

Dear Applicant for a Master Programme in Translational Neuroscience
at Heinrich Heine University (HHU) Düsseldorf,

With the following application form you can apply for a study place in the Master programme "Translational Neuroscience" of next winter semester at university Düsseldorf in Germany. To do so, you need to submit a completed and signed application form and requested evidence stated under "list of evidence". Documents in other languages than English or German must be certified translated by sworn translator. This must be visible in the use of headed paper, a stamp and signature.

List of evidence:

1. Evidence of a qualification permitting entry into a profession (e.g. Bachelor certificate in Neuroscience, Biology, etc.). *Should at time of application no final certificate be available, an interim certificate must be provided, in which at least 80% of all study and examination achievements are entered. The interim certificate must indicate an average provisional grade. In case of admission the final certificate must be filed for enrolment at the Registrar's and Examinations Office (SPV) subsequently by enrolment due date (see admission notification).*
2. Evidence of study- and examination achievements (e.g. Transcript of Records).
3. Evidence of Proficiency in English (e.g. language certificate). This proficiency should not be less than the level of a passed IELTS Test Level 6.0 or TOEFL Test PBT 500, CBT 200 or iBT 80 which corresponds to the level B2 of the Common European Framework of Reference for Languages (CEFR). Applicants with at least 5 years of English in a secondary school in Germany may submit their secondary school-leaving certificate attesting an English-CEFR level B2 or better. Applicants from UK, USA, New Zealand or Australia are assumed to be native speakers and have to send appropriate proofs (e.g. birth certificate).
4. Detailed content of attended modules (lectures as well as practical courses) as proof of having acquired at least 7 credit points in lectures and practical courses in Cell and Molecular Biology (lectures and practicals), 5 credit points in Biochemistry (lectures and/or practicals) and 8 credit points in Physiology and/or Anatomy/Neuroanatomy (lectures and practicals).

Only if applicable:

5. Non-German applicants only: If you had to attend a Studienkolleg, submit the certificate of your Studienkolleg proving that you have passed the Feststellungsprüfung (university entrance assessment test).
6. If you have changed your name (e.g. through marriage), submit your marriage certificate or other appropriate proof.
7. If you want to apply for an exceptional hardship, submit documents substantiating a particular case of hardship (e.g. disabled person's card and medical specialist estimate). For more information visit www.hochschulstart.de. The information given there is analogously valid for the Master study programme in Translational Neuroscience. The website can be directly reached under <http://www.hochschulstart.de/fileadmin/downloads/Merkblaetter/m07.pdf>.
8. If you are a ZweitstudienbewerberIn**: Explanatory Note for your Zweitstudium and the final certificate of your "Erststudium" (first study programme) with subject studied and final grade. For more information visit www.hochschulstart.de. The information given there is analogously valid for the Master study programme in Translational Neuroscience. The website can be directly reached under <http://www.hochschulstart.de/fileadmin/downloads/Merkblaetter/m08.pdf>.
9. If you are from the People's Republic of China or studied there, you must submit the Zertifikat der Akademischen Prüfstelle (APS) from the German embassy in Beijing.
10. If you are from Mongolia, you require the registration from the German embassy in Ulan Bator.
11. If you are from Vietnam, you must submit the Zertifikat der Akademischen Prüfstelle (APS) from the German embassy in Hanoi.

** The admission to a Zweitstudium (second study programme) in Germany is restricted with respect to those who do not hold any degree yet. A Zweitstudium is a second study course that is not consecutive to a preceding completed study programme. For example, if you completed in Germany a Master or Diploma study programme, then you are a ZweitstudienbewerberIn.

Furthermore you need a proper working **e-mail address** and a **printer** for printing your completed and signed application form and submitting the document by mail.

Return address:

Auswahlkommission MSc Translational Neuroscience
C. & O. Vogt Institut für Hirnforschung - Geb. 97.36
Heinrich-Heine-Universität Düsseldorf
Merowingerplatz 1a

40225 Düsseldorf

Germany

To the Selection Committee of "Master of Science" Study Programme in Translational Neuroscience,

Herewith I apply for a study place in the "Master of Science" Study Programme in the subject of Translational Neuroscience at Heinrich Heine University Düsseldorf (HHU). Please refer to the attached application form for further information on my application.

I confirm that the information given is accurate and that no information has been knowingly withheld or omitted. I understand that to submit incomplete application documents (see list of evidence) or to make false or fraudulent statements within this application form and within the whole application process may result in denial of admission. I am aware that an admission notification will be invalid and withdrawn by HHU if it should turn out that the information given was incorrect. This is also valid, if incorrectness of my declarations is realized after enrolment.

I am aware that my application will be considered only if this written application as well as my online aptitude test is submitted to the selection committee in due time by July 15th. Legally decisive for submitting a written application in due time is not the date of the post stamp but the date of receipt at the selection committee. Legally decisive for an online aptitude test in due time is the completion of the aptitude test by July 15th at 23:59 o'clock Central European Time (CET).

It is known to me that due to the limited amount of study places local admission restrictions with a selection procedure are specified (örtlicher *Numerus Clausus* (ONC)): If the number of applicants who fulfil the admission conditions exceeds the number of available study places, then a selection is made on the basis of the final grades of the previous study programmes (first qualification permitting entry into a profession in accordance with § 3 Paragraph 1 of "Entry and Admission Regulations for the "Master of Science" Study Programme in Translational Neuroscience").

It is known to me that in case of my admission I must enrol at Heinrich Heine University Düsseldorf for the Master programme in Translational Neuroscience by due date (see due date on admission notification). Non-enrolment by due date will be regarded as a rejection of the study place offered which will then be given to the next candidate.

I will notify the contact for applications by e-mail in case I do not want to maintain my application or in case I want to reject an allocated study place.

Place and Date: _____

Signature: _____

**Application for Admission to "Master of Science" Study Programme in the
Subject Translational Neuroscience at Heinrich Heine University Düsseldorf**

For processing your application you have to enter the following requested information:

Male **Female**

First Name

Surname

Birth Name

Street and House No. (Contact Address)

Optional Second Address Field

Postal Code

City

Country/State

Phone

Place and Country of Birth

Date of Birth (DD/MM/YYYY)

Citizenship

Are you a citizen of the European Union or EEA-states (Liechtenstein, Iceland, Norway)?

What kind of "University entrance qualification" ("*Hochschulzugangsberechtigung*") do you have?

Only if "Other qualification for university entrance" is selected: Explain your qualification.

In which year did you acquire your university entrance qualification?

Enter your e-mail address, please.

It is of utmost importance that the entered e-mail address has no typos and that we will be reliably and permanently able to contact you during the next months, because otherwise we might not be able to give feedback on the actual status of your application. Under this e-mail address you will in the future receive information concerning the status of your application process. Make sure that your inbox has not exceeded its quota and that your spam filter does not accidentally suppress incoming e-mails.

Enter your e-mail address once again (no copy-paste):

List all previous and current study programmes chronologically (year, title of study programme and name, place and country of higher education institution), please:

Foreign applicants only (German citizens skip this question): Are you a "BildungsinländerIn"?

You are a "BildungsinländerIn" if you either have a German qualification for university entrance (e.g. German "Abitur" or German "Hochschulzugangsberechtigung") or completed (or soon will complete) a study programme in Germany, respectively.

Requirements for Entry

Conditional for the entry to a "Master of Science" study programme in Translational Neuroscience at Heinrich Heine University Düsseldorf is the completion of a study programme in a relevant subject with a regular study duration of at least 6 semesters (180 ECTS accordingly) with a final grade of 2.0 or better (German grading system from 1.0 = very good...to 4.0 = sufficient).

Regarded as relevant is a Bachelor study programme in the subject of Neuroscience, Natural Science or a study programme in Human Medicine or a similar degree at a German or foreign university institution, in which you have acquired the following credit points (cp) in lectures (l), practical courses (p) or exercises (e):

1. At least 7 cp in Cell and Molecular Biology (l, p)
2. At least 5 cp in Biochemistry (l, e)
3. At least 8 cp in Physiology and/or Anatomay/Neuroanatomy (l, p).

In the following sections, your precise specifications are thus required regarding courses consisting of lectures and practicals taken during your previous study. These modules will then be verified by the Selection Committee for subject specificity. The decision if attended study course contents can be attributed to the above stated areas 1. to 3. is taken by the Selection Committee by comparing the contents of the courses studied with those of the corresponding courses in the "Bachelor of Science" study programme in Biology and study programme of Human Medicine at Heinrich Heine University Düsseldorf. Add documents to your application as significant as possible to facilitate the evaluation for us.

How many credit points did you acquire in Cell and Molecular Biology?

What is the title of the module(s) of the attended course(s) in Cell and Molecular Biology?

How many credit points did you acquire in Biochemistry?

What is the title of the module(s) of the attended course(s) in Biochemistry?

How many credit points did you acquire in Physiology and/or Anatomy/Neuroanatomy?

What is the title of the module(s) of the attended course(s) in Physiology and/or Anatomy/Neuroanatomy?

What is your final grade or provisional grade* of your previous study programme?**

*** Should at time of application no final certificate be available, an interim certificate must be provided in which grades of at least 80% of all study and examination achievements are entered. In case you will be admitted to this study programme you have to submit your final certificate afterwards for enrolment at the Registrars and Examinations Office (SPV).

Should your certificate/transcript of record show no final overall grade your university has to certificate an additional document, which displays your final overall grade.

Please enter your grade with two decimals after the decimal point, e.g. 1.85 or 2.06. In case the grade on your certificate has one decimal after the decimal point only enter a 0 as a second decimal, e.g. 1.8 is entered as 1.80.

Attention: If your grade is not based on a grading scale ranging from 1.0 to 4.0 – e.g. in the case of foreign universities, skip this question, please.

First digit Decimal point First decimal Second decimal

Only in case your grade is not based on the German grading system (German grading system: 1,0 = very good... 4,0 = sufficient): Enter your final grade or your provisional grade*, and explain your grading for system passing the study programme.**

The conversion of your foreign grade is done by the Selection Committee on the basis of the "Modified Bavarian Formula".

Language skills

For a successful study of the Master programme in Translational Neuroscience good language skills in English are required. All applicants must provide evidence of sufficient command of English. The completed English test should not be less than the level of an IELTS-Test level 6.0 or TOEFL-test paper 500, computer 200, iBT 80. Equivalent proofs like DAAD-language certificates are accepted as well and should document at least the level B2 of the Common European Framework of Reference for Languages ([CEFR](#)). Applicants with at least 5 years of English in a secondary school in Germany may submit their secondary school-leaving certificate attesting an English-CEFR level of B2 or better. Applicants with English mother tongue (English native speakers from UK, USA, Australia, New Zealand) are assumed to have sufficient command of English and are requested to send appropriate proofs (e.g. birth certificate). Therefore enter here what type of certified English language skills you have.

Exceptional Hardship

A maximum of 2% of the study places available are allocated to suitable applicants on the basis of hardship provisions. Exceptional hardship is deemed to exist if special and personal, social or family reasons demand that a person commences his or her studies immediately. In the scope of this quota the approval of a case of exceptional hardship grants immediately admission regardless of further selection criteria. Not every impairment, although it might be perceived as very hard, justifies the admission by exceptional hardship provisions. For the person concerned severe health, social or family reasons and therefore special exceptional circumstances must be existent. Hence an application is to be considered for very few persons only. The far-reaching consequences of a positive exceptional hardship decision for those, who cannot be any longer admitted according to the general selection criteria because study places are taken by exceptional hardship provisions make a very critical examination of the given reasons and documented evidence necessary. Therefore, attach documents to your application substantiating exceptional hardship and the necessity of an immediate admission to the study programme (e.g. medical specialist estimate). At the time of application, please pay attention to provide complete application documents which substantiate your case of exceptional hardship. All circumstances presented for the case of hardship must be proven by suitable supporting documents and in a way that a third-person can follow your reasoning by means of your documentation. Please be aware: Only in case of an exhaustive demonstration of reasons and evidence, a necessary whole appraisal of all circumstances of your special case is possible. You should self-critically check your chances for successfully applying for hardship prior to application and apply a strict standard. Applications filed after closing date July 15th must be refused. For further information, please visit www.hochschulstart.de. Therein mentioned criteria are valid analogously for local restricted admission procedures and will be valid for your application of exceptional hardship in Düsseldorf as well.

Zweitstudium

The admission to a "second study programme" (Zweitstudium) in Germany is restricted with respect to those who do not hold any degree yet. A "Zweitstudium" is a second study course that is not consecutive to a preceding completed study programme in Germany. Those who have already completed another study programme at a university in Germany (e.g. Master or Diploma in Biology) are "Zweitstudienbewerber". 3% of the available study places are reserved for "Zweitstudienbewerber".

Studying a consecutive Master programme (e.g. MSc Biology) that builds upon a preceding Bachelor programme (e.g. BSc Biology) is not a "Zweitstudium" - as long as you did not complete the Master programme at the time of application. Also if you would like to change the studied subject or study at the same time an additional study programme this is not regarded as a "Zweitstudium" as well. You are then still an "ErststudienbewerberIn". But if you have commenced a study programme in Germany as a "ZweitstudienbewerberIn", then you stay legally from the admission point of view a "ZweitstudienbewerberIn" for admission to this Master programme in Translational Neuroscience.

Other criteria are valid for the allocation of study places to applicants for a "Zweitstudium" then to applicants for an "Erststudium". Not the final grade of the preceding study, but rather the final grade of the very first study programme and your reasons for an application to a "Zweitstudium" are relevant for the admission. Provided that several study programmes were completed, the application is generally based on the very first completed study programme.

The following selection provisions for "Zweitstudienbewerber" are valid for those, who already successfully completed a study programme at a German university at the time of application. Such study programme is regarded as completed if the stipulated state examination (Staatsexamen) or an academic final examination for graduation (e.g. Diploma or Magister) has been successfully passed. Please note that for jurisprudence (Rechtswissenschaft) and for teaching post (Lehramt) the study programme is regarded as completed with passing the first state examination (Erstes Staatsexamen); Pharmaceutical studies are in terms of provisions for a "Zweitstudium" completed with passing the second part of the pharmaceutical examination.

Universities are for example colleges, former comprehensive universities (Gesamthochschulen), teacher training colleges, conservatories, art colleges, colleges of physical training, colleges of Federal Armed Forces, colleges of the church as well as universities of applied sciences (UAS), including UAS for public administration. Universities of cooperative education (Berufsakademien) as well as precursor institutions of UAS's, e.g. vocational schools (Höhere Fachschule) and schools of engineering (Ingenieurschule) do not belong to it.

The available study places from the quota for "ZweitstudienbewerberIn" are allocated by a points score, which is composed of the examination performance of the "Erststudium" and your reasons for a "Zweitstudium". Applications with higher scores have priority over those with lower scores. The rules for the allocation of scores are explained in detail on the first two pages of the brochure from hochschulstart.de, which is with regard to content also analogously valid for the Master programme in Translational Neuroscience at the HHU. In case of application for a "Zweitstudium" add your certificate of your first study programme. If you plead professional or scientific reasons for a "Zweitstudium", explain those and furnish evidence for them according to the provisions in

the above mentioned brochure in such an extensive way that the selection committee is able to determine your corresponding points score on the basis of the documents provided. For this purpose an extensive and written explanation for a "Zweitstudium" is required with details on your previous education, job life, professional and personal situation plus the targeted intended career (all significant aspects for a "Zweitstudium"). You should argue, to what extent your professional and personal situation will be improved and respectively changed by the aspired additional final degree.

For the final grade of your first completed study programme following points will be awarded:

- Grade excellent and very good: 4 points
- Grade good and fully satisfactory: 3 points
- Grade satisfactory: 2 points
- Grade sufficient: 1 point
- Grade unverified: 1 point

The following reasons are possible:

1. Compelling job-related reasons - 9 points
2. Scientific reasons - 7, 9 or 11 points
3. Special job-related reasons - 7 points
4. Other job-related reasons - 4 points
5. Other reasons 1 point

Only in case you are a "ZweitstudienbewerberIn": What is the final grade of your "Erststudium" (your first study programme) that you completed (not the previous completed BSc study programme in the subject of neuroscience, natural science, or study programme in human medicine)?

First digit First decimal Second decimal

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In case you completed your "Erststudium" (first study programme) in a foreign country explain the grading scale for successfully passing the study programme. The conversion of your final grade will be done by the selection committee according to the "Modified Bavarian Formula".

Would you like to comment about something or give an explanatory remark which did not fit into the boxes of this application form? You could enter a text or description regarding your application here.