Ulm University Admissions Statutes for the Postgraduate English-taught Online Master’s Programme in “Advanced Oncology” of 4 August 2014

Pursuant to §§ 63 (2), 60 (2) no 2, 59 (1) LHG (Higher Education Act for Baden-Württemberg) in the version of Article 1 of the third law on changes to higher education regulations (Drittes Hochschulrechtsänderungsgesetz - 3. HRÄG) of 1 April 2014 (Law Gazette p 99 ff) and based on § 6 (4) Hochschulzulassungsgesetz (HZG - law on admission to higher education) in the version of Article 7 of the third HRÄG in conjunction with §§ 3 (1) sentence 3, 20 Hochschulvergabeverordnung (HVVO - decree on the allocation of study places) in the version of Article 14 of the third HRÄG, the Senate of Ulm University adopted the following statutes on 17 July 2014.

Preliminary remarks on language use

According to Article 3 (2) Basic Law men and women have equal rights; all male designations of persons and positions used in these statutes apply equally to men and women.

§ 1 Scope of application

Ulm University allocates the limited number of study places available in its master’s programme in “Advanced Oncology” according to the following provisions.

§ 2 Deadline and form

(1) Students are admitted for the winter semester only. Ulm University must have received the application for winter admission by 15 April of the respective year.

(2) The application must be submitted electronically unless an electronic application would constitute a hardship for the applicant. Hardship exists where a person is not able to apply electronically for special personal or health reasons.

(3) The application must be accompanied by the following documents:
   a) Proof of compliance with the requirements listed in § 3;
   b) Statement declaring whether the applicant has lost their right to be examined or is in the process of being examined in the master’s programme in “Advanced Oncology” or any other programme with essentially the same content at any institute of higher education in Germany or abroad. The respective subject-specific study and examination regulations indicate which study courses have essentially the same content and are thus deemed to be related.
Where such proof is not in German or English, a certified translation into German or English is required.

§ 3 Entrance requirements

Entrance requirements are:

1a) Proof of an academic degree in a medical programme completed at any higher education institution in Germany or abroad—or any degree recognized as equivalent—after completion of typically four years of study or earning 240 ECTS credits as well as one or more years of professional experience in oncology, or

1b) Proof of an academic degree in a science\(^1\) or engineering\(^2\) programme or any programme with essentially the same content completed at any higher education institution in Germany or abroad—or any degree recognized as equivalent—after completion of typically four years of study or earning 240 ECTS credits as well as two or more years of professional experience in oncology, and

2) Proof of sufficient command of English. The selection committee decides what form this proof may take.

No 2 does not apply to applicants who are native speakers of English or who have earned a minimum of 10 ECTS credits in courses taught in English during their studies to date.

§ 4 Admission requirements

(1) Where the number of applicants qualified according to § 3 exceeds the number of available study places, selection takes place in two steps. In the first step, interview candidates are selected based on a preliminary selection grade calculated according to § 4 (3) below.

(2) For preliminary selection, applicants are ranked according to the following criteria:

a) The overall grade of their higher education degree,

b) aa) three or more years of professional experience in the field they studied,

bb) completed additional qualification in oncology (specialist training or international equivalent),

cc) publications, as evidenced by cumulative impact factors greater than 10,

dd) one or more years of programme-specific experience abroad,

ee) leadership experience (head of department, oncological practice/centre, research group),

ff) independently raised third-party funds, evidenced by mention of the applicant’s name in the approval notice.

(3) The preliminary selection grade is calculated as follows:

The overall grade of the higher education degree is raised if one or several of the criteria listed in paragraph 2b above are met. Each of the six criteria can raise the grade by up to a

---

\(^1\) E.g. biology, biochemistry, biophysics, chemistry

\(^2\) E.g. biomedical engineering, biotechnology
tenth of a grade point. Thus the grade raise is limited to six tenth of a grade point. In case of equal ranks, lots are drawn.

(4) In the second step, the preselected candidates are invited to a selection interview; admission is based on the outcome of this interview. The highest-ranking applicants are invited; the number of candidates to be invited is twice the number of places available in the online master’s programme in “Advanced Oncology”.

§ 5 Selection interview

(1) The selection interviews are conducted in English by a selection committee. The exact dates and place of the interviews, which are, as a rule, via video conference, are announced by Ulm University approximately 4 weeks in advance. The candidates are invited in good time.

(2) The selection by interview is based on an evaluation scale jointly agreed by the admissions and the selection committees aiming to evaluate the candidate’s motivation for the master’s programme. In the interviews, the candidates’ professional work, technical competence in oncology, motivation to study and conduct during the interview regarding expression, command of the English language, method of exploring problems and conclusiveness of argumentation are discussed and evaluated.

(3) The members of the selection committee interview the candidates individually; as a rule, the interviews last 20 minutes.

(4) A record must be kept of the key issues discussed in the interviews and signed by at least two members of the selection committee. This record must also state the day and place of the interview, the names of the members of the selection committee, the name of the candidate, the topics discussed and the evaluations.

(5) After each interview the members of the selection committee evaluate the candidate’s performance against the selection criteria described above and grade them on a scale from 1 (best) to 5 (fail). Intermediate grades up to one place after the decimal point may be formed; rounding is not allowed.

(6) An interview is awarded a fail grade if the candidate fails to appear for the interview without good cause or cannot be contacted. Applicants are permitted to take part in the next round of interviews or selection procedure if they present written proof of good cause to Ulm University immediately after the missed interview; in case of illness, a medical certificate is required.

(7) The selection committee jointly draws up a ranking based on the selection grades determined according to paragraph 4. If there is more than one selection committee, a joint ranking is drawn up by mutual consultation based on the individual results. The best grade ranks highest. In case of equal ranks, lots are drawn.

§ 6 Admissions procedure

(1) Admissions are determined by the executive committee (Präsidium) of Ulm University based on the admissions committee’s proposals.
Applications for admission must be rejected if

a) the requirements defined in §§ 2 and 3 are not fulfilled, or if

b) applicants have lost their right to be examined in the online master's programme in Advanced Oncology or any other programme with essentially the same content or are in the process of being examined in any such programme.

Applicants not invited to an interview or not admitted after an interview receive a letter of rejection by Ulm University. This letter must state the reasons for rejection and provide instructions on the right of appeal.

In any other respect, the general provisions on admission stated in the admissions and enrolment statutes of Ulm University remain unaffected.

§ 7 Admissions committee, selection committee

1) An admissions committee and one or more selection committees are appointed. The admissions committee and selection committees each consist of two or more persons and their deputies.

2) The members of the admissions committee and the selection committees and their deputies are appointed by the faculty board of the Faculty of Medicine. Members of the admissions committee can simultaneously serve as members of one of the selections committee. The members’ term of office is three years. Reappointment is possible.

3) The selection committee determines the equivalence of previous education and academic degrees. The recognition of foreign degrees must comply with the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs and the agreements made as part of university partnerships. In cases of doubt, the Central Office for Foreign Education (ZAB) must be heard.

4) The selection committees ensure that selection interviews and the resulting evaluation of the activities described in § 5 (2) are conducted properly from a technical point of view; then they present the results to the executive committee according to § 6 (1), which takes a decision.

§ 8 Effective date

These statutes take effect on the day after their publication in the Official Bulletin of Ulm University. They first apply to winter semester 2014/2015 admissions.

At the same time, the admissions statutes for the English-taught online master’s programme in “Advanced Oncology” of 24 January 2012, published in the Official Bulletin of Ulm University on 27 January 2012, no 4 pp 58-62, cease to have effect.

The above statutes are hereby executed and to be published.

Ulm, 4 August 2014
Prof. Dr. Karl Joachim Ebeling
- President -