

Annex 3: Aptitude assessment process

¹The applicant's aptitude for studying in the master's programme *Biofabrication* at the University of Bayreuth is determined on the basis of the process under the terms of Article 90 para 1 sentence 2 BayHIG. ²The prerequisite for admission to the study programme is passing the aptitude assessment process. ³This is to be conducted in English and as follows:

1. Purpose of the Assessment

¹The aptitude assessment process evaluates who is qualified for master's studies based on the following:

1. educational background, especially achievements on which the initial degree is based, and
2. subject-related and methodological skills in the areas of biofabrication listed in Annex 1.

²The aim is to assess whether the applicant fulfils the necessary prerequisites to succeed in the highly demanding master's programme *Biofabrication*, and whether he or she is able to achieve an advanced understanding of the field of biofabrication in medicine and technology and to carry out independent academic work. ³Qualifying for the master's programme *Biofabrication* requires evidence of aptitude in accordance with the following the provisions.

2. Process for determining aptitude

2.1 ¹The aptitude assessment process is administered twice annually, each time for a start of studies in the summer semester or winter semester. ²The application for admission to the aptitude assessment process must be submitted online to the University of Bayreuth. ³The online application for admission must be received electronically by the University of Bayreuth by June 15 for the following winter semester and by November 30 for the summer semester (deadline). ⁴Documents according to No. 2.2.1 item a) can be submitted later for reasons beyond the applicant's control until September 15 (for the following winter semester) or March 15 (for the following summer semester) at the latest in order to obtain final admission to the master's programme *Biofabrication*.

2.2 The written application must include:

2.2.1. Proof of achievements from the first degree program mentioned in § 2 para. 1 no. 1

- a) evidence of a degree from a higher education institution or an equivalent degree (if final admission to the master's programme is requested) or

- b) evidence of the acquisition of 150 ECTS points or – in case of programmes not modularized according to the ECTS system – achievements equivalent in scope (in case conditional admission to the master's programme is requested),

2.2.2 ¹In addition, a *transcript of records* must be enclosed, stating the modules passed in relation to the master's programme *Biofabrication* (according to Annex 1) and the examinations assigned to them, including the ECTS points and examination grades awarded for them, as well as any credited assessment components, or, in the case of an application for admission to the master's programme subject to a condition precedent, a preliminary overview of examinations and coursework with the above information. ²In particular, the overview must make it clear that the applicant for the master's programme *Biofabrication* possesses the necessary competencies under the terms of § 2 para 1 No. 1 (in case final admission to the master's programme is requested) or under the terms of § 2 para 6 (in case conditional admission to the master's programme is requested).

2.2.3 The application is to include proof of a thorough knowledge of English in accordance with § 2 para 1 No. 2.

2.2.4 If applicable, a request for compensation for disadvantages in accordance with § 15 is to be included.

3. Selection Committee

¹The aptitude assessment process is to be conducted by a committee consisting of the programme moderator of the Master's programme *Biofabrication* and two additional persons who teach courses in this programme of study and are authorized to administer examinations. ²Members are to be appointed by the faculty council of the Faculty of Engineering Science for a period of three years; reappointment is permissible. ³The chairperson and the deputy chairperson shall be elected by the members of the commission by a simple majority. ⁴The commission constitutes a quorum if its members have been summoned with three days' notice and the majority of the members are present.

⁵Elections and other decisions (in particular in the procedure for approval) are decided by simple majority. ⁶In the event of a tie, the chairperson's vote is decisive. ⁷The committee may consult further persons principally employed as academic staff authorized to conduct examinations.

4. Admission to the aptitude assessment process, scope and content of the aptitude assessment process, determining the results, record sheet

- 4.1 ¹Submission of the documents listed in No. 2.2 on time and in full is a requirement for admission to the aptitude assessment process. ²Applicants who are not admitted are to be sent a notice of denial with a rationale and information concerning appealing the decision; No. 5 applies *mutatis mutandis*.
- 4.2 ¹The selection process consists of two steps. ²The first step is a preselection of the written applications for admission to the master's programme *Biofabrication* that were submitted on time; on the basis of the documents submitted, the following is to be verified:
1. whether admission of the applicant to the master's programme without any further examination is justified on the basis of a special qualification or
 2. whether on the basis of the suitability which cannot be conclusively assessed using the documents, a decision must be made on the basis of an additional examination, or whether
 3. admission is to be rejected because of insufficient suitability already apparent from the documents.
- 4.3 Those applicants who have a relevant first degree among the top 10% of the relevant cohort at the respective university, or the Massive Open Online Course (MOOC) "Biomaterials and Biofabrication: Design, Engineering and Innovation" at the University of Bayreuth with certificate completion are considered to be particularly qualified.
- 4.4 In these cases, aptitude is insufficient:
1. if in the initial degree (in the case of an applicant for final admission), which must be proved according to No. 2.2.1 letter a), not at least the grade sufficient (3.5) was achieved, or
 2. if at least 150 ECTS points (in the case of an applicant for conditional admission) of the assessment components to be proven according to No. 2.2.1 letter b) have not been achieved in the scope of at least 150 ECTS points (in the case of an applicant for conditional admission) at least a provisional grade average of 3.5 as evidenced by the examinations office of the respective university.

- 4.5 ¹Applicants whose suitability could not yet be conclusively assessed in accordance with No. 4.2 sentence 2 will be invited to a selection interview (second stage of the aptitude process). ²The date and time of the interview are to be announced in writing at least one week in advance. ³The duration of the interview is about 20 minutes. ⁴The interview should provide further information on the applicant's suitability and show whether he or she meets the requirements of the master's programme *Biofabrication* in terms of the criteria mentioned in No. 1. ⁴The interview should provide further information about the applicant's suitability and show whether he or she meets the requirements of the master's degree program in bio- fabrication as defined by the criteria mentioned in No. 1. ⁵For this purpose, the current status of the applicant's skills in the areas of biofabrication as provided for in Annex 1 shall be reviewed. ⁶This is intended to give the applicant the opportunity to demonstrate his or her current level of knowledge in these areas. ⁷The selection interview is conducted by two experts appointed by the aptitude committee with each individual applicant. ⁸The assessors' decisions are either "suitable" or "unsuitable." ⁹The aptitude assessment process is only passed if the decision of both assessors is "suitable". ¹⁰Minutes must be taken of the course of the respective selection interview, which must show the date and place of the determination, the names of the experts, the names of the applicant, the main contents of the interview, the assessment of the assessors, and the overall result. ¹¹The record sheet is to be signed by the assessors.

5. Determining the Results

- 5.1 The process of the aptitude assessment procedure must be documented; in particular, the decisions of the committee in accordance with these statutes and the overall result must be evident.
- 5.2 ¹The applicant shall be notified of the result of the aptitude process. ²A notice of rejection shall be issued with reasons and a legal remedy instruction, and shall be signed by the chairperson of the aptitude committee. ³In the context of the supervisory duty in accordance with Art. 30 Para. 3 Sentence 1 BayHIG, the University Governing Board shall check 10% of the rejections on a random basis; the corresponding number of procedures shall be submitted to the University Governing Board by the chairperson of the committee.
- 5.3 Admissions within the scope of the aptitude procedure for the International Master's Degree Program in Biofabrication (Biofabrication) are valid for all subsequent applications in this degree program, unless the content and objective of the degree program have changed so significantly that the aptitude for this degree program can no longer be proven on the basis of the aptitude procedures carried out at an earlier point in time.

6. Repeating the Aptitude Assessment Process and Conditional Enrolment

- 6.1 Applicants who did not provide evidence of aptitude for the master's programme *Biofabrication* can register for the aptitude assessment process one more time.
- 6.2 Applicants who are not yet able to submit a bachelor's certificate or a degree certificate recognized as equivalent and who have not passed the aptitude assessment process may be enrolled for two semesters if it is possible for them to submit the relevant degree certificate by the end of the second semester and to fulfil the requirements given in No. 4.3.