

# **University of Tübingen statute for the University's selection procedure in the Population-Based Medicine degree program culminating in an examination for a Master of Science (M. Sc.)**

Based on § 6 para. (2) and (4) of the Hochschulzulassungsgesetz (HZG) of 22 March 1993 (GBl. p. 201), as published on 15 September 2005 (GBl. p. 630), most recently amended by article 9 of the law dated 17 December 2020 (GBl. p. 1204, 1229), and by sections § 59 para. (1) sentences 1 and 2, § 63 para. (2), § 19 para. (1) sentence 2 no. 10 of the Landeshochschulgesetz (LHG) of 01. April 2014 (GBl. p. 99), most recently amended by article 7 of the law dated 21 December 2021 (GBl. 2022, pp. 1, 2) and by § 33 (5) of the Hochschulvergabeverordnung (HVVO) dated 02 December 2019 (GBl. p. 489) most recently amended by the law dated 13 June 2022 (GBl. p. 298), the Senate of the University of Tübingen on 21 July 2022 passed the following articles.

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## **§ 1 Applicability**

The University of Tübingen allocates available places in the degree program Population-Based Medicine culminating in an examination for a Master of Science (M. Sc.) to applicants according to the results of an internal university selection procedure. The decision on selection is made on the basis of the admission criteria for the Master's degree program, and according to the applicant's degree of suitability for the chosen degree program and the professions to which it typically leads.

## **§ 2 Deadlines**

(1) An application for admission to the selection procedure must have reached the University of Tübingen, Zentrale Verwaltung, Studierendenabteilung, Wilhelmstraße 11, 72074 Tübingen,

by 15 January for the following summer semester

by 15 April for the following winter semester

Applications will not be accepted after these dates.

(2) An application for admission to the selection procedure to commence in winter semester may be submitted for the first time for the winter semester starting 2025/2026; an application for admission to the selection procedure to commence in summer semester may be submitted for the last time for the summer semester starting 2024.

(3) An application to participate in the selection procedure is also an application for admission to the study program.

### **§ 3 Form of application**

(1) The application must be made using the form provided by the University of Tübingen (online portal).

(2) In their application, applicants must include (upload) copies of the following:

- a) a Bachelor's degree of at least six semesters of study in Health Sciences, or in an equivalent degree in a comparable program;
- b) Documentation of proficiency in English of at least level B2 of the Common European Framework of Reference for Languages (CEFR);
- c) Evidence of special achievements according to § 6 para. (2) letter a) as well as the contents of the completed study program according to letter a).

(3) Notwithstanding § 3 para. (2) a), applicants may apply for admission to the Master's degree program if the Bachelor's degree is not yet available because individual pieces of assessment are missing and, based on the student's prior performance in the course - particularly in his/her assessed coursework - it is to be expected that the Bachelor's degree and all associated criteria required for admission to the Master's degree program under § 59 para. (1) sentences 1 and 2 of the Landeshochschulgesetz (LHG) will be met in good time before the start of the program applied for. If the decision on selection includes the results of the Bachelor's degree, applicants under sentence 1 participate in the pre-selection procedure with an average grade based on their previous assessed work; the final result of the Bachelor's degree is disregarded. In case of an admission under (1), the admission is given on the condition that the Bachelor's degree and all associated requirements under § 59 paras. (1) and (2) LHG are documented within a time limit set by the University. If documentation is not provided within the time limit, the claim to admission expires.

(4) In the application for admission, the applicant must indicate if he or she:

1. is enrolled as a student in the chosen study program at a German university at the time of application,
2. has already completed a study program at a German university or was enrolled as a student and, if applicable, for how long and for which study program,
3. has definitively lost the right to be examined at a German university for the degree program applied for or a related degree program with essentially the same content.

(5) Students must bring their original documents when they enroll; the University reserves the right to inspect the documents upon which admission is based.

### **§ 4 Selection committee**

(1) The Faculty of Medicine board will appoint a selection committee in preparation for the selection of students for the Population-Based Medicine degree program. The committee consists of four voting members. The committee is composed as follows:

- The Dean of Studies of the Master's Program in Population-Based Medicine as head of the committee and
- three further members of the University of Tübingen who are full-time members of academic staff, of which at least one is a professor.

The members are appointed by the Faculty board for a period of four years. Reappointment is possible. During the start-up phase of the program, the term of office for initial appointments may be set at two years.

(2) The head of the selection committee may appoint a professor on the selection committee as deputy. The committee head is responsible for ensuring correct procedure in the selection process and coordinates the results.

### **§ 5 Selection procedure**

(1) Only those who have submitted complete applications on time and in the form required are considered for selection.

(2) The committee makes a selection from the relevant applications on the basis of the selection criteria set out in § 6 and on the pre-selection regulated in § 6a; the committee compiles a ranking list according to § 7. A decision on the selection is made by the University President on the basis of the head of the selection committee's recommendation.

(3) Admission will be denied if the documents in § 3 were not provided in full and on time.

(4) The University of Tübingen's general provisions for admission remain unaffected.

### **§ 6 Selection criteria**

(1) Only those who have passed the examination in a course of study under § 3 para. (2) a) with a grade of 2.5 or better may be admitted to the Master's program.

(2) Criteria for selection are: the overall grade in the final certificate of the undergraduate degree program under § 3 para. (2) a), or alternatively the average grade according to § 3 para. (3) sentence 2, clause 1, as well as

- a) special achievements of the applicant before, during, in parallel with, or after his/her studies, providing special information about the applicant's aptitude and motivation for the chosen study program and the professions to which it typically leads; in particular, evidence of relevant professional activities in a recognized professional training or practical activities, or relevant academic activities or skills in the fields of statistics and methods;
- b) the result of a selection interview, insofar as this allows conclusions to be drawn about the applicant's suitability for the intended study program and the professions to which it typically leads.

(3) The selection committee will decide on the equivalency of degree programs under § 3 para. (2) a).

### **§ 6a Pre-selection**

(1) In order to limit the number of participants in selection interviews under § 7, a pre-selection is made from the applications received on the basis of the academic performance recorded in the final certificate of the applicant's undergraduate degree under § 3 para. (2) a) and on the basis of the proven special achievements according to para. (3); if necessary, the average grade according to § 3 para. (3) sentence 2 clause 1 replaces the final grade under § 3 para. (2) a) for the pre-selection decision. Grades from institutions abroad must be converted into German grades according to the KMK guidelines.

(2) For the compilation of a ranking list within the framework of the pre-selection procedure, the overall grade of the first professional qualification under § 3 para. 2 a) is to be taken into account. If necessary, the average grade according to § 3 para. (3) sentence 2 clause 1 replaces the final grade under § 3 para. (2) a) for the pre-selection decision. This overall grade is translated into a number of points, according to the following table:

Grade 1.0 = 30 points   Grade 1.6 = 24 points   Grade 2.2 = 18 points

1.1 = 29	1.7 = 23	2.3 = 17
1.2 = 28	1.8 = 22	2.4 = 16
1.3 = 27	1.9 = 21	2.5 = 15
1.4 = 26	2.0 = 20	
1.5 = 25	2.1 = 19	

(3) Special achievements under § 6 para. (2) a), which have been documented and which provide information about the applicant's aptitude for the study program, are converted into a number of points according to the following table and evaluated; a maximum of 20 points may be attained:

- a. Proof of professional activities in a recognized training profession or practical activities (e.g. voluntary or compulsory internships) in the healthcare sector of at least 3 months = 7 points;
- b. Proof of academic publications in academic journals or book publications = 5 points;
- c. Evidence of academic conference contribution(s) as first author = 3 points;
- d. Evidence of competence in statistics and methods of at least 6 ECTS = 5 points.

For each special achievement in a. to d., the designated number of points per type of special achievement may be awarded once only.

(4) A ranking list of the applicants is drawn up on the basis of the number of points attained. The total score is the sum of the points obtained according to paragraphs (2) and (3). A maximum of 50 points may be obtained.

(5) The ranking list for pre-selection is based on this result, with the highest value giving the highest rank. In the event of a tie, lots will be drawn.

(6) Applicants will be invited to the selection interview according to the order of this ranking list. The number of ranked candidates to be included in the selection interview is three times the number of places available.

## **§ 7 Selection procedure and compilation of ranking list for selection**

(1) The selection interviews are intended to show whether the applicant is qualified and motivated for the Master's program and the professions to which it typically leads. In this process, the committee checks the candidate's qualifications for the subject as well as suitability and motivation; this is done on the basis of the applicant's interview performance, the manner of argumentation and expression, the approaches and outcomes in discussing problems, communication skills, analytical skills and how conclusive the justification of the candidate's study and career choice is; furthermore, the committee checks whether the candidate has sufficient proficiency in English as well as methods and statistics competence.

(2) The selection interviews are conducted by video transmission. The time slots in which the interviews will take place will be announced in good time by the University via the subject website. The University will invite applicants to take part in the selection interview at least three working days beforehand, providing details of the exact time and date and the video link.

(3) In each case, at least two members of the selection committee conduct individual interviews lasting 20 to 30 minutes. Selection interviews are not open to the public. A record of the result of the respective interview must be kept and signed by the members of the selection committee involved in the interview. Furthermore, the record must note the day and place of the decision, the names of the commission members involved in the interview, the names of the applicants, and the assessments.

(4) After the selection interview, each member of the selection committee involved in the interview rates the applicant on a scale of 0 - 30 points according to aptitude and motivation for the Master's program and the professions to which it typically leads. The individual scores are added together, divided by the number of committee members participating in the interview, and rounded to one decimal place.

(5) The score thus determined from the selection interview is added to the score under § 6a para. (4). A maximum of 80 points may be obtained.

(6) The ranking list for selection is based on this result, with the highest value yielding the highest rank. Study places are awarded according to the rank attained on this ranking list. In the event of a tie, § 6 para. (4) sentence 4 HZG applies.

### **§ 8 Non-participation, discontinuation of interview**

(1) If an applicant fails to appear for an interview without good reason despite an invitation, he or she will be eliminated from the selection process.

(2) If the candidate breaks off the interview for an important reason, the interview will be considered not to have been conducted.

(3) If there is no important reason for terminating the interview, the selection procedure will be considered to have ended unsuccessfully.

### **§ 9 Conclusion of the selection process**

(1) The selection process is concluded upon notification of the outcome. Notification is issued by the University's central administration, Student Affairs.

(2) The letter of notification may set a deadline by which the admitted person must make a binding declaration as to whether he/she accepts the place in the program. If the declaration is not received by the central administration on time, the letter of acceptance becomes null and void.

(3) The letter of notification includes a deadline for enrollment. If the candidate fails to enroll in due form within this period, the notification of acceptance becomes invalid. This deadline may be extended by the University of Tübingen's Student Administration, upon a justified request, which must be submitted prior to the enrollment deadline.

### **§ 10 Effective date**

These articles come into effect on the date of their publication in the University of Tübingen's official bulletin, the Amtliche Bekanntmachungen. The admissions procedure's first semester of validity is the summer semester of 2023.

Tübingen,

Professor Dr. Bernd Engler  
President and Vice-Chancellor