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Heidelberg University Admission Regulations for the Master's Study Course Matter to Life

as of 01.10.2020

§ 1 Area of Applicability

Because of an internal faculty resolution, Heidelberg University allocates max. 10 university places according to the following provisions after the results of an entrance examination in the first as well as higher semesters for the Master's Study Course Matter to Life.

§ 2 Deadline and Documents

- (1) The Master's Study Course Matter to Life is first offered in the winter semester 2019/2020 and begins each year at the beginning of the winter semester.
- (2) The application for admission must be submitted to Heidelberg University including all required documents until 1 December of the year before the start of the program in the following October (final deadline). The deadline for the winter semester 2019/2020 is 1 May 2019. This is an exception to the above-given dates.
- (3) The application for the participation in the selection procedure for the Master Study Course Matter to Life must be submitted to Heidelberg University including the below mentioned documents. This application is also considered as the application for admission to the Master's Study Course Matter to Life with a focus on Molecular Systems Chemistry and Engineering.

The application is subject to the general regulations of the respectively valid admission and matriculation regulations of Heidelberg University applicable to the admission procedure.

The following documents have to be attached to the application:

1. Copies of acquired school and university certificates or officially certified translations in German or English of certificates issued by foreign educational institutions;
2. a curriculum vitae (tabular form, max. three pages DIN A4, in English) as well as evidence of possibly relevant professional experience and accomplishments outside of university, where applicable;
3. a three- to four-pages letter of motivation (font Times New Roman, font size 12, line spacing 1.5). It should include the student's research interests as well as goals for career and life. Furthermore, the student should describe activities and interests outside of their studies (voluntary activities, clubs, etc.) and express their motivation to apply to the Master's Study Course Matter to Life;
4. Documentation of proficiency in English, as substantiated by one of the following certificates:

- 1) Test of English as a Foreign Language (TOEFL) with a total score of at least 570 points paper-based or 230 points computer-based or 90 points internet-based
- 2) International English Language Test System with a score of at least 6.5
- 3) Cambridge Certificate in Advanced English (CAE)

All certificates must have been issued within the last four years.

Applicants who are native speakers of English are not required to submit proof of proficiency in English.

5. a statement about whether the university applicant has lost entitlement to take the examination at a domestic or foreign university course with essentially the same content or is currently participating in the examination procedure in any such program.
- (4) If the university certificate is not yet available to the applicant at the time of application, a preliminary certificate issued by their university must be enclosed, indicating their performance up to that point in time. The applicant may be accepted if the applicant is expected to complete the Bachelor's degree prior to the beginning of the Master's Study Course Matter to Life, based on the former educational pathway, especially the previous academic performance. The applicant will be evaluated on the basis of a grade point average determined from their previous academic achievements.
- (5) Heidelberg University may require that the documents upon which the admission decision was based be submitted in original at the time of enrolment.

§ 3 Admission requirements

The admission requirements are as follows:

- (1) Documentation of particularly successful completion of a Bachelor of Science degree (e.g. in Chemistry, Physics, Molecular Biology, Biochemistry, Materials Science), a Bachelor of Engineering degree (e.g. in Molecular Systems Engineering, Bioengineering) or completed course of study of at least six semesters in a related natural or engineering science subject. If the application has been submitted with a preliminary certificate, the degree certificate must be submitted to Heidelberg University until the time of enrolment at the latest.
- (2) Current documentation of proficiency in English in accordance with § 2 para. 3 No 4.

§ 4 Admission Requirements – Selection Procedure

- (1) As a general rule, admission requires the successful completion of a study-related final examination with a grade of at least *gut* = 2,4, which is determined using the modified Bavarian Formula with certificates of foreign educational institutions. Moreover, applicants providing verification that they are among the 20 % best in their year can be admitted.
- (2) The selection procedure consists of three rounds. In the first round, applicants are short listed based on their final degree and letter of motivation, as stipulated in § 5. In the second round, applicants are further selected based on selection interviews, as stipulated in § 6. In the third round, a personal interview takes place, as stipulated in § 7. Based on this interview, the applicants are ranked in accordance with § 8.

- (3) If the number of applicants qualified according to § 3 and § 4 para. 1 and 2 exceeds the number of available places, applicants are selected based on a ranking, as stipulated in § 8.

§ 5 Preselection (first round)

- (1) In accordance with § 6, the applicants qualified according to § 4 are short listed to limit the number of participants of the selection interview. The overall grade of the degree-specific final examination is converted into a score N1 on the following basis.

1.0 corresponds to 15 points
1.1 to 1.2 corresponds to 14 points
1.3 to 1.4 corresponds to 13 points
1.5 to 1.6 corresponds to 12 points
1.7 to 1.8 corresponds to 11 points
1.9 to 2.0 corresponds to 10 points
2.1 to 2.3 corresponds to 9 points
2.4 to 2.6 corresponds to 8 points
2.7 to 2.9 corresponds to 7 points
3.0 to 3.3 corresponds to 6 points
3.4 to 3.6 corresponds to 5 points
3.7 to 4.0 corresponds to 4 points

- (2) The letter of motivation according to § 2 para. 3 is evaluated by a member of the admission committee on a scale from 0 to 15; this score is N2.
- (3) A total score is determined as $N_g = (N_1 + N_2)/2$. The ranking is based on this score.
- (4) In the case of a tie, the decision is based on the drawing of lots.
- (5) The number of best ranked applicants to be invited to the selection interview (second round) amounts to at least four times the available places.

§ 6 Selection interview (second round)

- (1) The selection interview should show whether the applicant has enough motivation and ability for the aspired course of study and career, whereby a successful participation in the study course is to be expected.
- (2) The interview is conducted generally in January/February via a video conference system. The exact dates are being arranged with the applicants. The applicants are being invited in by the University sufficiently well in advance. The invitation is generally sent per email. Only participants that meet the admission requirements in accordance as described in § 5 are being invited.
- (3) The admission committee or at least one representative of the admission committee each conducts an individual interview lasting 15 minutes with each applicant. Thereby, especially the applicant's motivation for the subject of the study course shall be evaluated.
- (4) Minutes are to be taken of the essential questions and answers of the interview. These shall be signed by the members of the admission committee. Furthermore, date and place of the assessment must be apparent as well as the names of the committee members, the names of the applicants and the evaluations.

- (5) At the end of the individual interview, the members of the admission committee evaluate the applicant's ability and receptiveness to the selected course and desired profession on a scale from 0 to 15 points.
- (6) If the applicant fails to take part in the interview without a valid reason, it is evaluated with 0 points. The applicant is eligible to participate again in the next possible admission procedure, if written proof of a valid reason for the absence is provided to the University immediately after the examination date; in case of illness, a doctor's certificate must be presented.
- (7) The total score N3 is determined by the arithmetic mean of the score Ng determined in accordance with § 5 para. 3 as well as the score of the selection interview in accordance with § 6 para. 5. The ranking is based on this total score.
- (8) In the case of a tie, the decision is based on the drawing of lots.
- (9) The number of best ranked applicants to be invited to the personal selection interview (third round) amounts to at least twice the available places.

§ 7 Personal selection interview (third round)

- (1) The personal interview should show whether the applicant meets the requirements in § 6.
- (2) The interview is conducted generally in January/February in Heidelberg. The exact dates are being arranged with the applicants. The applicants are being invited to the interview by the University sufficiently well in advance. The invitation is generally sent per email. Only applicants that successfully passed the second round in accordance with § 6 are being invited.
- (3) The admission committee or at least one member each conducts 2 individual interviews lasting 15 minutes with each applicant, i. e. ca. 30 minutes in total. Thereby, especially the professional knowledge of the applicant shall be evaluated. For this purpose, the applicant is provided a professional text at least 3 days before the interview, which contents are being discussed during the interviews.
- (4) Minutes are to be taken of the essential questions and answers of the interview. These shall be signed by the members of the admission committee. Furthermore, date and place of the assessment must be apparent as well as the names of the committee members, the names of the applicants and the evaluations.
- (5) At the end of the individual interview, the members of the admission committee evaluate the applicant's professional knowledge as well as their ability and receptiveness to the selected course and desired profession on a scale from 0 to 15 points.
- (6) If the applicant fails to show up for the personal interview without a valid reason, it is evaluated with 0 points. The applicant is eligible to participate again in the next possible admission procedure, if written proof of a valid reason for the absence is provided to the University immediately after the examination date; in case of illness, a doctor's certificate must be presented.

§ 8 Ranking for the selection decision

- (1) The total score Pg is determined by the arithmetic mean of the score in accordance with § 5 para. 1 (Ng) as well as the scores of the selection interviews in accordance with § 6 and § 7. The ranking is based on this total score.
- (2) In the case of a tie, the decision is based on the drawing of lots.

§ 9 Admissions Committee

- (1) The admissions committee is made up of at least five members; no less than three members of the Faculty of Chemistry and Earth Sciences entitled to examining students and no less than two persons appointed as Fellows of the Max Planck School Matter to Life.
- (2) The members of the admission committee are appointed by the faculty council (or faculty board) of the Faculty. Members are appointed for a two-year term and may be re-appointed. The chair of the admission committee is being elected by the admission committee.

§ 10 Admissions Procedure

- (1) Based on the recommendation of the admission committee, the Rector makes the decision as to whether an applicant will be admitted.
- (2) The application will be rejected, if
 1. the requirements set forth in §§ 2 to 4 have not been fulfilled and/or
 2. the applicant has lost entitlement to take the examination in the Master's Study Course Matter to Life or courses with essentially the same content, or is currently participating in the examination procedure in any such course.
- (3) Set forth in § 2 para. 5, admission is subject to the condition that documentation of the Bachelor's degree is being provided until the start of the semester. Admission shall lapse if proof is not provided on time.
- (4) In all other aspects, the general provisions of Heidelberg University's admission and matriculation regulations remain unaffected.

§ 11 Coming into Force

These rules come into effect upon the disclosure in the Rector's bulletin (*Mitteilungsblatt des Rektors*). They first become applicable for admissions to the 2018/2019 winter semester.

Heidelberg, 19.11.2020