



**Admissions statutes of Ulm University for the English-taught continuing education master's programme for professionals in "Advanced Oncology" 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 on 15 February 2023 adopted the following Statutes for Admission to the English-taught continuing education master's degree programme for professionals in Advanced Oncology at Ulm University.

**§ 1 Scope of application**

In the master's degree programme in Advanced Oncology, 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 Advanced Oncology 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 2, in particular in the case of § (4) 1 no. 1 a) and b), 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. certificates and other documents demonstrating the applicant's previous career, in particular proof of vocational training and/or practical work experience and activities,
4. 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) 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 Advanced Oncology are:

1. a first higher education degree
  - a) in a medical degree programme at a German or foreign higher education institution or at least an equivalent degree at the level of usually four years of study or at least 240 ECTS credits as well as qualified practical professional experience of usually at least one year in oncology according to Annex 1 or
  - b) in a natural science or engineering degree programme at a German or foreign higher education institution or at least an equivalent degree at the level of usually four years of study or at least 240 ECTS credits or in a related or subject-specific degree programme as well as qualified practical professional experience of usually at least two years in oncology according to Annex 1, as well as
2. a selection interview within the meaning of § 5 with the assessment "suitable".

(2) 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.

- (3) In deviation from paragraph 1 no. 1, applicants with fewer than 240 ECTS credits from their bachelor's degree may be admitted to the master's degree programme by way of exception, provided they can prove further creditable qualified practical professional experience of at least one year in addition to the requirement of paragraph 1 no. 1.

## **§ 5 Selection interview**

- (1) All applicants take part in a selection interview.
- (2) The selection interview is conducted in English by the admissions committee or a selection committee appointed by it. The selection committee consists of two or more competent higher education teachers. Members of the admissions committee may also be members of the selection committee. Ulm University will previously informally notify the applicants about the dates and the place of the interviews as well as their format. 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 20 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 interview discusses and evaluates the professional experience, the professional competence in oncology, the motivation to study for a master's degree as well as the interview behaviour with regard to the manner of expression, the language skills, the approach to discussing problems and the conclusiveness of the argumentation. The applicant should also explain to what extent he or she can use existing previous experience, in particular additional qualification features, internships and further training as well as interests in relation to the master's degree programme.
- (5) After the interview, each member of the admissions committee or the selection committee evaluates the applicant according to subject-specific aptitude and motivation for the master's degree programme. For this purpose, the four assessment parts "subject-specific suitability", "professional experience", "linguistic competence" and "motivation" are defined. 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 4.0 = "suitable"

below 4.0 = "unsuitable"

If the members of the selection committee award the selection interview a minimum grade of 4.0, the applicant is deemed "suitable". If the applicant is awarded an overall grade lower than 4.0, the applicant is deemed "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 according to § 4 (3) admission is to be granted under the resolutive condition that the bachelor's degree and the requirements associated with it are proven within the deadline 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 in due 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. If the proof is not provided in due time, enrolment will not take place or, if applicable, the application for reregistration 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.

## § 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 continuing education master's programme for professionals in Advanced Oncology of 26 June 2017, published in the official information bulletin of Ulm University No. 23 of 03 July 2017, p. 368-372, cease to have effect.

Ulm, 24 March 2023

signed

Prof. Dr.-Ing. Michael Weber  
President of Ulm University

### Annex 1

Profession	Minimum professional activity	
	Professional experience	sufficient                      not sufficient
physician	1 year	Work on an oncology ward in a Compulsory internship medical function or four-month period ("Tertial") of practical

		Surgery of patients with tumour diseases (lung, gastrointestinal tumours, orthopaedics, oral and maxillofacial surgery)	Treatment of patients with infectious diseases (except HIV- or HPV-associated malignancies)
		Radiotherapy	Sports medicine (except professional experience in the rehabilitation of
		Nuclear medicine	Anatomy, physiology
		Radiology	
		Pathology	
		Internal medicine	In case of documentation of treatment of patients with tumour diseases
		Haematology	
		Pulmonology	
		Gynaecology	
		Urology	
		ENT	
		Paediatrics	
Non-medical scientist engineer	2 years	Work in an oncology laboratory (basic and applied research)	Internship in an oncology laboratory during the bachelor's or another master's programme
		Editing of scientific texts in oncology or cancer research	Editing of scientific texts in non-oncological disciplines
		Clinical research associate / project manager for oncology trials	Clinical research associate for non-oncology trials
		Statistician for oncology trials	Statistician for non-oncology trials
		Radiotherapy, radiotherapy research	No previous exposure to oncology
		Work in a radiological/imaging functional unit with oncological concerns (human/animal).	Work in oncology during internships accompanying studies