

Entry and Admission Regulations for the “Master of Science” Study Programme in Translational Neuroscience at Heinrich Heine University Düsseldorf of 11.07.2016

Pursuant to §§2 Paragraph 4, 49 Paragraph 7, 64 Paragraph 1 of the Law on the Universities in the Federal State of North Rhine-Westphalia (NRW University Act) of 16.09.2014 (NRW Gazette of Laws and Ordinances, p. 547), Heinrich Heine University Düsseldorf has issued the following regulations:

Contents

- §1 Scope
- §2 Selection Committee
- §3 Entry conditions
- §4 Dates, deadlines and document
- §5 Admission procedure
- §6 Completion of the admission procedure
- §7 Deception
- §8 Entry into force

§1 Scope

These regulations govern entry and admission to the “Master of Science” Study Programme in Translational Neuroscience at Heinrich Heine University Düsseldorf.

§2 Selection Committee

- (1) Responsible for the proper execution of the selection procedure is the Examining Board for the Masters programme in Translational Neuroscience. For the implementation of the admission procedure for the “Master of Science” Study programme in Translational Neuroscience, the Examining Board assigns a Selection Committee comprising three full-time members of the teaching staff. The Selection Committee decides in particular whether admission conditions are met in accordance with §3 and implements the admission procedure in accordance with §5.
- (2) The Selection Committee comprises the chairperson and two further members. The chairperson is appointed from the group of professors in Theoretical medicine. Other members are appointed from the group of professors of the Faculty of medicine. One member may be appointed from the group of lecturers at the Faculty of Mathematics and Natural Sciences. A deputy is appointed from the relevant group for each of the members of the Selection Committee.
- (3) The Selection Committee elects a chairperson and a deputy chairperson.
- (4) The term of office of the members of the Selection Committee is two years. Reelection is permitted.
- (5) The Selection Committee is quorate if at least two members, including the chairperson or the deputy chairperson, are present. In the event of a tie, the chairperson has the casting vote or the deputy chairperson in the absence of the chairperson.
- (6) Meetings of the Selection Committee are closed sessions. The members of the Selection Committee are obliged to respect official secrecy.

§3 Entry conditions

- (1) In addition to the general conditions for enrolment, entry to the “Master of Science” Study Programme in Translational Neuroscience is conditional on:
 - a) Completion of a university study programme in a relevant subject with a regular study duration of at least six semesters (equivalent to 180 ECTS credit points) with a final grade of at least 2.0 or better. Regarded as relevant is a university study programme in a neuroscience or natural science subject or a similar qualification or study of human medicine at a German or foreign higher education institution which fulfils the following criteria:
 1. 4 credit points in cell and molecular biology or
 2. 4 credit points in biochemistry or
 3. 4 credit points in biopsychology or
 4. 4 credit points in physiology and/or anatomy/neuroanatomy
 5. at least 2 credit points form practical experience should be available.
 - b) Sufficient command of the English language in accordance with § 7 Paragraph 2 of the Rules for Proof of Language Proficiency for Admission to Studies at Heinrich Heine University Düsseldorf.

Whether programme contents can be attributed to the areas stated under 1. to 3. is decided on the basis of a comparison of the contents of the modules studied with those of the corresponding modules in the “Bachelor of Science” study programme in Biology and study programme of Human Medicine at Heinrich Heine University Düsseldorf.

- (2) If there is doubt about the equivalence of qualifications attained outside the jurisdiction of German Basic Law, an expert opinion on the equivalence of qualifications is obtained from the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany.

§4 Dates, deadlines and documents

- (1) The “Master of Science” Study Programme in Translational Neuroscience at Heinrich Heine University Düsseldorf can only be commenced in the winter semester. The admission and selection procedure takes place prior to the start of the lecture period in the winter semester of the respective year.
- (2) Applications for admission must be submitted to Heinrich Heine University in accordance with the announcement published on the University’s website. The closing date for submitting applications complies with the Rules for the Allocation of Study Places in North Rhine-Westphalia (VergabeVO NRW). Applications for admission are submitted via an electronic applications portal of the Department of This English translation is intended to allow non-German-speaking students a better understanding of the Entry and Admission Regulations. It is solely for information purposes and only the German version is legally binding. Translational Neuroscience at Heinrich Heine University. The applicant must upload the following documents:

1. Evidence of a first qualification permitting entry into a profession in accordance with §3 Paragraph 1. Should no final certificate for a previous Bachelor of Science study programme be available at the time of application, an interim certificate must be submitted in which grades from at least 80% of the to be acquired credit points for the according § 3 Paragraph 1 required, previous study programme are entered. The under 1. to 3. required entry conditions of § 3 Paragraph 1 must be fulfilled completely at time of application.
 2. Evidence of study and examination achievements (e.g. Transcript of Records).
 3. Proof of sufficient language proficiency in English in accordance with §3 Paragraph 1 lit. b (e.g. language certificate in English according Common European Framework of Reference for Languages (CEFR) of level B2 or better).
 4. If applicable, documents which verify exceptional hardship (e.g. disabled person's card and medical report).
- (3) Admission must be refused if the applicant fails to submit the documents listed in Paragraph 2 by due date.

§5 Admission procedure

- (1) If the number of applicants for the "Master of Science" Study Programme in Translational Neuroscience who fulfil the admission conditions in accordance with §3 exceeds the number of study places available for the study programme, then a selection is made on the basis of the final grade of the first qualification permitting entry into a profession in accordance with §3 Paragraph 1, if admission restrictions with a selection procedure (Numerus Clausus (NC)) are specified.
- (2) The final grades of foreign applicants are converted on the basis of the "Modified Bavarian Formula".
- (3) A ranking order is compiled on the basis of the final grade in accordance with §3 Paragraph 1. The final grade is taken into account to the second decimal place. If grades are the same, places on the ranking list are decided by lot.
- (4) 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.

§6 Completion of the admission procedure

- (1) If an applicant is selected for the "Master of Science" Study Programme in Translational Neuroscience at Heinrich Heine University Düsseldorf, he or she receives corresponding notification immediately after the end of the procedure.
- (2) This notification contains details of a time period within which the applicant must enroll for the "Master of Science" Study Programme in Translational Neuroscience at Heinrich Heine University Düsseldorf. Should the applicant fail to enroll within the set time period, this is considered as rejection of the study place offered. The study place is then allocated to the next candidate on the ranking list who was not so far.

This English translation is intended to allow non-German-speaking students a better understanding of the Entry and Admission Regulations. It is solely for information purposes and only the German version is legally binding.

- (3) If an applicant is not admitted to the study programme, he or she is notified by the President. This notification takes place in electronic form and must be accompanied by instructions on legal recourse.
- (4) Enrolment at Heinrich Heine University Düsseldorf is only possible when an application for enrolment has been submitted to the Student and Examination Administration Department by due date. The Enrolment Regulations of Heinrich Heine University Düsseldorf as last amended otherwise apply.

§7 Deception

- (1) If an applicant has been deceptive regarding his or her fulfilment of the admission conditions or submitted false or falsified documents in accordance with §3 or §4 and if this fact only becomes known after admission, then notification in accordance with §6 can be withdrawn.
- (2) The applicant must be notified of incriminating decisions immediately and in writing. These decisions must be justified and accompanied by instructions on legal recourse. The applicant must be given the opportunity for a hearing before such a decision is reached.

§8 Entry into force

- (1) These regulations enter into force on the day following their publication in the Official Bulletin of Heinrich Heine University Düsseldorf.

Issued on the basis of the resolution of the Faculty Council of the Faculty of Medicine of Heinrich Heine University Düsseldorf of 23.06.2016.

Düsseldorf, 11.07.2016

The President
of Heinrich Heine University Düsseldorf

Anja Steinbeck
(Univ.-Prof. Dr. iur.)