

Faculty of Biology and Psychology (Lead Institute):

Upon resolution by the faculty councils of the Faculty of Biology on 19.10.2012, the Faculty of Medicine on 25.02.2013, the Faculty of Chemistry on 06.02.2013 and the Faculty of Physics on 19.12.2012 and upon resolution by the Senate on 10.04.2013, the Foundation Council of Georg-August-Universität Göttingen, foundation under public law, approved the regulation on the qualifications for entry to the international master/doctoral degree programme 'Molecular Biology' on 07.05.2013 (§ 44 section 1 sentence 1 NHG in the version of the announcement dated 26.02.2007 (Nds. GVBl. S. 69), amended by Article 7 of the Act dated 12.12.2012 (Nds. GVBl. p. 591); § 41 section 1 sentence 1 NHG in connection with § 18 section 6 sentences 1 and 3, section 8 NHG and § 7 section 1 sentence 1 NHZG in the version of the announcement dated 29.01.1998 (Nds. GVBl. S. 51), last amended by Article 2 of the Act dated 29.06.2011 (Nds. GVBl. p. 202); §§ 62 section 4 sentence 1, 60 b section 3 NHG in connection with § 18 section 6 sentences 1 and 3, section 8, section 14 NHG and § 7 section 2 NHZG).

Regulation concerning the qualifications for entry and on admission for the international master/doctoral degree programme 'Molecular Biology' at the Georg-August-Universität Göttingen

I. Scope

§1 Scope

(1) These regulations regulate the entry and admission to the international master/doctoral degree programme in "Molecular Biology".

(2) The university executes an autonomous procedure for determining the entry qualifications for all university places to be awarded in the international master/doctoral degree programme in 'Molecular Biology' in accordance with the following provisions.

(3) ¹If the number of applicants who meet the qualifications for entry exceeds the available places, the university awards the university places to the applicants eligible to admission according to the result of an autonomous university procedure (§ 5). ²The selection decision is made according to the special suitability for the selected degree programme. ³If the number of applicants who meet the qualifications for entry falls short of the available places, a selection procedure does not take place.

II. Authorisation to entry

§ 2 Qualifications for entry

(1) ¹The requirement for entry to the master/doctoral programme is that the applicant should have successfully completed a bachelor degree programme with a standard course length of at least six semesters and a credit rating of at least 180 ECTS (credits) or an equivalent degree programme at a German university or a university that is part of one of the Bologna signatory states, in the degree programmes of molecular biosciences, cell biology, biochemistry, biophysics or a closely related field of specialisation in accordance with section 3 and is especially suitable for the degree programme in accordance with section 4. ²The degree examinations, which are equivalent to the qualifications under sentence 1 and have been passed in a country other than the Bologna Signatory States, require the assessment of equivalence in consideration of the proposals by the Central Office for Foreign Education (ZAB) at the office of the permanent conference of the federal ministers of cultural affairs in Federal Republic of Germany (KMK) for the accreditation and assessment of foreign proof of academic qualification that are laid down at the URL www.anabin.de.

(2) ¹Unlike in section 1, applicants shall be considered eligible for admission insofar as they have not yet completed their academic programme at the time of application, but have acquired at least 120 credits in a relevant bachelor degree programme or an equivalent degree programme; this eligibility to admission shall be cancelled insofar as no less than 150 credits have been proven by 01.04 of the same year and the applicant must carry the responsibility for this. ²The result of the study and examination components to date will be considered in the procedure on ascertaining the qualifications for entry in accordance with section 4 and in the selection procedure in place of the result of the bachelor examination or an equivalent degree.

(3) ¹The decision whether an undergraduate degree is specialised (subject relevance) in the sense of sections 1 and 2 is made by the programme committee. The following components at least must be proven in order to confirm relevance of the undergraduate degree:

Components in biology, biochemistry, biophysics, chemistry or medicine or another research area in the field of experimental natural sciences in a scope of at least 90 credits, including components in a scope of at least 40 credits in theoretical and practical basics of biology, chemistry and physics.

(4) An applicant must hold a bachelor degree or an equivalent degree with a grade of at least 3.0.

(5) ¹Applicants whose mother tongue is not English must show adequate English language skills.

²Adequate English language skills should be proven through minimum performance in an internationally recognised test or equivalent tests:

a) Cambridge Certificate in Advanced English at least with the grade "B";

b) Cambridge Certificate of Proficiency in English at least with the grade "C";

c) IELTS Academic (International English Language Testing System), at least volume 6;

d) Internet-based test of "Test of English as a Foreign Language" (TOEFL iBT): at least 80 points;

e) Written test of "Test of English as a Foreign Language" (TOEFL PBT): at least 550 points;

f) CEF ("Common European Framework"): proof of at least C1;

g) UNlcert: at least level III;

h) Successful completion of a degree programme held in English.

³In general, successful completion of a test according to sentence 2 letters a) to g) must not be over three years prior to receipt of application for entry to this master/doctoral degree programme. ⁴The obligation to pass a test need not be met by applicants with at least one year spent studying or working abroad in an English-speaking country within the last three years before submitting the application for admission.

⁵Proof of sufficient knowledge of the English language must be provided by the start of the semester in which enrolment takes place.

(6) ¹Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. ²The enrolment of the applicants, authorised in principle for admission according to section 2, is subject to termination until proof of successful completion of the bachelor degree programme or an equivalent programme. ³Proof should be submitted by 15.11. as part of enrolment for the winter semester.

III. Selection procedure

§ 3 Start of programme, admissions application, closing date

(1) ¹The master/doctoral degree programme starts in the winter semester. ²The 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 application deadline. ³The written admissions application for the master/doctoral degree programme must have been submitted to the office of the degree programme using the forms provided at the online portal for downloading, along with the application documents required in accordance with section 2 by 15.01. (closing date) for the winter semester. ⁴The application applies only to the award of university places on the relevant admission date. ⁵The university is not obligated to review the details of the applicants as a matter of course.

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

- a) The degree certificate(s) of the applicant, if applicable in the form of attested copies or certified German or English translations if the originals are not in English or German; if a degree certificate is not yet submitted, a certificate of the examination components acquired to date in a scope of at least 120 credits and the average grade should be submitted;
- b) A personal data sheet written in English with a convincing description of the educational career;
- c) Proof of sufficient English language skills in accordance with § 2 section 5 if the native language of the applicant is not English;
- d) A written presentation of the applicant's own scientific interests; in the event that a bachelor degree has not yet been acquired, the applicant must on all account present the current scientific performance in the academic programme to date;
- e) A written presentation of motivation;
- f) If applicable two letters of recommendation;
- g) Optionally also proof of further documents that are suitable to confirm a special suitability, in particular the result of the Graduate Record Examination Test in "biochemistry, cell and molecular biology";
- h) Two passport photographs;
- i) A declaration on whether the applicant has successfully or unsuccessfully completed a master or doctoral degree programme in a similar discipline or has not completed it yet;

In the event of admission, the documents must be submitted before enrolment to the office of the degree programme in the form of certified copies or as originals.

(3) ¹Applications that are not submitted complete, or in due form and time, shall be excluded from further procedure. ²The documents submitted remain with the university.

(4) Should an applicant determine that he or she is disadvantaged in the selection procedure with respect to other applicants due to a handicap, a suitable compensation for said disadvantage is to be granted by the programme committee upon request.

§ 4 Responsibilities

(1) The selection committee of the international master/doctoral degree programme in 'Molecular Biology' is the programme committee convened in 'Molecular Biology' in accordance with § 11 of the regulation for the Göttingen graduate school for neuroscience, biophysics and molecular biosciences (GGNB) in their respectively valid versions; it is responsible in particular for all tasks laid down in this regulation whenever such tasks are not defined by law or are assigned to a different entity; in particular it is responsible for:

- a) Review of the incoming admissions applications for formal correctness,
- b) Examination and if applicable assessment of the requirements for entry and for a preliminary selection for participation in the aptitude test and the interviews,
- c) Conducting the aptitude tests in accordance with § 7,
- d) Decision on the admission or rejection of the applicant.

(2) Committees shall be convened for the international master/doctoral degree programme in order to prepare for the selection procedures. The tasks of the committees are to conduct the interviews as specified in § 8, to assess the interview and to submit a recommendation for admission or rejection.

(3) A committee includes at least two members who belong to the scientific personnel working full-time or the professoral group and a member of the students' group with advisory vote. At least one member must belong to the professor group. The members shall be appointed by the programme committee 'Molecular Biology'. The members shall remain in office for a period of two years, while

that of the student member is one year. Reappointment is possible. The committee holds a quorum if at least two members eligible to vote are present.

(4) The programme committee reports to the faculty council of the Faculty of Biology and Psychology on the experience gathered and submits any suggestions for further development of the award procedure, after conclusion of the award procedure.

§ 5 Principles of the selection procedure

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

- a) Degree of special suitability (§ 6),
- b) Result of the aptitude test (§ 7),
- c) Two interviews with the applicant (§ 8).

(2) The programme committee makes a preliminary selection among the received applications according to section 3 and selects from the screened applicants on the basis of the selection criteria mentioned in sections 1 and 4.

(3) ¹A preliminary selection will be made among the applications received for the aptitude test and all interviews; this pre-selection will limit the number for the aptitude test to at least five times the university places to be awarded and for the interview to at least two times the available places. ²A ranking will be created for this purpose. ³This will be created for the aptitude test on the basis of the degree of special suitability; for the interview it will be created on the basis of the degree of special suitability in combination with the results of the aptitude test. ⁴In the event of an identical ranking, all applicants in the highest ranking will in each case be admitted to participate.

(4) The decision on pre-selection will be made on the basis of the assessment of special suitability in the two interviews in combination with the ascertainment as specified in the second alternative in section 3 sentence 3. The results of the bachelor examination shall be considered most important.

(5) Insofar as there shall be identical ranking after generation of a ranking list, the ranking order is determined according to the result of the bachelor examination. In other cases a draw shall decide the outcome of identical ranking.

(6) The general provisions of the enrolment regulation of the University of Göttingen for enrolment shall otherwise remain unaffected. The enrolment of the applicants, qualified in principle for entry according to § 2 section 2, is conditional upon proof of successful completion of the bachelor degree programme or an equivalent degree programme. Proof should be submitted by 15.11. as part of enrolment for the winter semester.

§ 6 Special suitability

(1) ¹The degree of special suitability is ascertained on the basis of the results of the bachelor examination in combination with the written presentation of motivation, the candidate's presentation of scientific interest and, if submitted by the applicant, two letters of recommendation from members of the professoral group in relevant subjects and other performances of relevance to the subject; in this the result of the bachelor examination in the previous degree programme shall be apportioned the greatest significance.

(2) The degree of motivation is ascertained on the basis of the candidates own specific abilities and interests in this degree programme and the subsequent professional work, the ability to engage in scientific, i.e. basic and methodically-oriented styles of work and to assess the knowledge of scientific basics. i.e. basic knowledge from the undergraduate studies. The scientific interest is presented in order to ascertain the correspondence between said scientific interest and the curriculum of the degree programme (hereafter: perfect fit) on the basis of the intended research project and against the background of previous and current research. Furthermore the letters of recommendation and the proven, relevant specialist achievements (e.g. scientific awards, participation in a test in a relevant subject, in particular the Graduate Record Examination Test in 'biochemistry, cell and microbiology') shall be considered in the assessment of special suitability, provided that proof is submitted.

(3) The degree of special suitability is assessed as follows:

- a) excellent,
- b) very good,
- c) good,
- d) sufficient.

§ 7 Aptitude test

(1) ¹The aptitude test is intended to demonstrate whether the applicant is especially suited for the master/doctoral degree programme in 'Molecular Biology', in consideration of the previous study and practical experience. ²The test covers the suitability parameters concerning specialist knowledge of the subject in the fields of molecular biology, biochemistry, cell biology, chemistry and physics.

(2) The following principles apply to the execution of the aptitude test:

- a) The test is held once each year. The aptitude test is held most commonly in February for the winter semester. The test will be held on the university premises or on the premises of an institution abroad charged with conducting the test, for instance the German Academic Exchange Service (DAAD), a Goethe Institute or a scientific partner institution. The exact dates as well as the place of the test are announced by the university and on the Internet with an appropriate period of advance notice. The university invites the candidates to the aptitude test in writing and with sufficient notice.
- b) The aptitude test is conducted as a multiple-choice test. The applicant must specify in writing or electronically in the tasks posed according to the multiple choice method (MC tasks) whether he or she believes that the responses specified in the MC tasks are accurate or inaccurate. Five possible responses must be detailed in MC tasks.
- c) An applicant who does not appear for the aptitude test without an important reason is excluded from the further procedure. On application and subject to good cause, a new date for the aptitude test will be set. The important reason and application for rescheduling should be shown or made promptly, at the latest within two days after the date first scheduled. An excluded applicant is entitled to participate in the next possible, scheduled aptitude test.

(3) The yardstick for the degree of special suitability is the number of points achieved. A performance shall be considered sufficient if the applicant accurately responds to at least 60 percent of the MC tasks provided or if the number of MC tasks accurately responded to by the candidate or the number of points achieved by the applicant is not more than 10 percent points below the average of the results of all participants. The performance will be assessed as follows on the basis of the total number of points achieved:

- a) at least 90 %: excellent,
- b) at least 80 %: very good,
- b) at least 70 %: good,
- d) at least 60 %: sufficient,
- e) insufficient.

The applicants will be informed of the results of the aptitude test.

§ 8 Interview

(1) ¹The interviews are intended to indicate whether the applicant is especially suited for the selected degree programme. ²The following principles apply to the execution of the interviews:

- a) The interviews are generally held at the university by March 31 for the winter semester. The university announces the exact dates as well as the place of the interviews within an appropriate period before the start of interviews. The university invites the candidates to the interviews with sufficient notice.
- b) In each case at least two members of a committee conduct two interviews with each applicant, each lasting approximately 20 minutes.
- c) Minutes are kept of the essential questions and answers within the interview; said minutes must be signed by the members of the committee. The log should clearly show the day and place of the interview, the name of the committee members, the name of the applicant and the assessment.

(2) In addition to the motivation and the perfect fit, the interview shall cover the following aptitude parameters:

- a) Particular knowledge of the specialist field and the ability to work scientifically in a manner oriented toward methodologies and basics,
- b) Practical experience and interdisciplinary interests insofar as such information shall provide data on the suitability for the degree programme.

The current scientific performance in the degree programme must be given particular consideration insofar as the applicant has not yet acquired a bachelor degree.

(3) The members of the committee assess the applicant after conclusion of the interview according to special suitability for the selected degree programme:

- a) excellent,
- b) very good,
- c) good,
- d) sufficient,

e) insufficient.

(4) Video conferences or telephone interviews are permitted for overseas applicants as well as in established exceptions, as far as the identity of the applicant can be determined beyond doubt. The programme committee determines the details of the procedure in such cases. In this case one joint interview lasting approximately 20 minutes can also be conducted in place of the two individual interviews specified under section 2 sentence 1 letter b); it shall be held by the members of two committees.

(5) ¹An applicant who fails to attend the interview for no important reason is excluded from the further procedure. ²On application and subject to good cause, a new date for the interview will be set. ³The important reason and application for rescheduling a new date should be shown or made promptly to the office, at the latest within two days after the date first scheduled. ⁴A barred applicant is entitled to participate in the next selection procedure once again.

§ 9 Letter of admission, rejection letter and procedure for subsequent admissions

(1) ¹Applicants who are admitted receive a letter of admission from the university in a text form. ²This letter specifies the deadline, within which the applicant should enrol or declare in writing, whether he or she accepts the university place. ³In the event that the enrolment or the declaration as specified under sentence 2 are not submitted in due form and time, the letter of admission will become ineffective. ⁴This legal consequence should be pointed out in the letter of admission.

(2) ¹Applicants who are not admitted will receive a letter of rejection from the university in a text form. ²The rejection letter provides information on rights of legal recourse. ³Insofar as the applicant has satisfied the requirements for entry, it also includes the request to declare in writing within a specified deadline whether the admissions application will be held for a procedure for subsequent admissions. ⁴If the applicant does not submit this declaration within a specified period or according to correct form, he or she will be excluded from the procedure for subsequent admissions. ⁵Reference must be made to this legal consequence.

(3) The letters of admission and rejection are issued by the chairman of the programme committee on behalf thereof.

(4) ¹The procedure for subsequent admissions will be executed on the basis of the ranking list according to § 5 sections 4 and 5.

(5) ¹In view of the tight schedule in terms of lecture period, the selection procedures are completed at the latest on 15.11. for admission to a winter semester.

IV. Final provision

§ 10 Entry into force; final provisions

¹This regulation enters into force on the day following its announcement in the official announcements I of Georg-August-Universität Göttingen. ²It applies for the first time to the awards procedure in the winter semester 2014/2015. ³At the same time, the regulation concerning the special qualifications for entry and admission to the international master/doctoral degree programme in 'Molecular Biology' in the version contained in the announcement dated 04.07.2002 (Official Announcements no. 10/2002 p. 213) shall be rendered ineffective.