

The German version of these regulations is binding. No responsibility can be accepted for this English translation.

Admission regulations for the consecutive master's degree program in Technology of Circular Economy

On March 19, 2024, the Senate of the University of Applied Sciences Emden/Leer adopted the following regulations in accordance with § 18 (1) 8 NHG and § 7 NHZG, approved by the Executive Committee of the University of Applied Sciences Emden/Leer on March 20, 2024, approved by the Ministry of Science and Culture on April 18, 2024, published in the Official Gazette No. 137/2024 of April 19, 2024.

§ 1 Scope

- (1) These regulations govern admission to the Master's program in Technology of Circular Economy.
- (2) The admission requirements are set out in § 2.
- (3) If more applicants meet the admission requirements than there are places available, the study places will be allocated according to the results of the university's own selection process (§ 4). If fewer applicants meet the admission requirements than there are places available, no selection process will take place.

§ 2 Admission requirements

(1) Admission to the consecutive Master's program in Technology of Circular Economy requires that applicants have obtained a Bachelor's degree from the University of Applied Sciences Emden/Leer in one of the following programs:

- Biotechnology ("Biotechnologie")
- Biotechnology Cooperative Education Program ("Biotechnologie im Praxisverbund")
- Chemical Engineering/Environmental Engineering ("Chemietechnik/Umwelttechnik")
- Chemical Engineering/Environmental Engineering Cooperative Education Program ("Chemietechnik/Umwelttechnik im Praxisverbund")
- Sustainable Process Technology ("Nachhaltige Prozesstechnologie")
- Sustainable Process Technology Cooperative Education Program ("Nachhaltige Prozesstechnologie im Praxisverbund")
- Sustainable Energy Systems
- Renewable Energies and Energy Efficiency ("Erneuerbare Energien und Energieeffizienz")

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Applicants may also be admitted if they

- have obtained a bachelor's degree or equivalent qualification

in a relevant subject at a German university or at a university belonging to one of the Bologna signatory states, or

- have obtained an equivalent degree in a subject-related previous course of study at another foreign university; equivalence is determined in accordance with the assessment proposals of the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs (<http://anabin.kmk.org>).

The selection committee decides whether the previous degree program is academically suitable (§ 5); the decision may be subject to a condition that any missing modules must be completed within two semesters.

(2) Notwithstanding paragraph 1, applicants whose bachelor's degree or equivalent qualification is not yet available at the time of application are provisionally eligible for admission if they have earned at least 150 credit points in the case of a degree program with a total of 180 credit points, or at least 180 credit points in the case of a degree program with a total of 210, and it is expected that the bachelor's degree or an equivalent degree will be obtained by the end of the first semester of the master's program at the latest. An average grade shall be determined from the previous examination results, which shall be taken into account in the selection procedure pursuant to § 4, regardless of whether the result of the bachelor's examination deviates from this.

(3) Applicants who are not native speakers of English and who have not completed an English-language degree program at a university must also have sufficient knowledge of English corresponding to level B2. Language proficiency at level B2 is demonstrated by fulfilling one of the following criteria:

- School certificates proving that English has been studied for at least 5 years up to the qualification required for admission to higher education. The final grade or average grade for the last two years must be at least a German grade of 4 (sufficient) or 5 points, or, in the case of foreign certificates, correspond to a German grade of 4 or 5 points, or

- a successfully completed test for level B2 of the Common European Framework of Reference for Languages (CEFR).

The selection committee will decide on other language certificates. Proof of sufficient English language skills in accordance with level B2 may, at the discretion of the selection committee, also be provided by means of an oral examination with a university lecturer who is a member of the selection committee in accordance with § 5.

§ 3

Start of studies and application deadline

(1) The Master's program in Technology of Circular Economy begins in both the summer and winter semesters. The university provides accurate information about the start date and application deadline in a timely manner and makes it generally available. The application must be submitted with the application documents required in accordance with paragraph 2 by the application deadline specified by the university in the designated application portal.

Applications for admission which are not submitted in accordance with the study place allocation procedure and the specified admission numbers must be received by the university by March 1 for the summer semester and by September 20 for the winter semester.

The application or request referred to in sentence 4 shall only apply to the allocation of study places for the relevant application date. The university is not obliged to verify the information provided by applicants ex officio.

(2) The application or request referred to in paragraph 1, sentence 4 must be accompanied by the following documents in certified German or English translations if the originals are not in English or German:

- a) the final certificate of the bachelor's degree program or, if this is not yet available, a certificate of the credits earned, the credit points, and the average grade,
- b) curriculum vitae,
- c) evidence in accordance with § 2 (3)
- d) if applicable, evidence of professional and research activities in accordance with § 4 (2)

(3) Applications that are incomplete or not submitted in the correct form or by the deadline will be excluded from further consideration. The submitted documents will remain at the university.

§ 4

Admission process

(1) The selection decision shall be made as follows: points shall be awarded to applicants for their final grade or average grade in accordance with § 3 (2) (a) and other criteria to be taken into account. A ranking list shall be drawn up based on the points thus awarded. In the event of a tie, the decision shall be made by lottery.

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2) The following point system based on the final/average grade applies to the awarding of points in accordance with paragraph 2:

Final grade/average grade
1.0 = 90 points
2.0 = 60 points
3.0 = 30 points
4.0 = 0 points

The final/average grade is calculated using the following formula:

$$\text{Score achieved} = 90 \cdot (4 - \text{grade}) / 3$$

Points are also awarded for professional experience, experience abroad, and participation in research projects:

Professional experience, experience abroad, and participation in research projects
Relevant professional experience or relevant participation in a suitable research project lasting at least 18 months on a full-time basis (part-time work is taken into account according to the part-time/full-time ratio): 10 points
Experience abroad lasting at least 6 months (professional) or at least 1 semester (during previous studies): 5 points
If several criteria in the area of "professional experience, participation in research projects, and experience abroad" apply at the same time, points will only be awarded once, namely in the criterion that leads to the highest number of points.

(3) The selection committee (§ 5) shall make the selection decision.

(4) In all other respects, the provisions of the university's enrollment regulations that apply generally to enrollment remain unaffected. The enrollment of applicants who, according to § 2 (1) sentence 2, still have to make up missing modules shall expire if the necessary evidence is not provided by the end of the second semester of the master's program and the applicant is responsible for this. The same applies if, pursuant to § 2 (2), the successful completion of a bachelor's degree or an equivalent degree is not proven by April 1 of the year following enrollment (for enrollment in the winter semester) or October 1 of the year of enrollment (for enrollment in the summer semester) and the applicant is responsible for this.

§ 5

Selection committee for the Master's program in Technology of Circular Economy

- (1) The Faculty of Technology shall form a selection committee to make the selection decision.
- (2) The selection committee shall consist of at least three voting members, who must belong to the university teaching staff or staff group, and one member of the student group with an advisory vote. At least one member must belong to the university teaching staff group. The members are appointed by the Faculty Council of the Faculty of Technology. The term of office for members is two years, and one year for the student member; reappointment is possible. The selection committee has a quorum if at least two voting members are present.
- (3) The tasks of the selection committee are:
 - a) Checking incoming applications for admission for formal correctness,
 - b) Checking admission requirements,
 - c) Deciding whether to admit or reject applicants.
- (4) After completion of the allocation procedure, the selection committee shall report to the Faculty Council of the Faculty of Technology on the experience gained and, if necessary, submit proposals for the further development of the allocation procedure.

§ 6

Notification, succession procedure, end of admission procedure

- (1) Applicants who are eligible for admission will receive a written letter of admission from the university. This letter will specify a deadline by which the applicant must declare in writing or electronically whether he or she accepts the study place at the university. If this declaration is not received by the deadline and in the required form, the letter of admission will become invalid. This legal consequence must be indicated in the letter of admission.
- (2) Applicants who cannot be admitted shall receive a written rejection letter stating their ranking and the ranking of the last applicant admitted. The rejection letter shall include information on the right of appeal.
- (3) The succession procedure shall be carried out on the basis of the ranking list pursuant to § 4 (1) sentence 2.

(4) The admission procedures shall be completed no later than two weeks after the start of lectures. Any study places still available after this date shall be allocated by lottery upon informal application. The application period for this shall begin two weeks before the start of lectures and end when the procedure is completed.

§ 7

Admission for higher semesters

(1) The available study places in a higher semester with restricted admission shall be allocated to applicants in the following order:

- a) for whom a refusal of admission for reasons relating to their person would constitute a particular hardship,
- b) who are enrolled in the same or a comparable degree program
 - ba) are or were enrolled at another German university or a university in another member state of the European Union or another signatory state to the Agreement on the European Economic Area,
 - bb) are or were enrolled at a foreign university as a German citizen or as a person who is treated as equivalent to a German citizen for admission purposes,
 - bc) have been admitted for the first semester and can be placed in a higher semester, or
- c) assert other reasons.

(2) Within each of the three groups of cases referred to in paragraph 1, admission shall be decided on the basis of the results of the bachelor's examination or an examination equivalent to the bachelor's examination; in the event of equal results, the decision shall be based on social, in particular family and economic reasons relevant to the choice of location, and in cases where the results are still equal, the decision shall ultimately be made by lottery.

§ 8

Entry into force

These regulations shall enter into force on the day after its public announcement at the university.