

UNIVERSITY OF KONSTANZ
Regulations on the selection process for admission
to the
master's programme in
Biological Sciences

MA 2.7

The German version of this document is the only legally binding version. This English translation is for your convenience only.

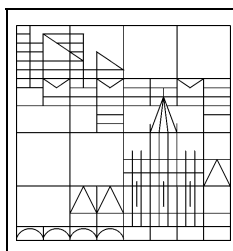
(as of 3 March 2022)

§ 1 Applicability

The number of students accepted to the master's programme in Biological Sciences is limited. If there are more applicants who meet the entry requirements as per § 4 than places, a selection process as per § 5 will take place. Selection decisions are made based on who has the greatest potential to meet the demands of the curriculum.

§ 2 Application

- (1) Admission is possible in the winter semester or summer semester. Application deadlines are 15 June (winter semester) and 15 January (summer semester).
- (2) The application for admission, including the required documents, must have been received by the University of Konstanz on the dates stated above (cut-off dates).
- (3) Candidates must apply for admission in the form requested by the university.
- (4) Copies of the following documents have to be attached to the application:
 - a) CV including a detailed description of the applicant's study goals and desired course profile
 - b) documentation of the applicant's academic degree including details of any coursework (including ECTS credits and weekly teaching hours, if applicable) completed during the bachelor's programme in Biological Sciences at the University of Konstanz or an equivalent study programme
 - c) documentation of relevant work experience (if applicable)
 - d) documentation of other academic achievements (papers, publications, research activities, study and research stays abroad, if applicable)
 - e) documentation of relevant employment or training periods (if applicable)
 - f) documentation of prizes and awards (if applicable)
 - g) documentation of relevant volunteer and/or extra-curricular activities showing the applicant's subject-specific aptitude (if applicable)
 - h) documentation of English language skills (see § 4 no. 1b)
 - i) for applicants from countries for which the *Kultusministerkonferenz (KMK)* (Conference of the German Ministers of Education & Cultural Affairs) recommends verification of the documentation of the higher education entrance qualification:



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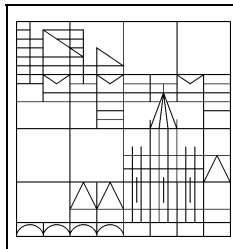
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APS certificate issued by the German Embassy of the corresponding home country

- j) for applicants with a first university degree obtained in a country that did not sign the Lisbon Treaty (see list in the attachment): Documentation of a GRE test as per § 4 para. 1 no. 4. In justified exceptional cases, the GRE-Test may be replaced by an interview. The admissions committee decides on such exceptions.
- (5) For the compilation of a ranking list (§ 6), documentation of the final overall average grade for the relevant bachelor's programme completed at the previous university is required. If the overall average grade has not yet been calculated for the graduating class, the grade of the previous year or the average grade of the current year at the time of application may be used instead. If the required documents are not supplied in time, no points as per § 6 para. 1 no. 1 will be awarded.
- (6) If applicants cannot present their examination certificate at the time of the application, they have to proof that they will probably meet the admission requirements as per § 4 by documenting all performance assessments completed so far. The entire final examination of the study programme which is the prerequisite for admission to the master's programme must have been completed before the start of the lecture period of the semester that was applied for. The examination certificate has to be submitted no later than two months after the start of the semester that was applied for. Admission and enrolment can be granted with the provision that applicants have successfully completed the entire final examination and document their qualifying degree within the time limits specified.
- (7) To apply for a specialization option, corresponding information is required in the application for admission. The area of specialization must be indicated as per § 7 para. 2 and a short letter of motivation must be included.
- (8) Admission must be denied if the documents as per para. 4 are not submitted by the due date or are incomplete.

§ 3 Competencies

- (1) The rector decides whether to accept or reject an application for admission based on the recommendations of the admissions committee Biology.
- (2) To facilitate the decision-making process, the Study Commission Biology appoints an admissions committee. This committee consists of two university teachers as per § 44 para. 1 no. 1 *Landeshochschulgesetz LHG* (state law on higher education) and one academic staff member or one "Privatdozent" (lecturer) as per § 44 para. 1 no. 2 and para. 2 no. 2 LHG. The committee members are appointed for a period of two years. Reappointment is possible.



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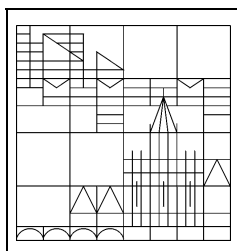
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- (3) After the admission process has ended, the admissions committee reports back to the Study Commission Biology and offers suggestions for the continual development of the selection process.

§ 4 Admission requirements

- (1) In order to be admitted to the master's programme in Biological Sciences, applicants must document:
- a) that they have completed, with above average grades, a study programme of three or more years in Biological Sciences (minimum degree Bachelor of Sciences (BSc) or equivalent) at a state or state-approved institution of higher education or in a subject comparable to "Biological Sciences" at the University of Konstanz. A subject is considered comparable if the acquired competencies are similar to those that would have been acquired in the subject Biological Science at the University of Konstanz. There is no significant difference if learning objectives and examinations largely correspond to the requirements of the study programme at the University of Konstanz. When recognizing academic degrees completed outside of Germany, the following have to be considered:
 - Recommendations of the *Kultusministerkonferenz, Zentralstelle für ausländisches Bildungswesen* (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, Central Office for Foreign Education)
 - Equivalence agreements of the Federal Republic of Germany
 - Agreements with partner universities.
 - b) Applicants must provide documentation of language proficiency as follows:
 1. English language skills matching level B2 of the Common European Framework of Reference for Languages, documented by at least one of the following: a minimum score of 90 points on the internet-based TOEFL Test (Test of English as a Foreign Language); a Cambridge First Certificate in English with Grade C or better; or a minimum IELTS (International English Language Testing System) score of 6.0, or:
 - five years of continuous English lessons at a German-speaking secondary education school with a minimum grade of 7 points or "satisfactory" (usually certified by the higher education entrance qualification)
 - or successful completion of three courses taught in English in a previous study programme.
 2. English skills might be (re)tested at the University of Konstanz. In such cases, enrolment depends on the result of the test.

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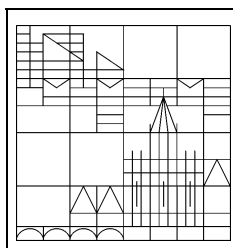
3. English native speakers do not have to document their language skills.
 4. Applicants with a university degree obtained in a country that is not a member of the Bologna Process have to score at least 155 points on the GRE test (Verbal Reasoning and Quantitative Reasoning Score). In justified exceptional cases, the GRE-Test may be replaced by an interview. The admissions committee decides on such exceptions.
- (2) The admissions committee decides whether the applicant meets the requirements stated above.

§ 5 Selection process

- (1) Applicants are only entered into the selection process if
 - a) they apply in time and observe the correct form
 - b) meet the admission requirements as per § 4
 - c) do not participate in the admission process in a special quota category
- (2) The remaining places are allocated according to a ranking list that the admissions committee compiles based on the criteria as per § 6.
- (3) The final decision rests with the rector, who makes the selection based on the recommendations of the admissions committee.

§ 6 Selection criteria, ranking of applicants

- (1) The admission committee uses the following criteria and scores to rank applicants:
 1. The weighted final average grade achieved in the bachelor's examination as per para. 2. If the final grade is not yet available at the time of the application, the average is used that is calculated from the grades the applicants received for their performance assessments completed so far (§ 2 para. 6) up to 50 points
 2. The degree to which completed coursework and performance assessments or the contents of the previous study programme correspond to the contents, coursework and performance assessments of the bachelor's programme in Biological Sciences offered at the University of Konstanz up to 25 points
 3. Relevant vocational activities, professional training and work experience gained in Germany or abroad up to 10 points



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4. Prizes and awards, academic achievements (academic papers, publications, research activities, research and study abroad periods) up to 10 points
 5. Relevant volunteer and/or extra-curricular activities showing the applicant's subject-specific aptitude up to 5 points
- (2) Above-average bachelor degrees count for a maximum of 50 points, which are calculated as follows:

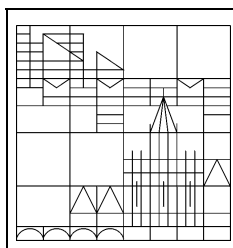
$$75 \times \left[1 - \frac{\text{final grade}}{\text{class average}} \right] \quad \text{a maximum of 50 points and no negative points}$$

- (3) Points as per para. 1 no. 1 to 5 are added. Applicants are ranked based on the points they accumulate in this way.
- (4) If two applicants achieve an equal position on the list, the selection will be based on the average grade of the university degree which is an admission requirement for this master's programme (see § 6 para. 4 sentence 4 Hochschulzulassungsgesetz HZG (state law on higher education admissions)). If the applicants still hold an equal position, lots are drawn as per § 33 para. 6 Hochschulzulassungsverordnung HZVO (provision on higher education admissions).

§ 7 Specialization

- (1) Students who meet the admission requirements for the master's programme in Biological Sciences as described in these admission regulations may also apply for a specialization. By pursuing a specialization as part of their master's programme, students will gain advanced knowledge and qualifications in a specific area (specialization area) of biological sciences. Admission to a specialization guarantees participation in advanced modules in the respective area of specialization, irrespective of the capacity of practical courses.
- (2) Available specializations within the master's programme in Biological Sciences are:
 1. Ecology, Evolution and Behaviour
 2. Cellular and Molecular Biology
 3. Disease Biology

The number of places available for each of these specializations is limited.



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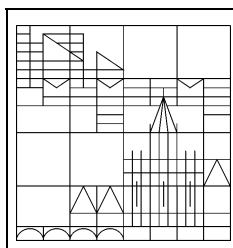
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- (3) In order to apply for a specialization, candidates must enclose an informal application as per § 2 para. 7 with their documents as per § 2 para. 4. For the relevant deadlines, § 2 paras 1, 2 and 7 apply.
- (4) The prerequisite for acceptance to a specialization is general admission to the master's programme in Biological Sciences. Irrespective of the number of applicants, places are allocated in a selection process on the basis of an interview.

§ 8 Admission interview

- (1) The purpose of the admission interview is to ascertain the applicant's motivation and qualification for the specialization option. The interviewers evaluate the candidate's way of approaching scientific questions as well as the quality and soundness of their argumentation.
- (2) Admission interviews are conducted at the University of Konstanz between 15 June and 15 July (winter semester) and between 15 January and 15 February (summer semester). The Department of Biology will send out invitations in due time.
- (3) Provided that a sufficient number of applications is received, at least as many applicants will be invited for an interview as there are places available in the respective specialization area. If the number of applications exceeds the number of available places, the individual specialization coordinators consult with the dean of studies to determine how many applicants should be invited to the interview in accordance with sentence 1.
- (4) Applicants are chosen by their position on the ranking created on the basis of the criteria set down in § 6. If two applicants achieve an equal position on the list, both must be invited to the admission interview.
- (5) Usually, one applicant at a time is interviewed for about 20 minutes. The interview will be conducted by the specialization coordinator and one member of the admissions committee appointed as per § 3 para. 2. The specialization coordinator may additionally call in up to two lecturers of the specialization area.
- (6) Each of the participating departmental representatives casts a vote on whether the applicant completed the interview successfully. The interview is considered a success if all departmental representatives cast their vote in favour of the applicant. In case applicants fail their interview, they must be informed of the reasons in writing. If applicants fail to attend without providing compelling reasons for their absence, their interview is considered a failure. Applicants who provide justified reasons to the university in writing, immediately after failing to attend their original interview, must be given the opportunity to attend the next available interview or to take part in the



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subsequent selection process. Applicants who miss their interview due to illness must submit a medical certificate.

- (7) Interviewees deemed successful by the departmental representatives are assessed according to the criteria listed in para. 1 and subsequently ranked. Admission to a specialization is granted in the order of this ranking list.
- (8) A record of the interviews has to be kept showing the date and place of the interviews, the names of the departmental representatives present during the interview, the applicant's names and assessments.
- (9) The decision about admission to an area of specialization does not impact general admission to the master's programme in Biological Sciences in any way.

§ 9 Other regulations

In addition to this, the following apply: regulations of the Hochschulzulassungsgesetz HZG Baden-Württemberg (state law on higher education admissions), the Hochschulzulassungsverordnung Baden-Württemberg HZVO (provision on higher education admissions) as well as the Admission and Enrolment Regulations (ZImmO) of the University of Konstanz as amended.

§ 10 Coming into effect

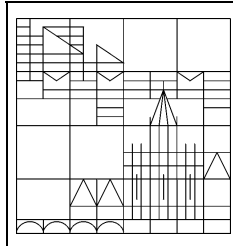
The German version of these admission regulations comes into effect the day after their publication in the "Amtliche Bekanntmachungen" (official announcements) of the University of Konstanz. It applies for the first time to the admission procedure for the winter semester 2022/2023.

At the same time, the admission regulations for the master's programme in Biological Sciences as of 29 October 2014 ("Amtliche Bekanntmachungen" 50/2014), amended on 13 July 2015 ("Amtliche Bekanntmachungen" 50/2015), expire.

Appendix

Note:

The German version of these regulations was published in the "Amtliche Bekanntmachungen" (official announcements) of the University of Konstanz No. 16/2022 on 3 March 2022.



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Appendix

List of countries that signed the Lisbon Treaty, from July 2018

(source: European Council, <https://www.coe.int/de/web/conventions/full-list/-/conventions/treaty/165/signatures>)

Albania, Andorra, Armenia, Austria, Australia, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kirghiz, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, the Netherlands, New Zealand, North Macedonia, Norway, Poland, Portugal, Romania, the Russian Federation, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey, Ukraine, United Kingdom (Great Britain), United States of America, Vatican