

Regulation on the access and the admission of the further education Master's Study Program
Technical Management of the engineering division at the University of Applied Sciences Emden/Leer

On June 28, 2016 the senate of the University of Applied Sciences Emden/Leer decided on the following regulation according to §18 para. 8 NHG and § 7 NHZG, approved by the ministry of sciences and culture on July 27, 2016.

This is an unofficial translation, legal rights fall to the German version of the Regulation on the access and admission of the further education Master's Study Program Technical Management.

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§1 Area of Application

- (1) ¹This regulation settles access and admission to the further education Master's Study Program in Technical Management
- (2) ¹The entrance requirements conform to § 2.
- (3) ¹ In case more there are more applicants who meet the entrance requirements than there are study places available, university places are assigned to applicants according to the results of the university-designed admission preselection procedure (§4). ² In case there are fewer applicants meeting the admission requirements than there are study places available, no selection procedure will take place.
- (4) ¹The number of admissions refers to the current version of the regulations on access and admission (ZZVO). ² If the minimum number is not reached, the executive board of the university decides that no courses will take place during the semester.

§2 Admission Requirements

- (1) ¹Requirements for admission to the further education Master's Study Program in Technical Management is, that every applicant:
 - a)
 - aa) has obtained a Bachelor's degree at either a German University of Applied Sciences belonging to one of the Bologna Signatory States, or an equivalent degree in a scientific-engineering or engineering-natural-science study program; or
 - bb) has obtained an equivalent degree at a foreign University of Applied Sciences in a technically appropriate study program(the equivalence is set according to the requirements of the assessment proposals of the Corporate Centre for Foreign Education at the permanent registry of the Conference of German Culture Ministers (anabin.kmk.org));
 - b) Has completed a subsequent minimum one-year full-time specific field-related occupation or the part-time equivalent;
 - c) Verifies English language abilities according to para. 4.

² The decision on whether a study program is technically appropriate and whether the occupation applies as technically appropriate, is made by the selection committee (§5). ³ A positive appraisal can require a student to make up for missing modules within the subsequent two semesters. ⁴ If these requirements are not met, students cannot continue the study program.

- (2) ¹The Bachelor's or Diploma degrees, according to para.1, presume a regular study period of a minimum of 210 credit points.
- (3) Applicants having earned fewer than 210 credit points (generally 180 credit points) up to their Bachelor 's degree, according to §2 para. 1, must attend an additional study, for extra fees, to earn missing competences. ² Missing credit points are earned

through the additional study; the master's degree encompasses a total of 300 credit points. ³ The modules of the additional study are defined by the selection committee according to the competences already earned.

- (4) ¹Acceptable proof of English language knowledge should be provided in the form of a Language Certificate. ²These minimum standards apply:

Language Certificate / Test	Minimum Score / Result	Test procedure / Type of examination / Feature
TOEFL	560	written
	220	Computer-based
	83	Internet-based
IELTS	6.0	
CET-6	6.0	Applications of the People's Republic of China
TOEIC	800	

³These equivalent tests are acknowledged but not accepted as verification: Certificate of Proficiency in English (CPE); Certificate in Advanced English (CAE); or Business English Certificate (BEC Higher). ⁴ Certificates which are recognized in the information system for foreign educational degrees (anabin), are acknowledged. ⁵ Native English speaking applicants are not required to hand in proof of language proficiency. ⁶ Applicants proving a minimum study of one year at an English- speaking University of Applied Sciences are not required to hand in a language certificate; the selective committee forgoes proof of language proficiency and accepts similar evidence. ⁷ On demand by the selection committee, the certificate of sufficient English language knowledge referring to the aforementioned standard can be verified in oral form by a lecturer who is a member of the selection committee according to § 5.

§3 Start of Studies and Application Deadline

- (1) ¹Students may begin their studies in the further education Master's Study Course in Technical Management in either the summer or winter semester. ² The University of Applied Sciences offers detailed information on the application process well ahead of the deadline. ³ According to para. 2, applications (in written or electronic form), including all required application documents, must be in the in-box of the University of Applied Sciences by (no later than) the predetermined application deadline.

⁴ Applications for admission outlining the treatment of the study placement procedure and the fixed admission numbers for the summer semester must reach the University of Applied Sciences by (no later than) March 1 for the summer semester and by (no later than) September 20 for the winter semester. ⁵ According to sentence 4, the application applies only to the assignment of study places by (no later than) the

relevant application due date. The University of Applied Sciences is not officially obligated to verify the data of the applicants.

(2) ¹ Referring to para. 1 sentence 4, when the application contains certified credentials and verifications, the following documents must be attached:

- a. The diploma of the Bachelor- or other degree;
- b. A complete résumé or curriculum vitae;
- c. Certification for a related occupation according to § 2 (1);
- d. A certificate of English proficiency according to §2 (4);
- e. As well as proof of German language knowledge according to §4 (5), if appropriate.

² In case the documents are not submitted in languages other than German or English, additional translations in German or English must be attached.

(3) ¹ Incomplete applications, applications which were not submitted in the correct form or on time, are excluded from the application procedure. ²The submitted documents will not be returned and remain at the University of Applied Sciences.

§ 4 Application Procedure

(1) ¹ The pre-selection is made as follows:

² points are assigned to the applicants for the final grade according to § 4 (3); and further criteria referring to § 4 (4; 5). ³ The points determined form a ranking list. ⁴ In case of a ranking equivalence amongst applicants, the ranking order of the list is chosen by lot.

(2) ¹ The following criteria create the ranking list:

- The final degree of the final examination according to § 2 (1);
- The duration of the related practical experience;
- The extent of proficiency in German.

(3) ¹The final examination results in the following points:

Final degree	Possible points
1,00 – 1,50	10
1,51 – 2,50	7
2,51 – 3,00	5
>3,00	0

(4) ¹ The following points are awarded for the related practical experience:

Duration of the Occupation	Possible Points
≥ 12 ... < 18 months	1
≥ 18 ... < 24 months	1,5
≥ 24 months	2

² Part-time and less than part-time work experience will be assessed against its full-time equivalence. Work experience of more than part-time will be considered equal to full-time.

- (5) ¹ The certification of German proficiency occurs by handing in a language diploma. ² Acknowledged verification are certificates of the Goethe Institute; the German Language Diploma of the Committee of German Ministers of Culture; the German Language Examination for University Admission or the Test-DaF. ³ This list is not exhaustive. ⁴ Language certificates which are listed in the information system of the recognition of foreign educational degrees (anabin), are acknowledged too. ⁵ Depending on the extent of the certified language knowledge, additional assessment points are assigned.

Faculty of speech (Reference: Language certificate of Goethe Institution)	Possible points
Elementary (\geq A1)	0,5
Self-reliant (\geq B1)	1,0
Professional (\geq C1)	1,5

⁶ Native German speaking applicants must not submit a proof of language proficiency.

⁷ Applicants proofing a minimum study of one year at a German speaking University of Applied Sciences, are not obligated to hand in a language certificate, in case the selection committee is able to forgo the proof of language proficiency and accepts a similar evidence. ⁸ The certificate of sufficient German language knowledge referring to the above mentioned standard is able to be proven on demand of the selection committee in oral form by a lecturer belonging to the selection committee according to § 5.

- (6) In addition, the prevailing regulations following the matriculation regulation of the University of Applied Sciences will remain unaffected.

§ 5 Selection Committee for the Further Education Master's Study Program in Technical Management

- (1) ¹ For the preparation of the selection decision, the engineering division forms a selection committee.
- (2) ¹ The selection committee includes three voting members from the academic staff or employer group (² at least one member must belong to the professors group); and one additional member from the students group, a non-voting member, who acts as a consultant. ³ Members are selected by the faculty council of the engineering division. ⁴ Each member serves for two years; the term of the student member is one year; re-appointment is possible. ⁵ A quorum is reached when a minimum of 2 voting members are present.
- (3) Tasks of the selection committee are as follows:
- To determine technical eligibility according to § 2 (1);
 - To evaluate the related practical experience according to § 2 (1);
 - To decide on the admission or denial of applicants;
 - To draw lots according to § 4 (1).

- (4) ¹ After completion of the award procedure, the selection committee reports to the faculty council of the engineering division about the collected experiences and offers, where appropriate, suggestions for the development of the award procedure.

§ 6 Notification of Admission, Clearing Procedure, Closure of the Procedure

- (1) ¹ Applicants who are likely to be enrolled receive a letter of acceptance from the University of Applied Sciences. ² In this case, a deadline is set by which the applicants must verify their acceptance of a study place either electronically or in writing. ³ The notification must be submitted electronically or in writing, by the deadline. If these conditions are not met, the letter of acceptance is legally void; ⁴ legal conditions must be indicated in the letter of acceptance.
- (2) ¹ Applicants denied admission will receive a notice of rejection. ² If the decision for rejection is based on § 4, the notice of rejection states the individual's rank reached and the ranking place of the last admitted applicant. ³ Legal conditions must be indicated in the notice of rejection.
- (3) ¹ The clearing procedure is carried out according to the ranking list referred to § 4 (1).
- (4) ¹ The admission procedure ends two weeks after lectures officially begin. ² Remaining study places will be assigned by lot without a formal request. ³ The application period for this procedure begins two weeks before the official start of lectures and ends with the closing of the lottery procedure.

§ 7 Admission for Graduate School Programme

- (1) Remaining study places in a advanced programme with admission requirements are assigned to applicants according to the following order of importance:
- a. People for whom a rejection would cause hardship or;
 - b. People who are currently in a similar or equivalent study programme --
 - aa. Who are currently attending or who have attended another German University of Applied Sciences, or a University of the Member States of the European Union, or another contracting state of the European Economic Area;
 - bb. Who are currently enrolled or who have been enrolled at an equivalent foreign University of Applied Sciences, and who are German citizens or who have obtained German citizenship;
 - c. Or provide other serious and compelling reasons.
- (2) ¹ Within each of the three groups described in para. 1 above, the decision regarding admission is made referring to the results of the Bachelor exam or its equivalent. In case of similar results, regional, social, familial and economic factors will be considered. Other cases will be drawn by lot.

§ 8 Effective Date

¹This regulation comes into effect following its official publication within the University of Applied Sciences.