

**Regulation on the access and the admission  
of the further education Master's Study Program "Business Intelligence and Data  
Analytics"  
of the faculty Technology at the University of Applied Sciences Emden/Leer**

On June 29<sup>th</sup>, 2021, the Senate of the University of Applied Sciences Emden/Leer adopted the following regulations in accordance with Section 18 (8) NHG and Section 7 NHZG, approved by the Ministry of Science and Culture on August 23<sup>rd</sup>, 2021.

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 Business Intelligence and Data Analytics.

**Table of Content:**

§1 Area of Application.....	2
§2 Admission Requirements .....	2
§3 Start of Studies and Application Deadline .....	4
§ 4 Application Procedure.....	4
§ 5 Selection Committee for the Further Education Master's Study Program in Business Intelligence and Data Analytics.....	6
§ 6 Notification of Admission, Clearing Procedure, Closure of the Procedure .....	6
§ 7 Admission for Graduate School Programme.....	7
§ 8 Effective Date .....	7

### **§1 Area of Application**

- (1) <sup>1</sup>This regulation settles access and admission to the further education Master's Study Program in Business Intelligence and Data Analytics
- (2) <sup>1</sup>The entrance requirements conform to § 2.
- (3) <sup>1</sup>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). <sup>2</sup>In case there are fewer applicants meeting the admission requirements than there are study places available, no selection procedure will take place.
- (4) <sup>1</sup>The number of admissions refers to the current version of the regulations on access and admission (ZZVO). <sup>2</sup> 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) <sup>1</sup>The prerequisite for admission to the further education master's degree program "Business Intelligence and Data Analytics" is that the applicant has:
  - 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 an engineering or technical-scientific 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.

<sup>2</sup>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). <sup>3</sup> A positive appraisal can require a student to make up for missing modules within the subsequent two semesters. <sup>4</sup>If the requirement is not met on time; the student will be de-registered.

- (2) <sup>1</sup>The qualified bachelor's or diploma degree according to paragraph 1 requires a standard duration of study of at least 210 credit points.
- (3) <sup>1</sup>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. <sup>2</sup> Missing credit points are earned through the additional study; the master's degree encompasses a total of 300 credit points.  
<sup>3</sup> The modules of the supplementary study are defined by the selection committee according to the competences already earned.
- (4) <sup>1</sup>Acceptable proof of English language knowledge should be provided in the form of a Language Certificate. <sup>2</sup>The minimum requirements are:

Language Certificate / Test	Minimum Score / Result	Test procedure / 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	

<sup>3</sup>The following 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). <sup>4</sup>Language certificates which are recognized in the information system for foreign educational degrees (anabin), are acknowledged. <sup>5</sup> Native English-speaking applicants are not required to hand in proof of language proficiency. <sup>6</sup> 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. <sup>7</sup> 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) <sup>1</sup>Students may begin their studies in the further education Master's Study Course in "Business Intelligence and Data Analytics" either in the summer or winter semester. <sup>2</sup>The University of Applied Sciences offers detailed information on the application process well ahead of the deadline. <sup>3</sup>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. <sup>4</sup>Applications for admission outside the procedure for the allocation of study places and the fixed admission numbers must be received by the university by March 1<sup>st</sup> for the summer semester and by September 20<sup>th</sup> for the winter semester. <sup>5</sup>The application or the request according to sentence 4 shall only apply to the allocation of study places for the relevant application deadline. The University of Applied Sciences is not officially obligated to verify the data of the applicants.
- (2) <sup>1</sup>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.
- <sup>2</sup>In case the documents are not submitted in languages other than German or English, additional translations in German or English must be attached.
- (3) <sup>1</sup>Incomplete applications, applications which were not submitted in the correct form or on time, are excluded from the application procedure. <sup>2</sup>The submitted documents will not be returned and remain at the University of Applied Sciences.

### **§ 4 Application Procedure**

- (1) <sup>1</sup>The pre-selection is made as follows:  
<sup>2</sup>Points are assigned to the applicants for the final grade according to § 4 (3); and further criteria referring to § 4 (4, 5). <sup>3</sup>The points determined form a ranking list. <sup>4</sup>In case of a ranking equivalence amongst applicants, the ranking order of the list is chosen by lot.
- (2) <sup>1</sup>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 language proficiency in German

(3) <sup>1</sup>The final examination results in the following points:

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

(4) <sup>1</sup>The following points are awarded for the related practical experience:

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

<sup>2</sup>Part-time and less than part-time work experience will be assessed against its fulltime equivalence. <sup>3</sup>Part-time proportions of more than half shall be treated as equivalent to full-time employment.

(5) <sup>1</sup>The certification of German language proficiency occurs by handing in a language diploma. <sup>2</sup>Acknowledged verifications 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. <sup>3</sup>This list is not conclusive. <sup>4</sup>Language certificates which are listed in the information system of the recognition of foreign educational degrees (anabin), are acknowledged too. <sup>5</sup>Depending on the extent of the certified language knowledge, additional assessment points are assigned.

<u>Language ability</u>	<u>Possible points</u>
(Reference: Language certificate of Goethe Institution)	
Elementary (≥ A1)	0,5
Self-reliant (≥ B1)	1,0
Professional (≥ C1)	1,5

<sup>6</sup>For applicants with German as their native language, 1.5 points are generally awarded.

<sup>7</sup>Native German speaking applicants must not submit a proof of language proficiency.

<sup>8</sup>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. <sup>9</sup>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 Business Intelligence and Data Analytics**

- (1) <sup>1</sup> For the preparation of the selection decision, the faculty of Technology forms a selection committee.

(2) <sup>1</sup>The selection committee consists of three voting members, who must belong to the university faculty or staff group, and one member of the student group in an advisory capacity. <sup>2</sup>At least one member must belong to the university faculty group. <sup>3</sup>The members shall be appointed by the Faculty Council of the Faculty of Technology. <sup>4</sup>The term of office of the members is two years, that of the student member one year; reappointment is possible. <sup>5</sup>The selection committee has a quorum if at least two voting members are present.

- (3) <sup>1</sup>Tasks of the selection committee are as follows:

- a) To determine technical eligibility according to § 2 (1);
- b) To evaluate the related practical experience according to § 2 (1);
- c) To decide on the admission or denial of applicants;
- d) To draw lots according to § 4 (1),
- e) Assessment of German language skills

(4) <sup>1</sup>After completion of the award procedure, the selection committee reports to the faculty council of the Faculty of Technology 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) <sup>1</sup>Applicants who are likely to be enrolled receive a letter of acceptance from the University of Applied Sciences. <sup>2</sup> In this case, a deadline is set by which the applicants must verify their acceptance of a study place either electronically or in writing. <sup>3</sup>If this declaration is not submitted in due time or in due form, the notice of admission becomes invalid. <sup>4</sup>This legal consequence must be pointed out in the admission notice.

(2) <sup>1</sup>Applicants denied admission will receive a notice of rejection. <sup>2</sup> 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. <sup>3</sup>The notice of rejection must be accompanied with instructions on how to appeal.

(3) <sup>1</sup>The clearing procedure is carried out according to the ranking list referred to § 4 (1).

(4) <sup>1</sup>The admission procedures are completed no later than two weeks after the start of lectures. <sup>2</sup>Remaining study places will be assigned by lot without a formal request. <sup>3</sup>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 Program**

(1) Remaining study places in an advanced program 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 program
  - 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) <sup>1</sup>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**

<sup>1</sup>These regulations come into force on the day after its publication at the university.