current transcript of records issued by the university. This is an admission requirement in accordance with item 1. The bioscientific and/or medical component of the programme must constitute a proportion of at least 60% of the academic course as a whole.

and

²Biosciences and Life Sciences are fields of research and training that are concerned with the processes and structures of living beings, or those that involve living beings. In addition to biology, they also include associated fields such as medicine, biomedicine, biochemistry, molecular biology, biophysics, bioinformatics, human biology, etc.

3. proof of practical experience applying basic bioscientific lab techniques worth at least 1 ECTS (30 hours). Proof of practical experience must not be submitted if the transcript of records explicitly indicates that the applicant has gained lab experience in accordance with item 2. Where necessary, a lack of practical lab experience may be offset by a one-week course offered by the Medical Faculty Mannheim of Heidelberg University. This course must be completed prior to the beginning of the Master's degree programme.

If the supporting documents mentioned in items 1, 2, and 3 are not available in German or English, they must be submitted as certified translations in either German or English.

and

4. current proof of sufficient proficiency in English, verified through one of the following certificates:

a) IELTS (Academic) with a total score of at least 6.5 - no lower than 6.0 in each sub-area; no older than two years at the time of application

b) TOEFL iBT (internet-based test) with a total score of at least 92 - no lower than 21 in each sub-area; no older than two years at the time of application

c) TOEFL CBT (computer-based test) with a total score of at least 237 - no lower than 21 in each sub-area; no older than two years at the time of application

d) TOEFL PBT (paper-based test) with a total score of at least 580 - no lower than 55 in each sub-area; no older than two years at the time of application

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

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

a) applicants whose native language is English, and who completed their school education in one of the following countries: Canada, USA, United Kingdom of Great Britain and Northern Ireland, Ireland, New Zealand, Australia

b) applicants who completed their undergraduate degree, which is a requirement for application, in one of the following countries: Canada, USA, United Kingdom of Great Britain and Northern Ireland, Ireland, New Zealand, Australia

and

5. A letter of motivation written in English which includes information on the following:

a) why the applicant wishes to study the Master's degree programme in Translational Medical Research and how the academic programme will benefit the applicant's intended career

b) which prerequisites the applicant already fulfils, according to his or her own estimations.

and

6. two letters of recommendation, preferably from a professor of the university where the applicant received their degree - the prerequisite for admission to this Master's degree programme. The letters should be sent directly to the Administrative Office (Zulassungsstelle) by the referees who have written the letters. If these documents are not available in German or English, applicants must submit a verified translation in German or English.

and

7. a CV in English which includes information about other practical activities and skills, research experience, or other experiences and qualifications which would be of relevance in the chosen degree programme.

(2) The applicant's suitability for the degree programme is assessed on the basis of:

1. the assessment of the above-average results in accordance with paragraph 1, items 1 and 2,
2. the letter of motivation in accordance with paragraph 1, item 5
3. the letters of recommendation in accordance with paragraph 1, item 6
4. the applicant's particular aptitude, supported by the CV in accordance with paragraph 1, item 7

The above assessments are made in accordance with (§ 4), and are supplemented by an interview (§ 5). The aim of the interview is to assess whether the applicant has sufficient prior knowledge of the subject area in order to complete an MSc in Translational Medical Research at Heidelberg University. In addition, the interview helps determine whether the applicant has the ability to analyse and clearly present his or her own, or others' research results, and whether the applicant has the motivation required to complete the degree programme and pursue a subsequent career.

(3) Decisions regarding equivalence of applicants' educational backgrounds and the comparability of degrees are made by the admission committee. When recognising degrees obtained abroad, recommendations from the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Kultusministerkonferenz, KMK) and agreements between partner universities are considered. If necessary, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, ZAB) will be consulted.

(4) Heidelberg University may request that the documents required for the admission decision are submitted as original versions at the time of enrolment.

§ 4 Assessment of suitability

(1) The grades awarded during the previous course of study, which is an admission requirement in accordance with § 3, paragraph 1, item 1, are converted into a score (S) S1 of 0 to 100. These grades are based on a subject-specific grades, weighted by workload (or ECTS, if available) taken from the official university transcript of records in accordance with § 3, paragraph 1, item 2. If a final degree grade is available, and the degree programme was either a purely medical or purely bioscientific programme, this final grade will be used. For the final assessment, the score S1 of the grades will be

weighted at 40% in the applicant's overall score.

(2) The content of the applicant's letter of motivation will be assessed with a score S2 of 0 to 100 and weighted at 15% in the overall score.

(3) The content of the letters of recommendation will be assessed with a score S3 of 0 to 100 and weighted at 5% in the overall score.

(4) The applicant's affinity for the subject, as attested by relevant vocational experience, laboratory work, or other research experience that indicates the applicant's suitability for the chosen degree programme, will be assessed with a score S4 of 0 to 100 and weighted at 10% in the final score.

(5) The interview will be assessed with a score S5 of 0 to 100 and weighted at 30% in the final score.

(6) In accordance with paragraphs 1 to 5, the admission committee (§ 7, paragraph 1) assesses the criteria for assessment of suitability on the basis of a previously defined assessment standard. According to paragraphs 1 to 5, the final score is calculated on the basis of the formula $S = S1*0.4 + S2*0.15 + S3*0.05 + S4*0.1 + S5*0.3$. An applicant is considered suitable for the programme if he or she is awarded an overall score of at least 80 (of maximum of 100).

§ 5 Interview

(1) In general, the interviews are held within a period of three months after the end of the application period. The exact date, as well as the place and format of the interview, is communicated to applicants a minimum of one week prior to the appointment. The University will not reimburse the applicants' travel expenses.

(2) The admission committee (§ 7, paragraph 1) defines the form and content of the interview according to a previously established assessment standard.

(3) In accordance with § 4, paragraphs 5 and 6, the interview is taken into account when assessing the applicant's suitability for the programme.

(4) If the applicant fails to attend the appointment without providing a valid reason, 0 points will be allocated for the interview. The applicant is entitled to participate in the next possible interview if he or she can provide the University with a valid, reason for non-attendance. The reason must be submitted to the University in writing immediately after the appointment for interview. In the case of illness, applicants must provide a medical certificate.

(5) If, in accordance with §4, paragraph 6, the applicant achieves a score of less than 50 when scores S1, S2, S3 and S4 are added, he or she will not be called to interview. In such cases, the applicant will be unable to achieve the necessary overall score of 80 points (in accordance with § 4, paragraph 6) even if the interview were to be assessed with a score of 100 (S5).

§ 6 Admission procedure

(1) On the basis of the recommendation made by the admission committee, the Rector decides whether an applicant is to be admitted.

(2) The application will be rejected, if

1. requirements in accordance with §§ 2, 3 and 4 are not fulfilled, and/or

2. the applicant has lost his or her entitlement to take the final examination in the Master's degree programme in Translational Medical Research, or in a programme with a similar content, or if he or she is currently involved in an examination procedure in this or in a similar academic programme.

(3) Conditional admission is possible. Conditional admission in accordance with § 2 paragraph, 3 and/or paragraph 4 may be granted under the condition that the required prerequisites are submitted no later than by the last working day prior to the first day of lectures in the Master's degree programme in Translational Medical Research (in general, the first Monday after 31 August) of the current year. Admission will be rescinded if the necessary requirements in accordance with § 2, paragraphs 3 and 4 have not been submitted by the established deadline.

(4) The provisions that apply universally to the admission procedure published in Heidelberg University's admission and enrolment regulations remain unaffected.

§ 7 Admission Committee

An admission committee is appointed by the faculty council of the Medical Faculty Mannheim and is given the task of conducting the selection procedure and preparing the admission decisions. It consists of five members. The members choose a chairperson and deputy from their group, both of whom must be professors. The members are appointed for three years. Examiners may be reappointed.

§ 8 Coming into force

This Charter becomes effective on the day after it is published in the Rector's Bulletin (Mitteilungsblatt des Rektors). It will apply for the first time during the admission procedure for the winter semester 2017/2018.

Heidelberg, 10 February 2017

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