§ 1 Applicability
The number of students accepted to the Master's Programme in Biological Sciences is limited. If there are more applicants who meet the admission requirements (§ 4) than places, a selection process (§ 5) will take place. Selection decisions are made based on the applicants’ potential to meet the demands of their chosen study programme and future profession.

§ 2 Application
(1) New students can start in the winter or summer semester. Application deadlines are 15 June (winter semester) and 15 January (summer semester).
(2) The application for admission, including the required documents, must have been received by the University of Konstanz on the date stated above (cut-off date).
(3) Candidates must apply for admission in the form requested by the university.
(4) Copies of the following documents have to be attached to the application:
   a) a CV including a detailed description of the applicant’s study goals and desired course profile,
   b) documentation of the applicant’s academic degree including details of any coursework (including ECTS credits and weekly teaching hours, if applicable) completed during the Bachelor's Programme in Biological Sciences at the University of Konstanz or an equivalent study programme,
   c) documentation of relevant work experience (if applicable)
   d) documentation of other academic achievements (papers, publications, research activities, study and research stays abroad, if applicable),
   e) documentation of relevant employment or training periods (if applicable),
   f) documentation of prizes and awards (if applicable),
   g) documentation of relevant volunteer work / extra-curricular activities (if applicable)
   h) proof of English language skills (see § 4 no. 1b).
(5) For the compilation of a ranking list (§ 6), documentation of the final overall average grade for the relevant bachelor's programme completed at the previous university is required. If the overall average grade has not yet been calculated for the graduating class, the grade of the previous year or the average grade of the current year at the time of application may be used instead. If the required documents are not supplied in time, no points as per § 6 para. 1 no. 1 will be awarded.

(6) If applicants are unable to produce an examination certificate at this point in time, they must prove that they are likely to meet the admission requirements as described in § 4 by supplying evidence of their performance assessments to date. The examination certificate has to be submitted no later than two months after the start of the semester that was applied for. Admission and enrolment can be granted with the provision that the applicant proves his or her academic qualification within the period stated above.

(7) Students can submit a formless application for a specialisation option, stating the intended area of specialisation as per § 7 para. 2 of the admission regulations. A short letter of motivation detailing the reasons for applying must be included.

(8) Admission will be denied if the documents specified in para. 4 are incomplete or not submitted in time.

§ 3 Competencies

(1) The rector decides whether to accept or reject an application for admission based on the recommendations of the biology admissions committee.

(2) To facilitate the decision-making process, the Study Commission Biology appoints an admissions committee. This committee consists of two university teachers as per § 44 para. 1 no. 1 Landeshochschulgesetz LHG (state law on higher education) and one member of academic staff or one "Privatdozent" (lecturer) as per § 44 para. 1 no. 2 and para. 2 no. 2 LHG. The committee members are appointed for a period of two years. Reappointment is possible.

(3) After the admission process has closed, the admissions committee reports back to the Study Commission and offers suggestions for the continual development of the selection process.
§ 4 Admission requirements

(1) In order to be admitted to the Master’s Programme in Biological Sciences, applicants

a) must have completed, with above average grades, a study programme of three or more years in Biological Sciences (minimum degree Bachelor of Sciences (BSc) or equivalent) or a related subject at a state or state-approved institution of higher education. A subject is considered related if the acquired competencies are similar to those taught on the Biological Sciences programme at the University of Konstanz. The competencies are considered similar if learning objectives and examinations largely correspond to the study programme at the University of Konstanz mentioned above.

When recognising degrees completed outside of Germany, the following have to be considered:

- Recommendations of the Kultusministerkonferenz - Zentralstelle für ausländisches Bildungswesen ZaB (Conference of ministers of education - Central Office for Foreign Education),
- The Agreements on Equivalence of the Federal Republic of Germany
- Agreements with partner universities.

b) Applicants must produce proof of language proficiency as follows:

1. English language skills matching level B2 of the Common European Framework of Reference for Languages, documented by at least one of the following: a minimum score of 90 points on the internet-based TOEFL Test (Test of English as a Foreign Language); a Cambridge English: First Certificate Grade C or better; or a minimum IELTS (International English Language Testing System) score of 6.0, or:

- five years of continuous English lessons at a German-speaking secondary education school with a minimum grade of 7 points or “befriedigend” (satisfactory) (usually certified by the higher education entrance qualification)
- or successful completion of three or more courses taught in English in a previous study programme.

2. English skills might be (re)tested here at the University of Konstanz if they seem to be inadequate. In such cases enrolment depends on the result of the test.

3. English native speakers do not have to produce evidence of their language skills.
4. Applicants with a university degree obtained in a country that is not a member of the Bologna Process have to submit documentation of having taken the GRE test and reached at least 155 points (Verbal Reasoning and Quantitative Reasoning Score).

(2) The admissions committee decides whether applicants meet the necessary requirements stated above.

§ 5 Selection process

(1) Applicants are only entered into the selection process if
   a) they have applied in time, observed the correct form and
   b) meet the admission requirements according to § 4.

(2) Initially, five per cent of all available places, but a minimum of 1 place, have to be reserved for cases of hardship (§ 20 para. 6 in connection with § 9 para. 1 no. 1 and § 12 of the Hochschulvergabeverordnung (regulation on university admission)).

(3) The remaining positions in the programme are allocated according to a ranking list based on the criteria listed in § 6.

(4) The admissions committee creates a ranking list from among all received applications by ranking applicants according to the selection criteria stated in § 6.

(5) The final decision rests with the rector, who makes the selection based on the recommendations of the admissions committee.

§ 6 Selection criteria, ranking of applicants

(1) The following criteria and scores are used to rank applicants:
   1. The weighted final average grade achieved in the bachelor’s examination as per para. 2. If at the time of the application the final grade is not yet available, the average calculated from the grades the applicant received for his/her completed performance assessments will be used (§ 2 para. 6). up to 50 points
   2. The degree to which completed coursework and performance assessments or the contents of the previous study programme correspond with the contents, coursework and performance assessments of the Bachelor’s Programme in Biological Sciences offered at the University of Konstanz up to 25 points
   3. Relevant vocational activities, professional training and work experience gained in Germany or abroad up to 10 points
4. Prizes and awards, academic achievements (academic papers, publications, research activities, research and study abroad periods) up to 10 points

5. Relevant volunteer and/or extra-curricular activities up to 5 points

(2) Above-average bachelor degrees count for a maximum of 50 points, which are calculated as follows:

$$75 \times \left(1 - \frac{\text{final grade}}{\text{average grade of graduating class}}\right)$$

a maximum of 50 points and no negative points

(3) Points as described in para. 1 nos 1 to 5 are added. Applicants are ranked based on the points they accumulate in this way.

(4) In cases of parity, § 20 para. 3 in conjunction with § 16 paras 2 and 3 of the Hochschulvergabeverordnung applies.

§ 7 Specialisation

(1) Students who meet the admission requirements for the Master's Programme in Biological Sciences as described in these admission regulations may also apply for a specialisation. By pursuing a specialisation as part of their master's programme, students will gain advanced knowledge and qualifications in a specific area (specialisation) of biological sciences. Admission to a specialisation guarantees participation in advanced modules in the respective specialist field, regardless of the capacity in practical courses.

(2) Available specialisations within the Master's Programme in Biological Sciences are:

1. Ecology, Evolution and Behaviour
2. Cellular and Molecular Biology
3. Disease Biology

The number of places available for each of these specialisation options is limited.

(3) In order to apply for a specialisation, candidates must submit an informal application as per § 2 para. 7, which must be included with the required documentation as per § 2 para. 4. For the relevant deadlines, please refer to § 2 paras 1, 2 and 7.

(4) The prerequisite for acceptance to a specialisation is general admission to the Master's Programme in Biological Sciences. Places are allocated on the basis of an admission interview.
§ 8 Admission interview

(1) The purpose of the admission interview is to ascertain the applicant’s motivation and qualification for applying for the specialisation option. The interviewers evaluate the candidate’s way of approaching scientific questions as well as the quality and soundness of their argumentation.

(2) Admission interviews are conducted at the University of Konstanz between 15 June and 15 July (winter semester) and between 15 January and 15 February (summer semester). The Department of Biology will send out invitations in due time.

(3) On the provision that a sufficient number of applications has been received by the cut-off date, the university will invite at least as many applicants as there are available places on each of the specialisation courses. If the number of applications exceeds the number of available places, the specialisation coordinator consults with the dean of studies to determine how many applicants should be invited to the interview as per sentence 1.

(4) Applicants are chosen by their position on the ranking created on the basis of the criteria set down in § 6. If two applicants achieve an equal position on the list, both must be invited to the admission interview.

(5) The admission interviews are conducted on a one-on-one basis and last about 20 minutes. The interview will be conducted by the specialisation coordinator and one member of the admissions committee appointed under § 3 para. 2. The specialisation coordinator may call in another two lecturers teaching on the specialisation course.

(6) Each of the participating departmental representatives casts a vote on whether the applicant completed the interview successfully. The interview is considered a success if all departmental representatives cast their vote in favour of the applicant. In case an applicant fails his/her interview, he/she must be informed of the reasons in writing. An interview is considered a failure if the applicant fails to attend without providing compelling reasons for his/her absence. Applicants who provide justified reasons to the university, in writing, immediately after failing to attend their original interview, must be given the opportunity to attend the next available interview or to take part in the subsequent selection process. Applicants who miss their interview due to illness must submit a medical certificate.

(7) Interviewees deemed successful by the departmental representatives are assessed according to the criteria listed in para. 1 and subsequently ranked. Admission to a specialisation is based on the applicant’s position on this ranking.

(8) Minutes must be taken of all admission interviews, including the following information: the date and location of the interview, the names of the departmental rep-
representatives present during the interview, the applicant’s name and the final assessment.

(9) Failure or success does not impact general admission to the Master's Programme in Biological Sciences in any way.

§ 9 Coming into effect
These admission regulations came into effect the day after their publication in the “Amtliche Bekanntmachungen” (official announcements) of the University of Konstanz. These regulations were applied for the first time for admissions for the summer semester 2015, replacing the admission regulations for the Master's Programme in Biological Sciences as of 11 March 2013 (“Amtliche Bekanntmachungen” 11/2013).

Note:
These regulations were published in the “Amtliche Bekanntmachungen” (official announcements) of the University of Konstanz No. 52/2014 of 29 October 2014.

The first amendment to these regulations was published in the “Amtliche Bekanntmachungen” of the University of Konstanz No. 50/2015 of 13 July 2015.