

Albert Ludwigs University Statute on the Higher Education

Selection Procedure for the Postgraduate Program

Master of Science Biomedical Sciences

1. Scope

The Albert Ludwigs University awards the available places for the Master of Science in Biomedical Sciences course to applicants on the basis of the results of university selection process. The selection decisions are taken in accordance with the level of the applicant's aptitude and motivation for the chosen course of study.

2. Application Deadline

Admission to the Master of Science in Biomedical Sciences course is only possible in the Winter semester. Applications for admission must be submitted to the Albert Ludwigs University by the previous 31st July (deadline).

3. Admissions Requirements

(1) Admission to study for the Master of Science in Biomedical Sciences course is only open to those who

1. have a first degree with an average mark of no less than 2.7 from a German University or a Bachelor program in Life or Natural Sciences or an equivalent minimum three year long university qualification from a German or foreign university,
2. have English language skills to minimum level B2 of the Common European Framework of Reference for Languages, and
3. have gained subject relevant professional experience of at least a year after successful completion of their undergraduate degree in accordance with paragraph 1.

Marks from foreign education systems are to be converted to the German marking system.

4. Form of Application for Admission

(1) The application for admission must be submitted on the form specified by the Albert Ludwigs University. The application form must be completed in full and signed. The application for admission must be accompanied by the following documents:

1. an officially certified copy of the reports on the undergraduate university degree in accordance with section 3 paragraph 1 number 1,
2. an officially certified copy of a comprehensive content outline of all academic and exam achievements in the undergraduate university degree in accordance with section 3 paragraph 1 number 1, (Transcript of Records),
3. a certified copy of appropriate evidence of sufficient English language skills in accordance with section 3 paragraph 1 number 2,
4. a copy of appropriate evidence of the subject specialist professional experience in accordance with section 3 paragraph 1 number 3, with details of the type and scope of the activity,
5. a Curriculum Vitae in table form in English,
6. a personal statement of motivation not more than two A4 pages long in English, in which the applicant sets out his/her personal reasons why they should be admitted to the Master of Science post-

graduate course in Biomedical Sciences at the Albert Ludwigs University and the University of Buenos Aires, and

7. a declaration in German or in English signed by the applicant him/herself confirming that the statement of motivation, as per number 6 above, was written by them independently, that it has been completed without any outside help and that its content has not been adopted from any other sources.

As evidence of sufficient knowledge of English (clause 3, no. 3) a report of German general university entrance qualification or of German specialist university entrance qualification is valid. If the documents submitted in accordance with clause 3 numbers 1 to 4 are not in German, English or French, then an officially certified translation in German or English is required.

(2) The required application documents must be submitted within the deadline (paragraph 2, clause 2) to the Selection Panel for the postgraduate program Master of Science in Biomedical Sciences (postal address: IMBS-Programm, Institut für Molekulare Medizin und Zellforschung, Albert-Ludwigs-Universität, Stefan-Meier-Straße 17, 79104 Freiburg).

(3) The Selection Panel may require submission of the originals of the reports and evidence set out in paragraph 1, clause 3 numbers 1 to 4.

5. Selection Panel

(1) The Albert Ludwigs University Faculty of Medicine will set up a bi-national Selection Panel for the preparation of the selection decisions. The Selection Panel will consist of two University lecturers of the Medical Faculty of the Albert Ludwigs University and a full time professor at the Pharmacy and Biochemical Faculty of the University of Buenos Aires who regularly gives classes in the Masters of Science in on Biomedical Sciences. For each member of the Selection Panel a substitute member is also appointed. Members of the Selection Panel and their substitutes are appointed for two years; one re-appointment is possible. The chairperson of the Selection Panel is appointed by the Faculty of Medicine. Decisions of the Selection Panel will be taken by simple majority; in the event of a voting tie the chairperson has a casting vote.

(2) On completion of the selection process the Selection Panel will report to the Faculty Council for the Faculty for Medicine on the whole experience and will make suggestions for the further development of the selection procedure.

(3) Members of the Faculty Council of Medicine have the right to be present at the proceedings of the Selection Panel; they do not, however, have a right to vote.

6. Selection Procedure

(1) The selection process is only applied to applicants who

1. have applied in the correct form before the deadline and
2. fulfill the admissions conditions in accordance with section 3.

(2) The Selection Panel makes a selection of the applications received based on the selection criteria set out in section 7 and creates a ranking list in accordance with section 8.

(3) The Registrar's office or, if appropriate, the Department for International Admissions shall send notification of the admissions decisions based on the decisions of the Selection Panel. Where admission is refused the Selection Panel sends the negative decision with written reasons and an explanation of the legal appeal rights.

(4) Admission will be refused if the documentation specified under section 4 is not fully completed and submitted in the correct format and within the deadline.

(5) Otherwise the general current requirements for the admissions procedure in the Albert Ludwigs University Admissions and Matriculation Regulations remain unaffected.

7. Selection Criteria

(1) Selection takes place pursuant to section 8 on the basis of a ranking list created in accordance with the selection criteria set out in paragraph 2.

(2) To form the ranking list as regards the selection process the following selection criteria will be taken into account:

1. The total university undergraduate degree marks in accordance with paragraph 3. clause 1.no. 1, and
2. The Selection Panel's assessment of the personal statement of motivation in accordance with section 4 paragraph 1 clause 3 number 6.

8. Compilation of Ranking List for Selection Decisions

(1) The proven total mark in the university entrance qualification in decimal form according to section 3 paragraph 1 number 1 will be decisive in assessing the mark given to the applicant in the process. The Selection Panel will mark the personal statement of motivation as set out in section 4 paragraph 1 clause 3 number 6 in accordance with the following criteria with a mark between 1 - 5:

- convincing presentation of their own academic interests relevant to the content of the course in particular the intended section of the Master of Science Biomedical Sciences at the Albert Ludwigs University and the University of Buenos Aires,
- structured and clear manner of expression,
- correct format and spelling.

If the mark for the personal statement of motivation is between 1 and 1.5, the procedure mark will be raised by 0.3. If the mark is worse than 1.5, but is at least 2.0, the procedure note will be increased by 0.2. If the mark is worse than 2.0 but still at least 2.5, the procedure mark is increased by 0.1.

(2) The admission procedure marks calculated in accordance with paragraph 1 will form a ranked list of the participants in the selection procedure.

(3) In the event of equal rank placing, section 20 paragraph 3 of the University Allocation Rules will apply.

9. Commencement

This regulation takes effect on 1st June 2018. It first applies to the admissions process for the Winter semester 2018/2019.