

Original: <https://www.i-med.ac.at/mitteilungsblatt/2023/29.pdf>

Die nachstehende, auf Englisch abrufbare Version der Aufnahmeverordnung QMM-MSc ist rechtlich nicht verbindlich und dient lediglich zur Information.

ENGLISCH: The following version of the QMM-MSc admission regulations in English are not legally binding and for informational purposes only.

## Regulation on admission restrictions to the Master's Program in Molecular Medicine at the Medical University of Innsbruck as of the 2024/25 winter semester

In accordance with §71c in conjunction with §63a Universities Act as amended, the Rectorate of the Medical University of Innsbruck has issued the following ordinance on admission restrictions to the Master's Program in Molecular Medicine, which was approved by the University Council on 31.01.2024:

### I. Content of the regulation and authorization to issue ordinances

**§1.** (1) This regulation governs the restriction of admission to the Master's Program in Molecular Medicine at the Medical University of Innsbruck on the basis of an admission procedure prior to admission to the program.

(2) The Rectorate has to determine

- a) the correction procedure of the admission procedure (selection interview),
- b) the protective regulations and hygiene measures that may be necessary due to external events or occurrences that cannot be influenced (epidemic, pandemic, etc.) for all procedural steps that require the personal presence of study applicants,
- c) if necessary due to external events or occurrences that cannot be influenced (epidemic, pandemic, etc.), the postponement of the day of the admission procedure or a changed mode of processing without the physical presence of the applicant in Innsbruck, and
- d) the provisions for the selection of applicants in the event that "parts of the admission procedure (selection interview) pursuant to §5 para. 1 lit. a are prevented by force majeure".

### II. Scope of application

**§2.** The regulation on admission restrictions to the Master's Program in Molecular Medicine applies to all applicants to the Master's Program in Molecular Medicine at the Medical University of Innsbruck. Applicants are admitted in the winter semester as well as in the summer semester, taking into account the number of places available.

**§3.** The provisions for the admission procedure pursuant to §§5 ff. do not apply to:

1. students who have been admitted to the Master's Program in Molecular Medicine at the Medical University of Innsbruck at the time of the admission procedure and are continuing their studies (§62 Universities Act),
2. students who have been admitted to a Master's Program in Molecular Medicine at a foreign university or equivalent foreign recognized post-secondary educational institution and are studying at the Medical University of Innsbruck as part of an international mobility program (e.g. ERASMUS),
3. lateral entrants (§16) as well as
4. applicants who are in the 5th semester of the Bachelor's Program in Molecular Medicine at the Medical University of Innsbruck and have passed at least 120 ECTS-Credits and a grade point average of at least 2.5 (§5 para. 1 lit. b).

### III. Number of study places

**§4.** (1) The following number of places is determined for the Master's Program in Molecular Medicine at the Medical University of Innsbruck in accordance with the available capacities and in accordance with §71c para. 2 Universities Act and the performance agreement concluded with the Federal Ministry of Science and Research: **30**.

(2) Several years of experience have shown that the number of study places in the first semester falls below 30 due to the withdrawal of students with a fixed allocation of a study place by not accepting the fixed allocation

of a study place or due to students dropping out within the first semester. Therefore, the member of the Rectorate of the Medical University of Innsbruck responsible for admissions may increase the number of study places to a maximum of 33.

#### IV. Admission procedure for the Master's Program in Molecular Medicine

**§5.** (1) The admission of applicants to the Master's Program in Molecular Medicine is based on the admission procedure in accordance with §§5 ff. The allocation of study places for the Master's Program in Molecular Medicine takes place within the framework of the admission procedure (QMM-MSc), to which a maximum of 50 applicants (§11 para. 1) are invited, taking into account the fixed study places already offered in accordance with b).

There are two options of an application in the admission procedure

- a) admission procedure with selection interview
- b) fixed study place offer without selection interview

Applicants must choose one of the two options. A mixed form is not possible and will result in the online registration of these applicants being invalid and not considered. Orders for improvement are not to be made.

a) Admission procedure with selection interview:

Applicants must upload the following documents to their QMM-MSc account within the defined deadline and in compliance with the upload requirements, both of which will be published on the website [https://www.i-med.ac.at/studium/zulassung/aufnahme\\_zulassung\\_msc.html.en](https://www.i-med.ac.at/studium/zulassung/aufnahme_zulassung_msc.html.en):

- previous study achievements,
- motivational letter,
- self-assessment of previous study achievements,
- synopsis or abstract of the Bachelor Thesis/Theses as well as
- curriculum vitae.

All documents that are not available in German or English must be uploaded translated in accordance with legal requirements in order to be valid. Otherwise, they will not be considered and participation in the admission procedure is therefore excluded. There will be no orders for improvement.

If the documents are not uploaded to the QMM-MSc account within the defined deadline and in compliance with the upload requirements, the online registration is invalid (§6). Participation in the admission procedure is thus excluded. Registration according to lit. b is also no longer possible in the respective semester. Uploads or late submissions outside the specified deadline will not be considered. No assignments for improvement will be made.

If the documents are uploaded within the defined deadline and in compliance with the upload requirements, places are allocated as part of the admission procedure (QMM-MSc) based on the assessment of the following criteria:

- previous study achievements and
- selection interview in consideration of the submitted documents (§5 para. 1 lit. a).

The selection interview takes place exclusively in presence in Innsbruck. Alternative dates in the event of being unable to attend or a different examination method (hybrid) will not be granted. Any special provisions (§1 para. 2) will be published in a separate regulation by the Rectorate. Applicants are obliged to inform themselves regularly and on their own responsibility about the current regulations on the website of the Medical University of Innsbruck. If an applicant cancels the examination date, does not appear for the selection interview or fails to confirm the examination date in due time, he/she is excluded from this admission procedure (§11 para. 3).

b) Fixed offer of a study place without selection interview:

Applicants who are in the 5th semester of the Bachelor's Program in Molecular Medicine at the Medical University of Innsbruck and have passed at least 120 ECTS-Credits and a grade point average of at least 2.5 (§3 no. 4) will be offered a place (without a selection interview). Proof of study achievements with an average grade of at least 2.5 must be uploaded to the QMM-MSc account for valid online registration within the defined deadline and in compliance with the upload specifications, both of which are published on the website [https://www.i-med.ac.at/studium/zulassung/aufnahme\\_zulassung\\_msc.html.en](https://www.i-med.ac.at/studium/zulassung/aufnahme_zulassung_msc.html.en).

If the document(s) are not uploaded correctly to the QMM-MSc account or are uploaded outside the defined deadline and not in compliance with the upload requirements, the online registration is invalid (§6). Participation in the admission procedure is therefore excluded. Registration according to lit. a is also no longer possible in the respective semester. Uploads or late submissions outside the specified deadline will not be considered. No assignments for improvement will be made.

In the case mentioned under lit. a, the documents uploaded in due time will be evaluated by a selection committee, whereby the maximum number of applicants to be invited to the selection interview is 50, taking into account the fixed study places already offered in accordance with lit b. The 50 applicants or the number of applicants with the best evaluation reduced by lit. b are invited to a selection interview.

(2) The costs incurred by applicants in the course of the admission procedure pursuant to §§5 ff are not reimbursable.

- (3) Persons are entitled to participate in the admission procedure (§§5 ff) who at the time of application
1. have completed a Bachelor's Program in Molecular Medicine at the Medical University of Innsbruck or are in the final phase of such a program or
  2. have completed a Bachelor's, Diploma or Master's Program related to the Bachelor's Program in Molecular Medicine at a recognized domestic or foreign post-secondary educational institution or are in the final phase of such a program.

### **Internet registration**

**§6.** (1) Applicants must register online within the registration period, regardless of the chosen option pursuant to §5 para. 1 (lit. a or b). The registration period for the winter semester is from 1 March to 30 April, for the summer semester from 15 December to 15 January of the following year. The application only becomes valid upon receipt of the full cost contribution (§7) and the complete upload of the documents (§5 para. 1 lit. a or b). Applications without a complete and timely upload of the documents (§5 para. 1 lit a or b) will not be considered.

(2) The registration modalities are published on the website of the Medical University of Innsbruck. Any application that is incomplete, untrue, does not comply with the formal requirements or is not submitted on time is invalid and will not be considered. No orders for improvement are to be made.

If there are no places available in an application semester, this will be published on the website [https://www.i-med.ac.at/studium/zulassung/aufnahme\\_zulassung\\_msc.html.en](https://www.i-med.ac.at/studium/zulassung/aufnahme_zulassung_msc.html.en) in good time before the start of registration. In this case, it will not be possible to apply for the semester in question in accordance with §5.

(3) Please note that the Medical University of Innsbruck provides all information to applicants electronically. This also means that applicants must actively retrieve information from an internet platform used specifically for this purpose.

In addition, applicants are obliged to check their QMM-MSc account regularly - at least daily during the allocation of study places pursuant to §§13 to 15 - for the receipt of electronic messages from the Medical University of Innsbruck or to have them checked.

### **Cost contribution**

**§7.** (1) Applicants must contribute to the costs of the admission procedure (§5 para. 1 lit. a or b). The amount of the contribution is €60 per semester of application (see §6 para. 1).

(2) The fee must be paid using one of the payment options offered by the Medical University of Innsbruck as part of the online registration process and must subsequently be credited in full to the account specified by the Medical University of Innsbruck as part of the online registration process by the end of the registration period at the latest.

The required information will be announced as part of the online registration process (§6). Applicants have the express obligation to follow the announcements on the Internet platform of the Medical University of Innsbruck and to pay the cost contribution in such a way that the amount arrives on time at the bank account of the Medical University of Innsbruck and to check the valid payment of the cost contribution. Applicants must also assure themselves that a confirmation of payment is displayed in the system.

(3) An online application is invalid and participation in the admission procedure is therefore excluded if the application fee has not been received in full by the end of the respective application deadline at the latest or if the documents required pursuant to §5 para. 1 lit. a or b have not been uploaded correctly or incompletely by the deadline. Participation in the admission procedure (§5 para. 1 lit. a or b) is thus excluded and in this case no study place will be offered resp.

(4) If applicants do not appear for the selection interview despite valid online registration (§6) or cancel their registration, they are not entitled to a refund of the cost contribution paid.

There is also no entitlement to a refund of the cost contribution paid if applicants do not upload the necessary documents in accordance with §5 para. 1 lit. a or b on time, correctly or upload them incompletely (§7 para. 3).

### **Information on the admission procedure**

**§8.** (1) Applicants who have validly registered for the admission procedure (§6 para. 1) will be invited to a selection interview (§ 5 para. 1 lit. a), unless they have already been offered a place (§5 para. 1 lit. b). There is no provision for alternative dates if applicants are unable to attend.

A general overview of dates is available online at [https://www.i-med.ac.at/studium/zulassung/aufnahme\\_zulassung\\_msc.html.en](https://www.i-med.ac.at/studium/zulassung/aufnahme_zulassung_msc.html.en).

(2) Applicants with a disability pursuant to §3 BGStG (Act on Equal Opportunities for People with Disabilities) who have duly registered for the admission procedure, paid the cost-sharing contribution in full and on time (§7) and uploaded the documents correctly and in full and on time (§5) have the right to apply for a different examination method in the admission procedure of the variant pursuant to §5 para. 1 lit. a if the applicant can prove a disability that makes it impossible for him/her to take an examination in the prescribed method as part of the admission or selection procedure. However, the educational objective of the chosen degree program must remain achievable.

However, the deviating examination method may only be approved in a way that does not put other applicants participating in the admission or selection procedure at a disadvantage. A disability within the meaning of §3 BGStG (Act on Equal Opportunities for People with Disabilities) which is the effect of a non-temporary physical, mental or psychological functional impairment or impairment of sensory functions that is likely to make it difficult to participate in society. A period of more than six months is deemed to be not merely temporary.

The application for a different examination method due to this disability must be submitted no later than three weeks before the admission procedure date to [anv-nachteilsausgleich@i-med.ac.at](mailto:anv-nachteilsausgleich@i-med.ac.at) and must be supported by a medical certificate or expert opinion, which must be attached to the application. The application and proof must indicate the disability and the necessary alternative examination method. Applicants who have submitted an application by the deadline and have provided proof of a disability will be informed by e-mail after the deadline for submitting an application and up to one week before the admission procedure date whether and in what way they will be granted a different examination method and, if applicable, suitable support measures. More information will be published on the website (<https://www.i-med.ac.at/studium/anv-barrierefrei.html.en>). Applicants are obliged to check their e-mail account regularly for the receipt of electronic messages from the Medical University of Innsbruck. Appeals and legal remedies against the decision made are not permitted. Late submission of an application is only permitted in justified exceptional cases. Improvement orders do not have to be submitted.

### **Implementation of the admission procedure**

**§9.** The allocation of study places (§4) for the Master's Program in Molecular Medicine is based on the QMM-MSc admission procedure (§5).

**§10.** The admission procedure is not an examination within the meaning of §§72 ff Universities Act. Therefore, the provisions of §§72 to 79 Universities Act do not apply.

### **Determination of results, ranking list and allocation of study places in the admission procedure pursuant to §5 para. 1 lit. a**

**§11.** (1) All applicants must submit the documents specified in § 5 para. 1 lit. a or b electronically by uploading them to the QMM-MSc account within the set deadline.

Pursuant to §5 para. 1 lit. a, the following documents will be included in the assessment:

- previous study achievements and
- selection interview in consideration of the submitted documents (§5 para. 1 lit. a).

The Vice-Rector for Teaching and Study Matters decides which applicants will not be invited to a selection interview, taking into account the number of applicants excluded from the admission procedure pursuant to §5 para. 1 lit. b, on the basis of the documents submitted and evaluated by the selection committee (§5 para. 1 lit. a). Once the decision has been made by the Vice-Rector for Teaching and Study Matters, the applicants invited to the selection interview will be sent the interview date on their QMM-MSc account. If confirmation is not received by the deadline, the applicant is automatically excluded from this admission procedure. Improvement orders are not to be made.

(2) There is a selection committee appointed by the Vice-Rector for Teaching and Study Matters, which carries out the evaluation of the documents submitted and the selection interview (§5 para. 1 lit. a).

(3) If an applicant cancels the appointment for the selection interview, does not appear for the selection interview or fails to confirm the appointment for the selection interview in due time, he/she will be excluded from this admission procedure.

(4) The ranking for the final ranking list (§4) is determined by the selection committee, taking into account the applicants who have already received a fixed offer of a study place (§5 para. 1 lit b), based on the evaluation of the following criteria

- previous academic achievements and
- selection interview, taking into account the documents submitted (§5 para. 1 lit. a).

#### **External events or occurrences that cannot be influenced**

**§12.** (1) Applicants are obliged to inform themselves independently and on their own responsibility (§1 para. 2) about all necessary protective regulations and hygiene measures for participation in the selection procedure and all further procedural steps that require personal presence.

(2) Applicants who do not comply with the necessary protective regulations and hygiene measures of the Medical University of Innsbruck for the implementation of the admission procedure according to §5 para. 1 lit. a for the respective academic year, despite a warning, will be denied access to the test rooms or premises of the university. If the violation takes place in the test rooms, they will be excluded from the admission procedure, their result will be assessed with zero points, they will be banned from the premises and immediately expelled from the premises.

(3) Applicants are obliged to inform themselves on a daily basis about the protective regulations and hygiene measures (§1 para. 2) laid down by the Rectorate of the Medical University of Innsbruck on the website of the Medical University of Innsbruck.

#### **V. Admission**

**§13.** (1) Only those applicants may be admitted to the Master's Program in Molecular Medicine who have received an offer of admission to the respective degree program at the Medical University of Innsbruck on the basis of §4 in conjunction with §5 para. 1 lit. a and the ranking list (§11 para. 4) or on the basis of §4 in conjunction with §5 para. 1 lit, b and who meet the requirements of §§63 ff and 91 Universities Act. If there are fewer applicants registering online in accordance with §6 than there are places available in accordance with §4, no admission procedure will be carried out and each applicant will be offered a place, provided that the legal requirements are met.

(2) Admission to the Master's Program in Molecular Medicine requires the successful completion of the Bachelor's Program in Molecular Medicine at the Medical University of Innsbruck or a Bachelor's, Diploma or Master's program related to the Bachelor's Program in Molecular Medicine at a recognized domestic or foreign post-secondary educational institution and the fact that the applicant has obtained a study place in the final ranking list on the basis of §4 in conjunction with §§5 para. 1 lit. a and 11 para. 4 or on the basis of §4 in conjunction with §5 para. 1 lit. b for the relevant academic year and fulfills the requirements of §§63 ff and 91 Universities Act.

(3) Furthermore, as a prerequisite for admission to the degree program, applicants must provide proof that they have completed a total of at least 40 ECTS-Credits as practical training courses or practical courses pursuant to para. 2. If this proof cannot be provided in full, but at least for 30 ECTS-Credits or more, the applicant may apply for conditional, temporary admission for a maximum of one academic year, in which the

missing ECTS-Credits must be made up in practical training courses prescribed by the body responsible for study law. If the missing ECTS-Credits cannot be completed and proven in time through the fault of the applicant, admission to the degree program will be revoked.

(4) Furthermore, as a prerequisite for admission to the study program, applicants must provide proof that they have earned at least the ECTS-Credits listed below in studies pursuant to para. 2:

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

If this proof cannot be provided in full, but to the extent that the missing ECTS-Credits do not exceed the number of 15, a conditional, temporary admission for a maximum of one academic year can be granted upon application by the applicant, in which the missing ECTS-Credits must be made up in courses of the Bachelor's Program in Molecular Medicine at the Medical University of Innsbruck, which are prescribed by the body responsible for study law. If the missing ECTS-Credits cannot be completed and proven in time through the fault of the applicant, admission to the degree program will be revoked.

(5) Applicants who have received an offer for a study place (§4) in accordance with §§3 no. 4 and 5 para. 1 lit. b or in accordance with the final ranking list (§§5 para. 1 lit. a and 11 para. 4) must enroll for the study program within a deadline announced in the course of the admission procedure.

(6) The admission of applicants who have not received an offer for a study place (§4) pursuant to §§3 no. 4 and 5 para. 1 lit. b or who have not achieved a place on the basis of the final ranking list pursuant to §§5 para. 1 lit. a and 11 para. 4 is inadmissible, notwithstanding §15 (succession).

(7) Applicants are expressly advised of their obligation to check their QMM-MSc account regularly pursuant to §6 - at least daily during the allocation of study places - for the receipt of electronic messages from the Medical University of Innsbruck.

### **Forfeiture of the study place**

**§14.** Applicants who have been awarded a study place (§4) pursuant to §§3 no. 4 and 5 para. 1 lit. b or on the basis of the final ranking list pursuant to §§5 para. 1 lit. a and 11 para. 4 must enroll for the study program within the period allocated to them in the notification. If they are prevented from enrolling in person, they must declare their acceptance of the study place in writing within the deadline set, either themselves or through an authorized representative, and arrange a special date for admission.

If the student does not start the degree program on time, the study place expires. Applications for reinstatement must meet the requirements of §71 AVG and be received by the Vice-Rector for Teaching and Study Matters by 15 September for the winter semester and by 15 February for the summer semester at the latest. In particular, the applicant must provide credible evidence that he/she was prevented from meeting the deadline by an unforeseen or unavoidable event and that he/she was not at fault or was only at fault to a lesser degree.

### **Succession**

**§15.** (1) A study place that has become available due to forfeiture (§14), lack of admission requirements (§13) or explicit written withdrawal will be awarded to the next applicant in the ranking list (§11 para. 4) who has not yet received a study place (succession).

(2) In the event that several persons share the last place, a lottery procedure decides on the allocation of the study place.

(3) Applicants who have been awarded a study place in accordance with §15 para. 1 must enroll for the study program within the period allocated to them in the notification of succession. If they are prevented from enrolling in person, they must declare their acceptance of the study place in writing within the deadline set, either themselves or through an authorized representative, and arrange a special date for admission.

Failure to commence studies on time will result in forfeiture of the study place. Applications for reinstatement to the previous status must meet the requirements of § 71 AVG and be received by the Vice-Rector for Teaching and Study Matters Affairs by 15 September for the winter semester or 15 February for the summer semester at the latest. In particular, the applicant must provide credible evidence that he/she was prevented from meeting the deadline by an unforeseen or unavoidable event and that he/she was not at fault or was only at fault to a lesser degree.

(4) Applicants are expressly advised of their obligation pursuant to §6 to check their QMM-MSc account regularly - at least daily during the allocation time of study places - for the receipt of electronic messages from the Medical University of Innsbruck.

#### **VI. Lateral entrants**

**§16.** (1) Applicants who have already acquired at least 60 ECTS-Credits as part of a study program in Medicine, Molecular Medicine or a comparable degree course at a domestic or equivalent foreign, recognized post-secondary educational institution and who wish to continue their studies at the Medical University of Innsbruck may be admitted to the study program on application, notwithstanding §§5 ff, if they meet the requirements for the third or a higher semester and the other admission requirements and there are free places available in the courses with a limited number of places in accordance with the curriculum.

(2) The allocation of study places for lateral entrants is regulated by a regulation of the Rectorate in the event that there are free places available in courses with a limited number of participants in accordance with the curriculum.

#### **VII. Repeated participation in the admission procedure**

**§17.** Applicants who are not admitted to a study program in one semester can participate in the admission procedure again in the following semesters. Applicants who are not admitted to a study program in one semester may participate in the admission procedure again without restriction.

#### **VIII. Competence, coming into force**

**§18.** The Rectorate of the Medical University of Innsbruck is responsible for the admission procedure.

**§ 19** This ordinance shall enter into force on the day of its publication in the Bulletin of the Innsbruck Medical University.

For the Rectorate:

ao. Univ.-Prof. Dr. med. univ. Wolfgang Prodingler, MME (Bern)  
Vice-Rector for Teaching and Study Matters