

Admissions Regulations for the Master's Degree Program in Pharmaceutical Research in the Department of Biology, Chemistry, Pharmacy at Freie Universität Berlin

Disclaimer: Please note that only the German versions of these documents are legally binding. This translation is intended for the convenience of the non-German-reading public and is for information purposes only.

Preamble

On the basis of Section 14.1.2 of the Supplemental Rules and Regulations (*Teilgrundordnung [Erprobungsmodell]*) of Freie Universität Berlin of October 27, 1998 (*FU-Mitteilungen 24/1998*), in conjunction with Section 10 of the Law on Admissions to Higher Education in the Federal State of Berlin for Programs with Admission Requirements (*Berliner Hochschulzulassungsgesetz, BerlHZG*) in the version of the announcement of the amended version from June 18, 2005 (GVBl., p. 393), last amended June 26, 2013 (GVBl., p. 198) in conjunction with Section 10.5.2 of the Berlin Higher Education Act (*Berliner Hochschulgesetz, BerlHG*) in the version of July 26, 2011 (GVBl., p. 378), the Department Council of the Department of Biology, Chemistry, Pharmacy of Freie Universität Berlin issued the following regulations on November 18, 2015*:

Section 1

Scope

These regulations govern admissions to the study program in accordance with Section 10.5 BerlHG and the selection procedure for the allocation of places in accordance with Section 10 BerlHZG for the master's degree program in Pharmaceutical Research in the Department of Biology, Chemistry, Pharmacy at Freie Universität Berlin (master's program). This is a consecutive master's degree program as defined under Section 23.3.1.a BerlHG.

Section 2

Number of Available Places and the Application Process

- (1) The number of places available for the master's degree program named in Section 1 is determined for each admissions cycle in accordance with Freie Universität Berlin's admissions regulations.
- (2) The application for admission is to be submitted in writing to the Executive Board of Freie Universität Berlin – Admissions Office. Electronic submissions (e.g., via fax, email, or other electronic media) are not acceptable unless an application in writing (hard copy) is also submitted.

* These regulations were approved by the Executive Board of Freie Universität Berlin on January 7, 2016 and by the Berlin Senate Administration's department with responsibility for higher education on March 23, 2016.

(3) The application deadline is January 15 of each year for the following summer semester and May 31 of each year for the following winter semester.

(4) In accordance with Section 3.1, the application for admission must be accompanied by an officially certified copy of the applicant's first university degree (or equivalent professional qualification).

(5) Applicants can still submit their application to the master's degree program even if they do not have the university degree referred to below in Section 3.1 because certain assessment results are not yet available, as long as there is reason to believe, based on the applicant's record and especially their previous performance in examinations, that the university degree referred to in Section 3.1 will be obtained before the master's degree program begins and that the requirements stipulated in Section 3.2 and 3.3 are also fulfilled by the relevant deadline. This expectation is fulfilled in particular if at least two-thirds of the total coursework has been evaluated, the application for the final thesis project has been submitted, and the work schedule for the thesis has been set so that it can be completed in due time before the start of the master's program. The applicant's grade point average will be considered as part of the application and factors into the selection process. The grade point average is based on the applicant's previous examination results as reflected in their current transcript. In this case, the result of the university degree is irrelevant.

(6) Freie Universität Berlin has no obligation to investigate the facts of a case on its own initiative (ex officio).

Section 3

Admission Requirements

(1) Admission to the master's degree program requires a higher education degree or professional qualification from a German or comparable non-German institution in pharmacy, food chemistry, medical chemistry, human biology, medicine, veterinary medicine, or a related scientific subject, with a standard time to degree of at least eight semesters and/or for which 240 credit points (CP) were awarded.

(2) Applicants who have completed their university degree at an institution where English was not the teaching language must demonstrate proficiency in English to at least the B2 level of the Common European Framework of Reference for Languages (CEFR) or equivalent.

(3) Applicants are exempt from the requirement to provide proof of proficiency in German.

(4) The examinations committee for the Department of Biology, Chemistry, Pharmacy is responsible for determining the equivalence of any documents submitted under Sections 3.1 and 3.2 above.

Section 4

Quotas, Selection Criteria, Organizational Aspects

(1) 80 percent of the study placements that are still available after the preliminary quotas have been fulfilled will be allocated according to the selection process as outlined in this document (higher education quota). 20 percent of the study placements will be allocated under Section 10.1.1.2

BerlHZG. 5 percent of the study placements are reserved for the quota stipulated in Section 10.1.3 BerlHZG.

(2) Candidates are selected for the master's degree program in accordance with the following criteria:

(i) The level of qualification, based on the grade awarded for the final examination in the applicant's previous degree program (Section 10.2.1 BerlHZG) and (ii) the result of a selection interview in the form stipulated in Section 5 of these regulations. The interview must allow the selection panel to gain an understanding of the candidate's motivation and their suitability for the master's degree program (Section 10.2.6 BerlHZG).

(3) For the selection of candidates under Section 4.2.1, 85 percent of the study places available under the higher education quota will be allocated based on the grade awarded for the university degree previously obtained as defined under Section 3.1.

(4) For the selection of candidates under Section 4.2.2, the remaining 15 percent of places available under the higher education quota will be allocated according to the grade received for the first degree defined in Section 3.1 and the selection interview as outlined in Section 5. The number of candidates to be invited to interview should not exceed three times the actual number of places available that constitute the 15 percent. Candidates should be invited to attend an interview based on their formal qualification, that is, the result of the final examination of their previous degree.

Section 5

Selection Interviews

(1) On behalf of the Executive Board of Freie Universität Berlin, the dean of the Department of Biology, Chemistry, Pharmacy shall appoint at least two selection officers to supervise and carry out the interviews for each selection procedure. Both officers must be authorized examiners for the master's degree program and must be employees of Freie Universität Berlin as their main employer. They may not delegate their responsibilities to anyone else.

(2) Candidates who meet the criteria and have submitted all their application documents within the deadline will receive an invitation in writing from the selection officers specifying the time and date of the interview. The invitation must be issued and sent to the candidate at least ten working days before the interview is to take place.

(3) Each candidate is to be interviewed individually. The interviews should last about 20 minutes and are not open to the public.

(4) A record is to be kept of each interview detailing the basis on which the candidate was assessed and the interview outcome. The candidate's performance at interview is to be graded according to Section 18 of the Framework Study and Examination Regulations of Freie Universität Berlin (RSPO). Candidates who do not attend the interview automatically receive the grade 5.0 (insufficient).

(5) Following the conclusion of all the interviews, candidates will be ranked based on the outcomes in accordance with Section 4.2.2.4. The ranking will be calculated as (i) six-tenths of the grade obtained in the final examination for the previous degree (*Abschlussnote*, AN) plus (ii) four-tenths of the grade

obtained for the selection interview (*Gesprächsnote*, GN) ($0.6*AN + 0.4*GN$). The overall ranking is to be calculated to one decimal place based on this formula. If the same position in the ranking list is held by more than one candidate, then those candidates will be selected according to the provisions of Section 8a BerHZG.

Section 6

Admission Decision

- (1) The final admission decision is made by the Executive Board – Admissions Office on the basis of the ranking order.
- (2) The selected candidates receive a formal notification of admission stating the deadlines for their written acceptance and enrollment. Failure to meet these deadlines will result in the place being offered to another candidate.
- (3) Candidates selected on the basis of a transcript receive a conditional admission and can enroll initially for the first semester only. Generally, they may enroll permanently thereafter provided that they submit proof that they have completed their first degree as set out in Section 3.1 by the end of the first semester together with proof of meeting any further requirements in relation to said degree. If such proofs are not furnished by the stated deadline, their admission to the program will lapse.
- (4) Candidates who are not admitted to the program will receive notification that they have not been selected together with the grounds for the decision.
- (5) All documents submitted as part of the application process must be retained until the admission decision is finalized. Should any legal proceedings ensue in relation to the application and decision process, the documents must be retained until a legally binding decision has been made.

Section 7

Entry into force

These regulations shall enter into force on the day of their publication in the official bulletin of Freie Universität Berlin (*FU-Mitteilungen, Amtsblatt der Freien Universität Berlin*).