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**University Medical Centre:**

Following the resolution by the Faculty Council of the Faculty of Medicine on 14.12.2015, the Medical School Foundation Committee of the University of Göttingen Public Law has approved the regulations on entrance requirements and admission to the international consecutive master degree programme "Molecular Medicine" on 18.01.2016 (§§ 44 section 1, sentence 1, 41 section 1, sentence 1 in conjunction with § 63 (h) section 2, sentence 1, § 18 section 6, sentence 3, section 8, sentence 3 NHG (Lower Saxony Higher Education Act) as amended by the announcement of 26.02.2007 (Nds. [Lower Saxony] German legal and regulatory code. sent. 69), last amended by Article 1 of the Act dated 15.12.2015 (Nds. German legal and regulatory code. sent. 384) in combination with § 7 section 1, sentence 1 NHZG [Lower Saxony University Admission Act] as amended by the announcement of 29.01.1998 (Nds. German legal and regulatory code. sent. 51), last amended by article 2 of the law dated 15.12.2015 (Nds. German legal and regulatory code. sent. 390); §§ 62 section 4, sentence 1, 60 (a) section 1, 2, sentence 1 NHG in conjunction with § 18 section 6, sentence 3, section 8, sentence 3, section 14 NHG and § 7 section 2 NHZG).

**Regulation concerning the qualifications for entry and admission  
to the international consecutive master degree programme in "Molecular Medicine"  
at the University of Göttingen**

**I. Scope**

**§ 1 Scope**

(1) These regulations govern access and admission to the international consecutive master degree programme „Molecular Medicine“.

(2) In accordance with the following provisions in the master degree programme “Molecular Medicine”, the university carries out its own procedure to determine the entrance requirements for all study places to be awarded.

(3) <sup>1</sup>If the number of applicants who meet the qualifications for entry exceeds the available places, the university awards the places based on the results of its own selection procedure.

<sup>2</sup>If the number of applicants who meet the qualifications for entry falls short of the available places, a selection procedure does not take place.

## II. Eligibility for entry

### § 2 Qualifications for entry

(1) <sup>1</sup>It is a requirement for entry to the master degree programme that the applicant has the professional competence. <sup>2</sup>A person is deemed to be qualified, if he or she has completed a relevant bachelor degree course with a standard course length of at least six semesters and a total of at least 180 ECTS credits or with an equivalent qualification in a course of study at a German university or at a university belonging to one of the Bologna signatory countries, in accordance with section 3 in the Molecular Medicine course of study or in a closely related subject area. <sup>3</sup>Final examinations which have been passed in a country outside the Bologna signatories must be assessed for equivalence with the qualifications in accordance with sentence 2, taking into account the proposals of the Central Office for Foreign Education (ZAB) at the office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) for the recognition and assessment of foreign educational certificates, which are laid down under URL <http://www.anabin.de>. <sup>4</sup>The grades of the foreign proof of academic qualification must be converted to the German grading system.

(2) <sup>1</sup>Notwithstanding section 1, eligibility will be considered proven by applicants who have not yet completed a course of studies at the time of application, but have acquired at least 150 credits in a relevant bachelor degree programme as stated in section 3 or in an equivalent degree programme. <sup>2</sup>The average grade calculated from the previous examination components is also taken into consideration in the selection procedure in place of the bachelor grade or the grade of an equivalent proof of academic qualification, irrespective of whether the result of the bachelor examination deviates from this.

(3) <sup>1</sup>The decision as to whether a preliminary course of study within the meaning of sections 1 and 2 is relevant to the subject, shall be taken by the selection committee. <sup>2</sup>Requirement for subject relevance of the undergraduate degree is the proof of at least the following components:

a) Accomplishments in life sciences totalling at least

90 credits, or

b) Accomplishments in natural science totalling at least

120 credits.

<sup>3</sup>If fewer people who meet all the entrance requirements in accordance with sentence 2 apply than there are places available, the selection committee may make the determination of the relevance of the subject matter conditional on the achievements in accordance with sentence

2, which have not yet been obtained, to be obtained within two semesters.

In this case, the determination of the relevance of the subject and admission shall be subject to a condition subsequent, until proof of the missing achievement is provided, which must be received by the university within two semesters of enrolment (closing date). <sup>4</sup>If the proof of the pending examination components is not submitted within the deadline, the assessment of the subject relevance and a related letter of admission will become ineffective. <sup>5</sup>The assessment of the subject relevance is omitted if the components under sentence 2 that have not been accomplished yet have a rating of more than 15 credits.

(4) <sup>1</sup>Applicants whose native language is not English must show adequate English language skills. <sup>2</sup>Adequate English language skills should be proven by passing one internationally accredited test:

- a) "Association of Language Testers in Europe (ALTE)": at least level 4;
- b) Cambridge Certificate in Advanced English at least with the grade "B";
- c) Cambridge Certificate of Proficiency in English at least with the grade "C";
- d) CEF ("Common European Framework"): proof of at least C1;
- e) IELTS Academic (International English Language Testing System), at least volume 6;
- f) handwritten test in the "Test of English as a Foreign Language" (paper based TOEFL): at least 550 points;
- g) Internet-based test in the "Test of English as a Foreign Language" (new Internet-based TOEFL): at least 80 points;
- h) "Test of English for International Communication (TOEIC)": at least 750 points;
- i) UNICert: at least level III;
- j) at least two-year period of studies or professional work in an English speaking country within the last three years before the receipt of the application for admission;
- k) successful completion of a degree programme held in English.

<sup>3</sup>Successful completion of the test (a-i) may not be more than three years before receipt of the application for admission. <sup>4</sup>Proof of sufficient knowledge of the English language must be submitted to the Faculty of Medicine by 30.09. when enrolling for a winter semester; this proof is a prerequisite for enrolment; there is no conditional enrolment. <sup>5</sup>Notwithstanding sentences 1 to 3, proof of sufficient English language skills shall be deemed to have been provided if the same proof was already required in connection with the relevant preliminary studies pursuant to sections 1 and 2.

(5) It is not necessary to prove German language skills.

(6) <sup>1</sup>Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. <sup>2</sup>The enrolment of the applicants, authorised in principle for admission according to section 2, is conditional upon submission of proof of

successful completion of the bachelor degree programme or an equivalent course of studies.

<sup>3</sup>When enrolling for the winter semester, proof must be submitted by the end of 15.11.

### **III. Selection procedure**

#### **§ 3 Start of programme, admissions application, closing date**

(1) <sup>1</sup>The master degree programme starts every winter semester. <sup>2</sup>The admissions application should be submitted at first via an online portal; more details will be announced by the university within an appropriate time frame before expiry of the closing date. <sup>3</sup>The written admissions application for the master degree programme must have been submitted to the university using the forms provided at the online portal for downloading, along with the application documents required in accordance with section 2 before 30.05. (closing date) for the winter semester. <sup>4</sup>The application is valid only for awarding university places for the relevant admission date. <sup>5</sup>The university is not obliged to review the details of the applicants as part of its required duties.

(2) The following documents should be enclosed with the admissions application and personally signed:

- a) the diploma or diplomas, including the Diploma supplement and the transcript of records, of the candidate in the form of certified copies or certified German or English translations if the originals are not in English or German; if a diploma is not yet available, a certificate of the achievements, the credits and the average grade must be submitted;
- b) A personal data sheet written in English with a convincing description of the educational career with a photograph;
- c) a certificate of sufficient knowledge of the English language in accordance with § 2 section 4;
- d) a statement as to whether the applicant has successfully, unsuccessfully or not yet completed a master degree programme;
- e) a written description which identifies the applicant's motivation for enrolling in the master degree programme "Molecular Medicine" and his or her interest in research.

(3) <sup>1</sup>Applications that are not submitted complete, or in due form and time, will be excluded from the further procedure. <sup>2</sup>The submitted documents are retained by the university.

(4) If a prospective student establishes that they are disadvantaged in the selection procedure with respect to other applicants due to a disability, a suitable compensation of disadvantage is to be granted by the Selection Committee upon application.

#### **§ 4 Selection committee for the master degree programme**

(1) The Faculty of Medicine at the university forms at least one selection committee for this degree programme in order to prepare the selection.

(2) <sup>1</sup>The selection committee consists of three members who belong to the full-time academic staff or the professorial group, and one member of the student group with an advisory vote. <sup>2</sup>At least one member must belong to the group of university professors. <sup>3</sup>The members are appointed by the Faculty Council of the Faculty of Medicine. <sup>4</sup>The tenure of the members is two years, while that of the student union member is one year. <sup>5</sup>Reappointment is possible. <sup>6</sup>The selection committee has a quorum if at least two members eligible to vote are present.

(3) The tasks of the selection committee are:

- a) examination of incoming admission applications for formal correctness;
- b) Examination and, if necessary, assessment of the entrance requirements;
- c) conducting the interviews in accordance with § 6;
- d) decision on the admission or rejection of the applicants.

#### **§ 5 Selection procedure**

(1) The selection is made on the basis of a combination of the following criteria:

- a) on the basis of the bachelor grade or the grade of an equivalent educational certificate;
- b) on the basis of the result of a proctored examination in accordance with the appendix;
- c) on the basis of the result of an interview with the applicant.

(2) The selection committee screens the applications they have received according to section 3 and selects from the pre-selected applicants on the basis of the selection criteria mentioned in sections 1 and 4.

(3) <sup>1</sup>In order to limit the number of participants to be interviewed to at least twice the number of the study places to be allocated in accordance with the selection procedure, a pre-selection will be made from the applications received. <sup>2</sup>These should also include the applications from persons who have already participated in an earlier interview under § 6 section 5. <sup>3</sup>For this purpose, a ranking shall be produced based on the points achieved in accordance with section 4 letters a) and b). <sup>4</sup>In the event of an identical ranking, all applicants in the highest ranking will be permitted to participate.

(4) Selection takes place based on a ranking that is produced according to the following provisions:

- a) Depending on the bachelor grade or the grade of an equivalent educational certificate, the applicant is credited with points as follows:  
1.0 up to and including 1.5:                      25 points,

more than 1.5 up to and including 2.0:	20 points,
more than 2.0 up to and including 2.5:	15 points,
more than 2.5 up to and including 3.0:	10 points,
more than 3.0 up to and including 4.0:	0 points.

- b) Depending on the result of the proctored examination, the applicant will be credited points in accordance with the appendix; applicants who do not participate in the proctored examination will receive 0 points.
- c) Depending on the assessment of the applicant's level of suitability in the interview, points will be credited to the applicant as follows:
- The applicant is
- |              |                                  |
|--------------|----------------------------------|
| very suited: | 9 up to and including 14 points, |
| suitably:    | 5 up to and including 8 points,  |
| less suited: | 1 up to and including 4 points,  |
| unsuitable:  | 0 points.                        |
- d) The points obtained under (a) to (c) are added together.

(5) <sup>1</sup>If the score is equal after the preparation of the ranking, the ranking is determined by the result of the bachelor examination or an equivalent qualification. <sup>2</sup>A draw will be held to decide the outcome in all other cases where there is identical ranking.

(6) <sup>1</sup>The general provisions of the enrolment regulation of the university governing enrolment shall otherwise remain unaffected. <sup>2</sup>The admission of the applicants, authorised in principle for admission according to § 2 section 2, is conditional upon submission of proof of successful completion of the bachelor degree programme or an equivalent academic programme. <sup>3</sup>When enrolling for the winter semester, proof must be submitted by the end of 15.11.

## **§ 6 Interview**

(1) <sup>1</sup>The interview is intended to determine whether an applicant is suitable for the selected degree programme. <sup>2</sup>The following principles apply for carrying out the interview:

- a) The interviews are normally at the university held during the period of 01 June to 30 June of each year. The university announces the exact dates as well as the place of the examination within an appropriate period before the start of interviews. The university invites the candidates to the interview with sufficient notice. A video conference or a telephone interview is permitted for overseas applicants as well as in established exceptions, in as far as the identity of the applicant can be determined beyond doubt. The selection committee will determine the details of the procedure in such cases.

- b) The selection committee hold an interview of approximately 20 minutes with each applicant.
- c) A record of the essential questions and answers shall be taken during the interview by a university member present, which shall be signed by the members of the selection committee. Moreover, the minutes must clearly show the day and place of the interview, the names of the committee members, the name of the applicant and the assessment.

(2) The interview extends to the following suitability parameters:

- a) Motivation for taking up a course of studies,
- b) Professional background,
- c) Career and personal goals,
- d) previous experience and knowledge in the field of molecular medicine,
- e) Specific ideas of study contents of this degree programme,
- f) Assessment of own working methods and resilience,
- g) Extra-curricular interests relevant to studies.

(3) The members of the selection committee assess the applicant after conclusion of the interview according to suitability for the selected degree programme on a scale according to § 5 section 4 c).

(4) <sup>1</sup>An applicant who fails to appear at the interview without a compelling reason will be excluded from the procedure. <sup>2</sup>If there is a compelling reason, the selection committee will, upon application, set a new date for the interview. <sup>3</sup>The important reason and the application for rescheduling a new date should be shown or made promptly, at the latest within two days after the date first scheduled by the selection committee. <sup>4</sup>An excluded applicant is entitled to participate once more in the next possible selection procedure.

(5) <sup>1</sup>An earlier interview may be conducted with students of the university who are enrolled in an undergraduate degree programme that is specialised by this master degree programme as part of the undergraduate degree programme. <sup>2</sup>The earlier interview replaces the interview for the case that the student has applied for this master degree programme and was selected based on § 5 section 3. <sup>3</sup>The interview may be conducted at the earliest at the start of the sixth subject semester. <sup>4</sup>This earlier interview must be equivalent to the standard interview in terms of form and contents. <sup>5</sup>Sections 1 to 4 and § 5 sections 2 and 4 apply accordingly. <sup>6</sup>This early interview will only be considered for selection for this degree programme instead of the selection interview if the applicant is one of the persons who, according to

§ 5 section 3 may be selected for a personal interview. <sup>7</sup>If this is not the case, the applicant is

excluded from the further selection procedure in the present round of applications. <sup>8</sup>A notification about the result of the earlier interview is made only under the prerequisite that the applicant has been selected for an interview under § 5 section 3.

### **§ 7 Letter of admission, rejection letter and procedure for subsequent admissions**

(1) <sup>1</sup>Applicants who are to be admitted will receive a letter of admission from the university in written format. <sup>2</sup>This letter specifies the deadline within which the applicant should declare in writing whether he or she accepts the university place. <sup>3</sup>If this declaration is not submitted by the deadline and in the correct format, the letter of admission becomes ineffective. <sup>4</sup>This legal consequence should be pointed out in the letter of admission.

(2) <sup>1</sup>Applicants who are not entitled to admission will receive a rejection letter in written format, in which the attained ranking and the ranking of the applicant last admitted are listed. <sup>2</sup>The rejection letter provides information on rights of legal recourse. <sup>3</sup>In the case of eligible applicants, it also contains a request to declare in writing by a specific deadline whether the application for admission will be maintained in respect of the procedure for subsequent admissions. <sup>4</sup>If the applicant does not submit this declaration within the specified deadline or in the correct format, he or she will be excluded from the procedure for subsequent admissions. <sup>5</sup>Reference must be made to this legal consequence.

(3) <sup>1</sup>The procedure for subsequent admissions will be executed on the basis of the ranking list according to § 5 sections 4 and 5. <sup>2</sup>The provisions of the section 1 apply correspondingly.

(4) <sup>1</sup>The selection procedures are completed no later than one week after the start of the lecture period. <sup>2</sup>Study places still available after that time will be awarded by lot to eligible applicants upon informal application. <sup>3</sup>The application period for this begins two weeks before the start of the of the period of lecture of the semester in which the admission is applicable, and ends with the completion of the selection procedure; the provisions of § 2 apply accordingly. <sup>4</sup>The award of university places through a draw is completed at the latest on 30.11 because of the advanced period of lecture in case of admission. (winter semester).

### **§ 8 Admission to higher semesters**

(1) The free university places in a higher semester with limited admission are awarded to applicants in the following sequence,

a) who are in the same or a comparable degree programme

aa) are or were enrolled at a different German university or at a university domiciled in another member state of the European Union or in another signatory state to the Agreement on the European Economic Area,



- ab) who are or were enrolled at a foreign university and possess German nationality or are subject to the same university admissions laws and regulations as German citizens,
- b) for whom the rejection of admission for personal reasons would mean extraordinary hardship,
- c) who assert other reasons.

(2) Within each one of the three case groups of the section 1, the result of the bachelor examination or an equivalent examination shall be authoritative, thereupon the social, especially family-related and economic reasons, and finally the draw in cases that are still identical.

#### **IV. Entry into force; interim regulations**

##### **§ 9 Entry into force; interim regulations**

(1) <sup>1</sup>This regulation comes into force the day after its publication in the official announcements I of the University of Göttingen. <sup>2</sup>It applies for the first time for the awards procedure for the winter semester 2016/17.

(2) At the same time, the regulation concerning the qualifications for entry and admission to the international master degree programme in molecular medicine (intensive degree programme) in the version contained in the announcement dated 28.03.2008 (Official Announcements no. 8/2008 sent. 455) shall be rendered ineffective.

## **Appendix re. § 5 section 1 letter b, section 4 letter b)**

### **Procedure applied to the written paper within the framework of the selection procedure for the international consecutive “Molecular Medicine” masters degree programme at the University of Göttingen**

#### **§ 1 Scope**

The purpose of the supervised paper is to ascertain the degree of suitability for the international consecutive master degree programme "Molecular Medicine".

#### **§ 2 Forms and deadlines**

(1) <sup>1</sup>The test takes place each year in March. <sup>2</sup>The university announces the exact dates as well as the place of the examination within an appropriate period before the start of tests.

(2) Application to participate in the test must be made in writing no later than 6 weeks before the test date using the form offered for download on the Internet pages of the Faculty of Medicine.

(3) <sup>1</sup>Applications to participate in the test that are not received by the University of Göttingen on time or in the correct form will be excluded from the further procedure. <sup>2</sup>The documents submitted shall remain on file at the university.

#### **§ 3 Test procedure**

(1) <sup>1</sup>Invitations to take the written examination will be sent out no later than 14 calendar days before the examination date. <sup>2</sup>Applicants must confirm in writing or by facsimile message their participation in the written examination by no later 7 calendar days before the examination date.

(2) <sup>1</sup>If the applicant fails to appear for the test without a compelling reason, 0 points will be awarded. <sup>2</sup>In cases of good cause, a new date for the test will be set. <sup>3</sup>Good cause and the application for a new date must be filed, i.e. ascertained, without delay.

(3) Tests cannot be repeated in this procedure.

(4) The applicants will receive a certificate of the test results no later than

8 weeks after the test.

#### **§ 4 Test**

(1) <sup>1</sup>The test contains questions in English, and lasts 120 minutes. <sup>2</sup>The test covers the topical areas of molecular medicine, medicine, biology, chemistry and physics.

(2) According to the results of the written test, points are awarded to the applicant as follows:

95% up to and including 100%:	10 points,
92% to 95%	9 points,
87% to 92%	8 points,
83% to 87%	7 points,
79% to 83%	6 points,
75% to 79%	5 points,
71% to 75%	4 points,
67% to 71%	3 points,
64% to 67%:	2 points,
59% to 64%:	1 point,
0% to 59%:	0 points.