

## **Guidelines for Implementing the "Kenntnisstandprüfung" by HBIGS**

### *Contents and Procedure of the "Kenntnisstandprüfung"*

The "Kenntnisstandprüfung" consists of two parts:

1. an oral examination and
2. a written subject test

#### **1. Oral Examination**

The oral examination comprises a short oral presentation (5-7 minutes) on a scientific subject on the examinee's choice followed by a question-and-answer session (approx. 20 minutes). The oral examination will be conducted by an examination board, which is made up of at least three lecturers who are authorized to conduct examinations. The members of the examination board are not permitted to be directly related to the examinee. The main supervisor is allowed to attend the examination but not the evaluation session by the examination board as a silent witness.

#### **2. Written Subject Test**

The written subject test is similar to the Graduate Record Examination (GRE) Subject Test. The test is made up of four modules; each module consists of 20 questions. 120 minutes are allotted for the test, at most. The examinees select four modules from the following module catalogues. At least two subjects must be chosen from Module Catalogue 1. The examinees must inform the HBIGS Office about their choice in written form two weeks prior to the appointed day of the "Kenntnisstandprüfung" at the latest. A modification of the choice is not any longer feasible thereafter.

#### **Module Catalogue 1: Biology & Pharmacy**

- Biochemistry (BC)
- Cellular Biology (CB)
- Molecular Biology (MB)
- Neurosciences (NS)
- General Biology (GB)
- Ecology & Evolution (EE)
- Organismal Biology (OB)
- Physiology (PHY)
- Pharmaceutical Technology & Biopharmaceutics (PTB)
- Pharmaceutical & Medicinal Chemistry (PMC)
- Pharmacology (PHM)

#### **Module Catalogue 2: Additional Subjects**

- Chemistry (CH)
- Computational Neurosciences (CN)
- Computer Science (CS)
- Physics / Biophysics (PH)
- Mathematics (MATH)
- Psychology (PSY)

According to prior agreement with the Doctoral Candidate Admission Board and HBIGS, the module catalogue can be broadened by additional modules.

### *Assessment of Academic Records*

The examination board assesses the performance of the examinee during the oral examination on a zero to 15 scale (zero points=worst rating; 15 points= best rating). The examination will be recorded.

The written test will be reviewed on a zero to 15 scale according to a given valuation code. Both parts of the examination will be equally benchmarked. The "Kenntnisstandprüfung" is to be classified as passed if the examinee has scored at least 13 (in words: thirteen) points in total from the oral examination and the written subject test.

### *Retry of the "Kenntnisstandprüfung"*

In case of failing the examination, the examinee can retry the examination one more time within a period of time of three months after having taken the first examination. The examinee adjusts the appointed day for the examination with HBIGS. In case of non-maintaining the deadline, the examinee forfeits the entitlements of examination, unless he/she failed to comply with the time limit without any fault on his/her own.

### *Documentation of the examination records*

HBIGS certifies in written form whether the examinee has passed or failed the "Kenntnisstandprüfung". Every written documents of the examination (evaluation of the examiners, records of the examination, subject test, copy of having passed/failed the examination) will be archived for at least 10 years.