Regulations on Access and Admission  
to the Bachelor Course  
in Nautical Science and Maritime Traffic at  
the University of Applied Sciences Emden/Leer

On 29 June 2021, the senate of the University of Applied Sciences Emden/Leer has decreed the following regulations according to Section 18 Paragraph 6 and Section 41 of the Lower Saxony Higher Education Act (NHG) in conjunction with Section 51 Paragraph 3 of the NHG. The approval of the Ministry of Science and Culture was obtained on 17 August 2021

**Overview of contents**

[Section 1 Scope 1](#_TOC_250003)

[Section 2 Admission requirements and documentation 1](#_TOC_250002)

Section 3 Beginning of study 2

[Section 4 Selection procedure 2](#_TOC_250001)

[Section 5 Taking effect 3](#_TOC_250000)

# Section 1 Scope

1. These regulations govern access and admission to the Bachelor course in Nautical Science and Maritime Traffic.
2. The admission requirements are set out in Section 2.
3. If the number of applicants fulfilling the admission requirements exceeds the number of available places, the study places will be allocated according to the outcome of a university-specific selection procedure (Section 4). If the number of applicants fulfilling the admission requirements does not exceed the number of available places, no selection procedure will take place.

# Section 2 Admission requirements and documentation

1. The admission requirements are fulfilled by those who, in addition to the generally applicable admission requirements according to Section 18 of the Lower Saxony Higher Education Act of (NHG), meet the special requirements laid out in the following paragraphs.
2. For admission to the Bachelor course in Nautical Science and Maritime Traffic, a valid certificate of fitness for maritime service according to the STCW Convention and the Maritime Labour Convention shall be submitted for documentation of fitness for later work in the professional field.
3. All applicants must submit documentation of proficiency in the English language corresponding to level B2 of the Common European Framework of Reference for Languages. The language-related admission requirement according to clause 1 is documented by:
   * school certificates stating that:
     + the foreign language was taken for at least three years until a university entrance qualification was obtained, and
     + a satisfactory or better grade was awarded for the foreign language; or
   * a secondary education institution at which the English language is the primary language of teaching was attended for at least two years, and a satisfactory or better grade was awarded for the qualification obtained at this education institution.
4. All applicants who do not hold a German university entrance qualification must provide documentation of sufficient proficiency in the German language when starting a German-language study course. One of the following certificates serves as documentation of meeting the language requirement (comparable certificates will be subject to case-by-case assessment): Proficiency in the German language corresponding to

* German language examination for university entrance, level 2 (DSH 2), or
* Test of German as a foreign language, level 4 in all four areas (TestDaf)

**Section 3 Beginning of study and language**

The German-language study course starts every winter semester and the English-language study course starts every summer semester.

# Section 4 Selection procedure

1. In addition to the mandatory documents according to Section 2, the following documentation of special aptitude can be submitted to improve the ranking in the selection procedure:
2. Documentation of special aptitude can be:
3. Documentation of professional training in a relevant field. The following is considered professional training in a relevant field:
   * Professional training as a ship mechanic
   * Professional training as an assistant nautical officer
   * Times served aboard a German Navy vessel recognised by the Federal Maritime and Hydrographic Agency (BSH)
   * Professional training as a ship operations assistant
   * Boatman on inland waters
   * Port logistics specialist
   * Internship aboard a merchant vessel within the framework of the programme by the German Shipowners’ Association

The decision on recognition of other types of professional training lies with the faculty council.

1. Documentation of successful participation in an assessment procedure of a shipping company taking on trainees. The submission of an already concluded practical semester contract serves as documentation of successful participation in an assessment procedure.
2. The selection procedure is organised by a body selected by the faculty council and headed by the academic dean.

The selection is made based on a list, with max. 91 points being awarded:

1. Grade of university entrance qualification: max. 51 points (if grade is 1.0)

|  |  |
| --- | --- |
| Grade | Points |
| >3.5 to 4.0 | 5 |
| >3.0 to 3.5 | 20 |
| >2.5 to 3.0 | 35 |
| >2.0 to 2.5 | 45 |
| 1.0 to 2.0 | 51 |

1. Professional training according to section 4: max. 40 points

|  |  |
| --- | --- |
| Training | Points |
| Ship mechanic | 40 |
| Assistant nautical officer | 40 |
| Time served aboard a German Navy vessel recognised by the Federal Maritime and Hydrographic Agency | 40 |
| Ship operations assistant | 40 |
| Assessment by shipping company taking on trainees | 40 |
| Boatman on inland waters | 30 |
| Port logistics specialist | 30 |
| Internship aboard a merchant vessel within the framework of the programme by the German Shipowners’ Association | 20 |

# Section 5 Taking effect

These regulations shall take effect after the approval by the Ministry of Science and Culture on the day that they are published in the Announcements of the University of Applied Sciences Emden/Leer.