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- 56rd Regulation on Admission Restrictions to the Master's Programme in Molecular Medicine at the Medical University of Innsbruck effective from the academic year 2019/20

Regulation on Admission Restrictions to the Master's Programme in Molecular Medicine at the Medical University of Innsbruck effective from the academic year 2019/20

In accordance with art. 71d in conjunction with art. 63a UG [Universitätsgesetz/Austrian University Law] 2002, BGBl. [Federal Law Gazette] I no. 120/2002, as amended, after a statement of the Senate, the Rectorate of the Medical University of Innsbruck issued the following regulation on admission restrictions to the Master's Programme in Molecular Medicine, which was approved on 06 December 2018 by the University Council:

I. Content of the Regulation

Art. 1. This regulation governs admission restrictions to the Master's Programme in Molecular Medicine at the Medical University of Innsbruck before admission to the programme.

II. Scope

Art. 2. The regulation of admission restrictions applies to all applicants for the Master's Programme in Molecular Medicine at the Medical University of Innsbruck. Admission of applicants is carried out during the winter semester as well as the summer semester, taking the available university places into account.

III. Number of University Places

Art. 3. The number of university places for the Master's Programme in Molecular Medicine is set to 30 annually.

IV. Selection Procedure

Art. 4. (1) The present selection procedure is governed solely by the admission provisions of the present regulation. The selection of applicants for the Master's Programme in Molecular Medicine conforms to the selection procedure in accordance with art. 5 et seq.

The university places allocation takes place during the selection process by means of assessing the following criteria: previous academic records, letter of motivation, self-assessment of previous academic records, and selection interview.

- (2) The following individuals are entitled to participate in the admission procedure (art. 5 et seq.):
1. graduates of the Bachelor's Programme in Molecular Medicine at the Medical University of Innsbruck or students who are in the final stage of the programme at the time of registering to the admission procedure; or
 2. graduates of a Bachelor's, Diploma or Master's programme related to the Bachelor's Programme in Molecular Medicine at a recognised Austrian or foreign post-secondary educational institution or students who are in the final stage of the programme at the time of registering to the admission procedure.

Application

Art. 5. (1) The applicants must register for the selection procedure. Applying is possible at any time. The registration period ends on 30 June for the winter semester and on 15 January for the summer semester, respectively. The registration is only valid after the successful payment of the full registration fee (art. 6).

(2) The registration criteria are published on the website of the Medical University of Innsbruck. Applications that are incomplete, untruthful, not complying with formal requirements, as well as applications received after the end of the registration period are invalid and will not be taken into consideration. Requests for corrections cannot be made.

(3) It is noted that the Medical University of Innsbruck will dispatch all information to the applicants electronically.

Registration Fee

Art. 6. (1) The applicants must contribute financially to the selection procedure by paying a registration fee. The registration fee amounts to €40 for each semester in which an application is filed (see art. 5 (1)).

(2) The full amount must arrive on the bank account specified on the online platform of the Medical University of Innsbruck within the registration terms given. The necessary information will be announced on the website of the Medical University of Innsbruck. Applicants have the strict obligation to follow the updates on the online platform of the Medical University of Innsbruck, to make the payment in such a way that the registration fee arrives on the bank account specified by the Medical University of Innsbruck on time, as well as to verify the successful payment of the registration fee.

(3) The online registration is considered withdrawn if payment of the full amount is not made within the specified period or the documents required in accordance with art. 8 (1) do not arrive in due time. In this case, the online registration is considered withdrawn and a participation in the admission procedure is not possible.

(4) If an applicant, despite having a valid registration (art. 5 par. 2), does not attend the selection interview in person, he or she is not entitled to a refund of the paid registration fee.

Information about the Admission Procedure Schedule

Art. 7. After consideration of the criteria of art. 8 par. 1, applicants who have registered for the admission procedure in a timely manner and have paid the registration fee will be invited to a selection interview. The date for the selection interviews will be announced at least 2 weeks in advance. In case of incapability to attend the selection interview, there are no alternate dates.

Ranking and University Places Allocation

Art. 8. (1) All properly registered applicants must submit the following documents not later than 1 week before the selection interview:

- proof of previous academic records,
- a letter of motivation, and
- a self-assessment of previous academic records.

The Vice-Rector for Teaching and Study Matters decides which applicants will be invited to a selection interview on the basis of the submitted documents.

(2) If the applicant does not attend the selection interview, he or she is excluded from this admission procedure.

The rank for the preliminary ranking is determined by the selection committee by evaluating the following criteria

- previous academic performance,
 - letter of motivation,
 - self-assessment of previous academic records, and
- the selection interview.

V. Admission

Art. 9. (1) Admission to the Master's Programme in Molecular Medicine requires that the applicant has received a university place according to his or her final ranking for the respective semester and has met the prerequisites mandated by art. 63a et seq., and art. 91 UG 2002 [Universitätsgesetz/Austrian University Law]. If required by University Law, a certificate proving the right to an immediate admission to university in the issuing country must be provided before admission to verify the general university entrance qualification.

(2) In order to be admitted to the programme, applicants must provide proof of successful graduation in the Bachelor's Programme in Molecular Medicine at the Medical University of Innsbruck or in a Bachelor's, Diploma or Master's programme related to the Bachelor's Programme in Molecular Medicine at a recognised Austrian or foreign post-secondary educational institution.

(3) Applicants who have been offered a university place according to the final ranking must enrol in the programme within the prescribed terms announced during the admission procedure.

(4) Furthermore, in order to be admitted to the programme, applicants must provide proof that they have completed at least 40 ECTS credits in total in the form of internships or exercises during programmes in accordance with art. 9 par. 2. Should the proof be incomplete, but be provided for at least 30 ECTS credits or more, the applicant can, upon request, be granted a conditional admission status for one academic year, during which he or she must make up the missing internship credits prescribed by the administrative body responsible for study matters [studienrechtliches Organ]. If the missing ECTS credits cannot be made up on time due to the fault of the applicant, the admission to the programme expires.

(5) Furthermore, in order to be admitted to the programme, applicants must provide proof that they have at least completed the ECTS credits specified below during programmes in accordance with art. 9 par. 2:

- ☐ Inorganic Chemistry 1
- ☐ Organic Chemistry 2
- ☐ Biochemistry 4
- ☐ Mathematics 1
- ☐ Statistics 2
- ☐ Molecular Biology 6
- ☐ Cell Biology 6
- ☐ Immunology 1
- ☐ Virology 1
- ☐ Biological Information Systems 4
- ☐ Genetics/Genomics 7

Should the proof be incomplete, but the number of missing ECTS credits not exceed 15, the applicant can, upon request, receive a conditional admission status for one academic year, in which they must make up the missing credits in courses of the Bachelor's Programme in Molecular Medicine at the Medical University of Innsbruck. These are prescribed by the governing body responsible for study matters [studienrechtliches Organ]. If the missing ECTS credits cannot be made up on time due to the fault of the applicant, the admission to the programme expires.

Expiration of University Place

Art. 10. Should anything prevent the applicant from enrolling in person, he or she or an authorised representative must declare acceptance of the university place in written form as well as arrange a special appointment for enrolling within a set term. If the programme is not commenced in due time, the allocated university place expires. Applications for restitutio in integrum must meet the requirements of art. 71 AVG [Allgemeines Verwaltungsverfahrensgesetz/Austrian General Law of Administrative Procedure] and must arrive at the office of the Vice-Rector for Teaching and Study Matters before 15 September for the winter semester or before 15 February for the summer semester, respectively. The applicant must demonstrate in particular that he or she was prevented from meeting the deadline by an unforeseen or inevitable event and that he or she was not at fault or only to a small degree of error.

Lateral Entry

Art. 11. (1) Applicants who have already completed at least 60 ECTS credits within a programme of Medicine, Molecular Medicine or another comparable programme at a national or an equal recognised foreign post-secondary educational institution and who want to continue their studies at the Medical University of Innsbruck can, upon request, be admitted to the programme despite art. 5 et seq. if they fulfil the requirements for the third or higher semester as well as the other admission requirements and if there are free places available in courses with a limited number of students in accordance with the curriculum.

(2) In case there are free places available in courses with a limited number of students in accordance with the curriculum, allocation of university places for lateral entries is governed by a regulation of the Rectorate.

VI. Repeated Participation in the Admission Procedure

Art. 12. Applicants who were not assigned a university place within the programme for any given semester can participate in the admission procedure for the following semesters. Applicants who were not assigned a university place within the programme for any given semester can repeatedly participate in the admission procedure without limitation.

VII. Responsibility, Entry into Force

Art. 13. The Rectorate of the Medical University of Innsbruck is responsible for conducting the admission procedure.

Art. 14. This regulation comes into force on the day following the announcement in the Bulletin of the Medical University of Innsbruck.

For the Rectorate:

Univ.-Prof. Dr. Peter Loidl
Vice-Rector for Teaching and Study Matters

(2) Applicants who have received a university place in accordance with par. 1 must enrol in the programme within the prescribed terms announced in the notification about moving up. Should anything prevent them from enrolling personally, they or an authorised representative must declare acceptance of the university place in written form as well as arrange a special appointment within a set term. If the programme is not commenced in due time, the allocated university place expires. Applications for restitutio in integrum must meet the requirements of art. 71 AVG [Austrian General Law of Administrative Procedure] and must arrive at the office of the Vice-Rector for Teaching and Study Matters until 15 September of that year. The applicant must demonstrate in particular that they were prevented from meeting the deadline by an unforeseen or inevitable event and that they were not at fault or only to a small degree of error.

– (3) It is explicitly pointed out that applicants are obligated to check the inbox of their QMM account regularly in accordance with art. 5 or to make sure the inbox is checked by a confidant – at least once a day during the times of university places allocation – for electronic messages from the Medical University of Innsbruck.

I. Repeated Participation in the Admission Procedure

Art. 12. Applicants who were not assigned a university place within the programme for an academic year can participate in the admission procedure for the following academic years. Applicants who were not assigned a university place within the programme for an academic year can repeatedly participate in the admission procedure without limitation.

II. Responsibility, Entry into Force

Art. 13. The Rectorate of the Medical University of Innsbruck is responsible for conducting the admission procedure.

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