

**Admission Regulations
of the University of Heidelberg
for the post-graduate masters
course in Advanced Physical
Methods in Radiotherapy**

of May 20, 2014

Pursuant to §§ 63(2), 60(2) no. 2 and § 31(3) in conjunction with § 59(2) of the Baden-Württemberg State Act on Universities of January 1, 2005 (Law Gazette p. 99 ff.), as amended by Article 1 of the Third Baden-Württemberg Act amending the Law on Universities of April 1, 2014 (Law Gazette 2014, p. 1) and by § 20 of the Baden-Württemberg University Entrance Regulations of January 13, 2003 (Law Gazette p. 63), most recently amended by Article 14 of the Third Baden-Württemberg Act amending the Law on Universities of April 1, 2014 (Law Gazette p. 99, 169), on May 20, 2014 the Senate of the University of Heidelberg approved the following standing rule. The Rector granted his approval on June 10, 2014.

§ 1 Scope

The University of Heidelberg shall award places on the masters course in Advanced Physical Methods in Radiotherapy in accordance with the following provisions.

§ 2 Deadline and form

(1) Prospective students from Germany and prospective students with a German university entrance qualification may matriculate on the masters course in Advanced Physical Methods in Radiotherapy without any prior admission procedure within the general matriculation periods, in accordance with the applicable Admission and Matriculation Regulations. Admission shall be conditional upon compliance with the prerequisites for admission in accordance with this standing rule in addition to compliance with the general prerequisites for matriculation. The competent Admissions Committee shall certify compliance with the prerequisites for admission.

(2) Other prospective students from abroad must submit a single application for admission before July 15, 2014 and from winter semester 2015/16 before May 15 of the relevant year.

(3) The following documents must be provided along with the application, unless they are already held by the university:

- a) proof of fulfillment of the prerequisites specified in § 3;
- b) a declaration as to whether the applicant is no longer entitled to take an examination at a national or foreign university for the masters course in Advanced Physical Methods in Radiotherapy or for a masters course with essentially identical content, or is currently completing the examination procedure for such a course.

§ 3 Prerequisites for admission

(1) Proof of completion of a course of study in a physical or physical-technical subject, biomedical technology or an equivalent engineering course or a course with essentially identical content at a national or foreign university with an ordinary period of study of at least three years or a qualification recognized as equivalent in Baden-Württemberg.

(2) Proof of knowledge necessary pursuant to the Advanced Training Regulations of the German Society for Medical Physics (DGMP) for professional certification in medical physics, medical radiophysics branch, area of specialization radiotherapy, or proof of knowledge that complies with the requirements for a Qualified Medical Physicist (QMP) in accordance with the advanced training system of the European Federation of Organisations for Medical Physics (EFOMP) (EFOMP policy statements no. 9 and no. 10).

Alternatively, such knowledge may also be proven by a comparable qualification in the area of medical physics or an equivalent period of advanced training and qualification.

(3) Proof of completion of a qualified period - generally two years but at least one year - of professional practice in medical physics after completion of the first qualification and at least two years of professional practice before the application to take the masters examination.

(4) Presentation of a detailed CV and a letter of motivation not exceeding two pages. Applicants should state why they wish to complete the course in their letter of motivation along with their suitability for the course and its relevance for their future career.

(5) Proof of knowledge of English equivalent to level C1 of the Common European Framework of Reference (proven by a school certificate, the Cambridge Certificate in Advanced English (CAE) or equivalent accomplishments). This shall not apply to students whose mother tongue is English or who are able to prove that their previous studies have been largely conducted in English.

(6) The decision on the equivalence of previous education and the comparability of qualified certificates shall fall to the Admissions Committee. If the knowledge required pursuant to § 3(2) is not unequivocally established by the evidence of previous education submitted, the Admissions Committee may test the knowledge acquired by an oral examination or a selection interview, which may also be conducted online. The recommendations of the Standing Conference of Education Ministers and discussions conducted within the purview of university partnerships shall be taken into account when recognizing foreign qualifications. In the event of doubt, the Central Office for Foreign Education (ZAB) shall be consulted.

(7) If the prerequisites for admission have not been met prior to expiry of the deadline for applications pursuant to § 2(1), conditional admission may be granted upon request. Such admission shall require provisional certification by the relevant institute that the prerequisites for admission are expected to be met prior to the start of lectures in the relevant semester. The applicant shall participate in the admission procedure taking account of previously established prerequisites for admission.

§ 4 Admission procedure

(1) The decision on admission shall be made by the Rector of the University of Heidelberg acting on a proposal by the Admissions Committee.

(2) Applications shall be rejected if:

a) the prerequisites governed by §§ 2 to 3 have not been met and /

or

b) if the applicant is no longer entitled to take an examination for the masters course in Advanced Physical Methods in Radiotherapy or for a masters course with essentially identical content, or is currently completing the examination procedure in this course.

(3) If an application is made pursuant to § 3(7), admission shall be granted subject to the requirement that proof of completion of studies and fulfillment of the associated prerequisites has been furnished before the last working day prior to the start of lectures during the semester. The decision on admission shall be revoked if proof is not provided timeously in accordance with § 3.

(4) The foregoing shall be without prejudice to the general provisions applicable to the admission procedure in the Admission and Matriculation Regulations of the University of Heidelberg.

§ 5 The Admissions Committee

The Admissions Committee shall be comprised of at least two professors from the Heidelberg Faculty of Medicine, at least one of whom must hold the chair in Medical Physics. The Admissions Committee shall adopt its own rules of procedure. The chairperson shall be appointed by the Faculty Council of the Faculty of Medicine.

§ 6 Entry into force

This standing rule shall take effect on the day after publication in the Rector's Bulletin.

Heidelberg, June 10, 2014

signed Prof. Dr. Bernhard Eitel
 Rector