

**Admissions statutes of Ulm University for
the consecutive English-taught master's programme in Molecular and
Translational Neuroscience (MTN)
of 24 March 2023**

On the basis of § 60 (2) no. 2, § 63 (2) and § 59 (1) and (2) of the State Higher Education Act (LHG) in the version of 1 January 2005, repeatedly and most recently amended by Article 7 of the Ordinance of 21 December 2021 (Law Gazette 2022 p. 1, 2), the Senate of Ulm University adopted the following Statutes for Admission to the admission-free consecutive English-taught master's degree programme in Molecular and Translational Neuroscience (MTN) at Ulm University on 15 February 2023.

§ 1 Scope of application

In the master's degree programme in Molecular and Translational Neuroscience, no admission numbers have been set according to the applicable admission numbers ordinance (*Zulassungszahlenverordnung - ZZVO*, higher education); an entrance procedure takes place in accordance with the following provisions.

§ 2 Deadlines

Students are admitted once per year to the respective winter semester. Ulm University must receive the application for admission to the winter semester by 15 May of the respective year, including all required documents. This deadline is a legal deadline; it is announced on the Ulm University website for this degree programme.

§ 3 Form of the application

- (1) The form of the application follows the provisions on admission procedures in the applicable version of Ulm University's statutes on admission and enrolment. The documents to be submitted for the master's degree programme in Molecular and Translational Neuroscience are announced on the respective web pages of Ulm University.
- (2) The following documents must be submitted together with the application:
 1. Proof of the requirements specified in § (4) 1 nos. 1 to 7, in particular in the case of § (4) 1 no. 1 a), the bachelor's examination certificate or comparable proof and the bachelor's degree certificate,
 2. declaration by the applicant stating whether he/she has failed at last attempt an examination required by the examination regulations at a German higher education institution in the same master's degree programme or in a related degree programme with essentially the same content or whether the right to examination no longer exists for other reasons,
 3. the additional documents mentioned in the current version of the statutes of Ulm University on admission and enrolment for studies, if applicable.

- (3) As a rule, the application must be accompanied by
- the diploma supplement (if available),
 - the transcript of records (ToR) or an excerpt of grades indicating the final grade or average grade,
 - in the case of foreign certificates, a grading scale with the best grade to be awarded and the minimum passing grade for obtaining the higher education degree, and
 - an indication of the total number of credit points for the degree programme.
- (4) The time for demonstrating the required language skills is regulated in § 6 of the Statutes on language skills required for studying at Ulm University.
- (5) If these certificates and other documents to be submitted are not in German or English, an official translation into German or English must also be submitted.

§ 4 Entrance requirements

- (1) Prerequisites for entrance to the master's degree programme in Molecular and Translational Neuroscience are:
1. a bachelor's degree or at least an equivalent degree from a university, a university of applied sciences, a cooperative university or a recognised foreign higher education institution in a programme in biology, biochemistry, molecular medicine, physiological chemistry, neurobiology, biopsychology, human biology, molecular life science or in a related or subject-specific programme at the level of at least three years of study, evidenced either by
 - a) an academic final examination with a bachelor's degree with an overall grade of 2.7 or better or
if no degree has yet been awarded,
 - b) previous study and examination achievements with an average grade of 2.7 or better up to the time of submission of the application,as well as
 2. adequate knowledge and competencies according to Annex 1,
 3. a CV related to the studies,
 4. a study-related letter of recommendation signed by the hand of an employee of a public or private body, on letterhead, stating the contact details of the signatory and the capacity in which the signatory has acted,
 5. a report no longer than two pages written in English in which the applicant states his or her personal and subject-related reasons for applying for the chosen study programme and in which they explain their choice of programme (letter of motivation),
 6. a selection interview within the meaning of § 5 with the assessment "suitable", and
 7. adequate English language skills according to § 3 (1) of the applicable version of the Statutes on the required language skills for studying at Ulm University.

- (2) Subject-specific degree programmes within the meaning of paragraph 1 no. 1 are degree programmes fulfilling the requirements according to Annex 1.
- (3) In addition to the formal quality, the evaluation of the motivation letter is based on the convincing demonstration of the candidate's interest in this master's programme as well as the presentation of their particular aptitude and motivation for this programme. Here, it is assessed to what extent they can meet the requirements of the master's degree programme and how promising their participation in the master's degree programme is. The motivation letter is assessed as "suitable" or "unsuitable". To fulfil the entrance requirement it must be assessed as passed ("suitable").
- (4) The admissions committee shall decide on the equivalence of the bachelor's degree and the equivalence of other degree programmes not expressly mentioned in paragraph 1 no. 1. When recognising foreign degrees, the assessment proposals of the Central Office for Foreign Education (ZAB) at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) as well as the agreements within the framework of higher education partnerships must be observed. For degree programmes that are not subject to the ECTS regulations (ECTS grades and credit points), the admissions committee decides whether the requirements stated in paragraph 1 are met.
- (5) Deviations from §§ 2, 3 as well as § 4 (1) may arise for students who are in joint degree, double degree or structured exchange programmes. As a rule, the evidence is deemed to have been provided upon admission to the corresponding degree programme at the home university or selection by the corresponding cooperation programme. Insofar as contractual agreements exist in these programmes, they shall take precedence over the provisions of these statutes.
- (6) Admission to the master's degree programme can also be applied for if the bachelor's degree cannot yet be submitted by the expiry of the application deadline according to § 2 and if it can be expected that the applicant will complete the bachelor's degree programme in good time before the start of the master's degree programme on the basis of previous studies, in particular the previous study and examination achievements. In this case, the preliminary average grade according to § 4 (1) no. 1b can be considered for the admission decision.

§ 5 Selection interview

- (1) Applicants who have been assessed as "suitable" by the admissions committee as part of a pre-selection process take part in the selection interview. Applicants who have demonstrated sufficient knowledge and competences according to Annex 1 are considered suitable.
- (2) The selection interview is conducted in English by the admissions committee or a selection committee appointed by it. The admissions committee determines the composition of the selection committee, at least two members of which must be competent university teachers. The admissions committee may delegate the decision on the composition to the chairperson by majority vote. Members of the admissions committee may also be members of the selection committee. Ulm University will informally notify the applicants at least one

week in advance about the dates and the place of the interviews as well as their format. The date is to be confirmed by the applicants. The selection interview can also be conducted as a video conference. The basis of the interview is a question guide set by the admissions committee or the selection committee.

- (3) The selection interview is conducted as an individual interview. A selection interview lasts a minimum of 10 minutes and a maximum of 30 minutes per applicant.
- (4) The selection interview is to show whether the applicant is academically qualified for the master's degree programme (subject-specific aptitude) and interested in it (motivation) . For this purpose, the specialist competencies , the content of the bachelor's thesis, the personal motivation to study for a master's degree, the study goals as well as the interview behaviour with regard to the manner of expression, the language skills, the approach to the discussion of problems and the conclusiveness of the argumentation are evaluated in the interview. Applicants should also demonstrate to which extent they can use existing previous experience, in particular relevant stays abroad, additional qualification features, internships and further training as well as their interests in relation to the master's degree programme.
- (5) After the interview, the committee members evaluate the applicants according to their subject-specific suitability and motivation for the master's programme. For this purpose, the four assessment parts " subject-specific suitability", "content of the bachelor thesis", "motivation" and "linguistic competence"are formed. Each individual assessment part is to be graded by each member on a grading scale of 1.0 to 5.0. Based on the individual grades of the members, the arithmetic mean is calculated forming the overall grade according to this scale:

from 1.0 up to and including 2.0 = "suitable"

below 2.0 = "unsuitable"

An applicant is considered "suitable" if none of the individual grades is lower than 4.0 and the result of the selection interview is at least an overall grade of 2.0. If the applicant is awarded an overall grade lower than 2.0, this is deemed to be "unsuitable".

- (6) A member of the admissions committee or the selection committee must prepare a record of the selection interview, which must contain information on the name of the applicant, the time, place and duration of the selection interview, the topics addressed and the assessment. The record must be signed by the members of the admissions committee or the selection committee.
- (7) Each applicant can only have the selection interview once for each application phase in the master's degree programme. If the applicant does not appear for the selection interview without a valid reason, the selection interview will be assessed with an overall grade of 5.0 ("unsuitable"). If Ulm University is immediately informed of a valid reason for the failure to appear, Ulm University may admit the applicant to the next selection interview.

§ 6 Admission and selection decision

- (1) Admissions are determined by the President based on the admissions committee's proposals. The decision on the academic suitability of the applicant as well as the evaluation

of the documents is the responsibility of the admissions committee.

(2) Admission shall be denied if

1. the application documents have not been submitted in due time within the meaning of § 2 or in due form and completely within the meaning of § 3,
2. the requirements according to § 4 have not been met, or
3. a previous admission in the same degree programme or a related degree programme with essentially the same content has lapsed because an examination was failed at last attempt or the right to examination no longer exists.

(3) The admission may be granted subject to reservations, in particular subject to a resolutive condition or certain requirements. In the case of an application in accordance with § 4 (6) sentence 1, admission is granted subject to the resolutive condition that the bachelor's degree and the requirements associated with it are proven within the period set by Ulm University. If the proof is not provided in due time, the admission expires. In justified cases, the admission may be subject to requirements. The requirements must be fulfilled by the end of the examination period of the first semester of the programme; if the student is not responsible for not fulfilling the requirements, they must be fulfilled by the end of the examination period of the second semester at the latest. The requirements are set by the admissions committee.

(4) If it is not possible for an applicant to provide proof of the bachelor's degree on time and if he or she is not responsible for this, provisional enrolment may be granted on the basis of a corresponding declaration by the applicant, subject to the requirement that the certificate of the first professional qualification or proof of all achievements required for the degree must be submitted by the end of the first semester at the latest. The same applies to the language certificate pursuant to § 4 (1) no. 7. If the proof is not provided by the deadline, enrolment will not take place and the re-registration application for the following semester will be denied.

(5) Applicants who fail to prove that they meet the requirements of § 4 in due form and time shall be excluded from the procedure and shall receive a notice of exclusion. This notice must state the reasons for rejection and provide information on their right of appeal.

(6) In any other respect, the applicable provisions on admission stated in Ulm University's Statutes on admission and enrolment remain unaffected.

§ 7 Admissions committee

(1) The faculty board shall appoint an admissions committee. The admissions committee consists of at least two persons who belong to the full-time academic staff and their deputies. At least one person must be a higher education teacher as defined in § 44 (1) no. 1 LHG. Furthermore, the faculty board may on the basis of § 2c sentence 2 no. 6 of the Higher Education Admissions Act (HZG) appoint an experienced professional practitioner to the admissions committee. The members' term of office is three years. Reappointment is possible.

(2) The admissions committee shall elect a chairperson from among the voting members.

(3) At the request of the student members of the Faculty Council, a further student may join the committee in an advisory capacity. The term of office is one year.

§ 8 Effective date

These statutes come into effect on the day after their publication in the Official Bulletin (*Amtliche Bekanntmachungen*) of Ulm University. They will first apply to the admission procedure for the winter semester 2023/24. At the same time, the admissions statutes of Ulm University for the English-taught master's programme in Molecular and Translational Neuroscience (MTN) of 22 February 2021, published in the official information bulletin of Ulm University No. 4 of 23 February 2021, p. 33-36, cease to have effect.

Ulm, 24 March 2023

signed

Prof. Dr.-Ing. Michael Weber

President of Ulm University

Courtesy Translation

Annex 1

Applicants have sufficient knowledge and competencies within the meaning of § 4 (1) no. 2 if they can demonstrate achievements in at least 7 of the subject areas listed in the "STUDY CONTENT" overview; the subject areas of category A ("Cat. A") are weighted twice; in the overview "LABORATORY METHODS", at least 5 of the listed methods must have been performed at least in the category "performed under supervision".

| Form for subject-specific additional information on STUDY CONTENT Application for MSc. Molecular and Translational Neuroscience | | | |
|---|--------------------------------------|---|--|
| Application number | | | |
| Family name, given name | | | |
| Name of your Bachelor's programme | | | |
| BSc. University: Name, City, Country | | | |
| If done: Already completed Master's | | | |
| MSc. University: Name, City, Country | | | |
| Bachelor Thesis <i>(Please enter Yes or No)</i> | performed ? | experimental ? (hands on Lab experience) | theoretical ? (e.g. clinical studies) |
| <i>Please list the achievements as indicated on your Transcript of Records in your BSc. /MSc. degree programme. In case that these subjects were taught in several modules in your study programme, please add all of them in the list.</i> | | | |
| Study contents | Name of Classes/ Modules in your ToR | | Credit points |
| Neurosciences (Cat. A) | | | |
| Neuro(bio)logy | | | |
| Neurophysiology | | | |
| Neurological Diseases | | | |
| Psychiatric Diseases | | | |
| Clinical Psychology | | | |
| Molecular Medicine/ Molecular Biology/ Molecular Genetics (Cat. A.) | | | |
| Cell Biology (Cat. A) | | | |
| Biochemistry | | | |
| Anatomy /Histology | | | |
| Pharmacology / Toxicology | | | |
| Human Genetics / Genetic Diseases | | | |
| Immunology | | | |
| Developmental Biology | | | |
| Bioinformatics /Biometrics | | | |
| Further relevant basic sciences | | | |



Form for subject-specific additional information on knowledge in LABORATORY METHODS Application for MSc.
Molecular and Translational Neuroscience

| Application number | | | | | | |
|--|---------------------|------------------------------|-------------------------------|------------------------------------|--------------------------------|------------------------|
| Family name, given name | | | | | | |
| Classification of practical laboratory experience - Please indicate your level of proficiency (with an X) in the columns related to the methods listed below: | | | | | | |
| Methodology | No knowledge | Theoretical knowledge | Observed in attendance | Performed under supervision | Already performed alone | Hands-on expert |
| DNA Isolation | | | | | | |
| RNA Isolation | | | | | | |
| Protein Isolation | | | | | | |
| PCR | | | | | | |
| qPCR | | | | | | |
| Cloning | | | | | | |
| Sc-/Sn-/RNAseq/Microarrays | | | | | | |
| Western-/Northern-/Southern Blots | | | | | | |
| MassSpec | | | | | | |
| Elisa | | | | | | |
| Size exclusion chromatography | | | | | | |
| FACS/MACS | | | | | | |
| In situ hybridization | | | | | | |
| RNA-/Base Scope | | | | | | |
| Immunocytochemistry | | | | | | |
| Immunohistochemistry | | | | | | |
| Cell culture (cell lines) | | | | | | |
| Cell culture (primary) | | | | | | |
| Electrophysiology | | | | | | |
| Microscopy (fluorescence, confocal, 2-PLSM, EM, etc.) | | | | | | |
| PET/MRT-imaging (human/animal), etc. | | | | | | |
| Animal experiments (e.g. handling, behavior, injections, surgeries) | | | | | | |
| Biological sample collections (e.g. blood, urine, saliva, hair) | | | | | | |
| Literature search | | | | | | |
| Presentations (talks, posters, Journal clubs) | | | | | | |
| Clinical questionnaires | | | | | | |
| Clinical examinations | | | | | | |
| Further methods: | | | | | | |
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