

Furtwangen University
Regulations on Entry, Admission and the University's Selection Process for the
Master's Programme in Precision Medicine Diagnostics
Leading to the Award of the Degree of Master of Sciences – M.Sc.
of 22.05.2019

On 22.05.2019 the Senate of Furtwangen University (HFU) adopted the following regulations pursuant to section 59 (1) sentence 2 of the Baden-Württemberg State Higher Education Act (Landeshochschulgesetz) in the version of 13 March 2018 (Law Gazette (Gesetzblatt) p. 85) and section 6 (4) in conjunction with section 6 (2) sentence 7 of the Higher Education Admissions Act (Hochschulzulassungsgesetz) of 15 September 2005 (Law Gazette 2005, p. 629 et seq.), most recently amended by Article 7 of the Third Higher Education Law Amendment Act (Drittes Hochschulrechtsänderungsgesetz) of 1 April 2014 (Law Gazette 2014 p. 99, 168) and section 20 (4) of the State Regulations for the Allocation of Higher Education Places (Hochschulvergabeverordnung) of 13 January 2003 (Law Gazette p. 63), most recently amended by Article 14 of the Third Higher Education Law Amendment Act of 1 April 2014 (Law Gazette 2014 p. 99, 169):

Please note: only the original German version of these regulations is legally binding.
 (§ = paragraph)

Introduction

The (Master's) degree programme in Precision Medicine Diagnostics aims to equip students with both application oriented and academic skills. This includes in particular equipping students to be able to continue their studies at doctoral level.

§ 1 Start date and application deadline

- (1) The programme starts once a year in the winter semester.
- (2) The closing date for applications for entry in the winter semester for non-EU/EEA applicants is the 15 May of any given year. The closing date for applications for entry in the winter semester for EU/EEA and German applicants is 15 July of any given year.
- (3) A start in the summer semester is in principle possible if places are available and qualifications correspond to the requirements in § 2. In this case, the application must be submitted by 15 January of any given year. The modules of the 1st and 2nd curriculum semesters are then timetabled according to a separate individual plan.

§ 2 Eligibility and admission requirements

- (1) **General requirements**
 Candidates who fulfil the following requirements may be admitted to the master's programme in Precision Medicine Diagnostics:
 - a) A university entrance qualification conferring entitlement to study at a German university.

- b) An above average first professionally qualifying degree. This should be in the field of engineering or the natural sciences. Admission is possible with a degree in a field other than engineering or the natural sciences, provided the degree is in a field that is closely related in terms of content to the master's programme. For applications with fewer than 210 ECTS credit points, see HFU's Study and Examination Regulations for Master Programmes.
- c) English language proficiency: applicants whose mother tongue is not English must demonstrate that they have a sufficiently good command of English to enable them to follow the course of study (at least 550 points in the TOEFL paper-based test, 213 points in the TOEFL computer-based test, 90 points in the TOEFL internet-based test, IELTS 6, CPE, GER B2, level 7 from the HFU's Language Center or equivalent).

(2) Special requirements

- a) Applicants have direct suitability in terms of initial subject knowledge if they are able to demonstrate adequate knowledge in at least three of the following subject areas:
 - Biochemistry
 - Microbiology
 - Molecular biology
 - Physiology
 - Statistics

Evidence of knowledge may be demonstrated through successful completion of study programmes, modules or appropriate courses and professional experience.

- b) It is a requirement that practical laboratory experience in the fields of biochemistry, microbiology, molecular biology or similar fields is demonstrated (registration list / list of grades or employment references).
- c) Applicants who have knowledge in fewer than three subject areas may be admitted on condition that they acquire the knowledge in the subject areas they lack in the course of the study programme or during a pre-semester. This may be done by attending appropriate courses or through completion of a complete, individually tailored pre-semester.

§ 3 Application documents / application for admission

Application for a study place is made by completing the special application form. The following documents must be enclosed with the application:

- (1) A certified copy of the applicant's university entrance qualification along with a certified translation into German or English if the original was issued in any language other than German or English.
- (2) A certified copy of the applicant's first professionally qualifying degree along with a certified translation into German or English if the original was issued in any language other than German or English.
- (3) A certified copy of a list of courses taken (grade report, transcript of records etc.). The list of courses taken is issued by the university attended by the applicant and itemises all courses taken during the degree course with the grades obtained. A certified translation into German or English must be enclosed if the original was issued in any language other than German or English.

- (4) Details of personal background in English or German.
- (5) Letter of motivation in English or German. This should be at least one and no more than two typed DIN A4 pages in length.
- (6) Copies of other relevant documents, if available, such as employment references confirming the applicant's particular suitability for the master's programme.
- (7) Foreign and stateless applicants who have a foreign university entrance qualification must, in addition, provide certified evidence of German language proficiency in accordance with § 2 (1c).
- (8) Applicants whose mother tongue is not English must provide certified evidence of English language proficiency in accordance with § 2 (1d).

§ 4 Selection committee

The Faculty Board of the Medical and Life Sciences Faculty decides on the composition of the selection committee and appoints its members. The committee is composed of at least three members. As a member of the selection committee, the Dean of Studies acts as chairperson.

§ 5 Determination of suitability by the selection committee

- (1) The following criteria will be used in determining suitability:
 - a) the grade and type of the university degree referred to in § 2 (1)
 - b) the subject profile as per § 2 (2)
 - c) content and quality of the letter of motivation and
 - d) English language proficiency
- (2) The selection committee referred to in § 4 may draw up guidelines for evidence of knowledge in the subject areas covered by study components and courses taken.

§ 6 Criteria for creating a ranking list

The following criteria will be assessed for the ranking list:

- a) credits, in particular the grades of the university degree and the duration of the study
- b) content and quality of the letter of motivation and
- c) professional experience and additional qualifications in the field of medical laboratory work.

§ 7 Selection process

- (1) The selection process is conducted on the basis of the application documents submitted by the applicants.
- (2) The selection committee will assign two members of the committee to assess an application. At least one of the evaluators must be a professor in the faculty.
- (3) Applications and evaluators are allocated randomly. Any conflict of interest in relation to an application must be notified to the chairperson without delay so that affected applicants can be allocated to another evaluator.

- (4) In respect of the criteria referred to in § 5 and § 6, both evaluators will jointly draw up a written assessment for each individual application. In respect of the criteria referred to in § 5, they will determine whether the applicant's suitability has been demonstrated or whether admission on condition is possible. In respect of the criteria referred to in § 6, a graded evaluation will be given. If the two evaluators do not agree on the scoring of the criteria referred to in § 5 or § 6, the entire selection committee will decide by majority vote.
- (5) A ranking list of suitable applications and applications that are suitable subject to conditions will be drawn up on the basis of the graded evaluation awarded by the evaluators or the selection committee. Applicants are admitted according to their position on the ranking list subject to the relevant maximum intake.

§ 8 Entry into effect; publication

These regulations apply for the first time to the application procedures for the winter semester 2019/2020. They come into effect on 01.06.2019. At the same time the regulations of 01.06.2018 will cease to apply.

Furtwangen, 27.05.2019

Signed Professor Dr Rolf Schofer
Rector