This is an unofficial translation. Only the German version is legally binding.

Regulations on Access and Admission for the Consecutive Master's Degree Program "Industrial Informatics" at the Faculty of Engineering at the University of Applied Sciences Emden/Leer

On 25.06.2024 the Senate of Emden/Leer University of Applied Sciences adopted the following regulations in accordance with § 18 para. 8 NHG and § 7 NHZG, approved by the Presidium of Emden/Leer University of Applied Sciences on 26.06.2024, approved by the Ministry of Science and Culture on 10.07.2024 and published by promulgation sheet no. 141/2024 of 11.07.2024:

§ 1
Scope of application

(1) These regulations govern access to and admission to the consecutive Master's degree program "Industrial Informatics".

(2) The admission requirements shall be based on § 2.

(3) If more applicants meet the admission requirements than there are places available, the study places will be allocated according to the result of a university's own selection procedure (§ 4). If there are no more applicants who meet the admission requirements than there are places available, a selection procedure will not take place.

§ 2
Entry requirements

(1) Prerequisite for admission to the consecutive Master's degree program in Industrial Informatics is that the applicant has completed a degree

a) either at the Emden/Leer University of Applied Sciences

   in the Bachelor's degree program in Electrical Engineering
   or in the Bachelor's degree program in Electrical Engineering (“Praxisverbund”)
   or in the Bachelor's degree program in Computer Science
   or in the Bachelor's degree program in Computer Science (“Praxisverbund”)
   or in the Bachelor's degree program Sustainable Energy Systems
   or in the Bachelor's degree program in Mechanical Engineering and Design
   or in the Bachelor's degree program in Mechanical Engineering and Design (“Praxisverbund”),

b) or at another German university or at a university that belongs to one of the Bologna signatory states, has a bachelor's degree or an equivalent degree in a subject-specific previous studies,

c) or has obtained an equivalent degree in a subject-related previous course of study at another foreign university. Equivalence is determined in accordance with the evaluation 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 decision as to whether the previous course of study is suitable for the subject is made by the selection committee (§ 5). The determination can be provided with the ancillary provision to make up for missing modules within two semesters.

(2) Notwithstanding subsection (1), applicants whose Bachelor's degree or an equivalent degree has not yet been obtained at the time of application shall be provisionally entitled to admission if at least 150 credit points have been earned in the case of a degree programme with a credit score of 180 or at least 180 credit points in the case of a degree programme with a total credit point of 210 and it is to be expected that the Bachelor's degree or an equivalent degree will be obtained by the at the end of the first semester of the Master's programme. An average grade must be determined from the previous examination performances, which will be taken into account in the selection procedure according to § 4, regardless of whether the result of the Bachelor's examination deviates from this.

(3) Applicants must also have sufficient knowledge of the English language. A successfully completed test for level B2 in accordance with the Common European Framework of Reference for Languages (CEFR) serves as proof of the language requirement.

(4) The selection committee shall decide on other language certificates. At the discretion of the selection committee, proof of sufficient English language skills in accordance with level B2 may also be provided by an oral examination with a university lecturer who is a member of the selection committee pursuant to § 5.

§ 3
Start of studies and application deadline

(1) The Master's degree program in Industrial Informatics begins in the summer and winter semesters. The university will provide precise information about the start and application deadline in a generally accessible manner. The application (in writing or in electronic form) must be received with the application documents required in accordance with paragraph 2 by the application deadline specified by the university. Applications for admission outside the procedure for allocating study places and the fixed admission numbers must be received by the university by 01.03 for the summer semester and by 30.09 for the winter semester. The application or the application pursuant to sentence 4 shall only apply to the allocation of study places on the relevant application date. The university is not obliged to check the information provided by the applicants ex officio.

(2) The application or the application pursuant to subsection (1) sentence 4 shall be accompanied by the following documents in a certified German or English translation - in the case of certificates and certificates in certified copies - if the originals are not in English or German:

a) the degree certificate of the previous degree programme (Bachelor's or Diploma degree or equivalent to it) or - if this has not yet been obtained
   - a certificate of the achievements achieved, the credit points and the average grade,
b) curriculum vitae,
c) Evidence pursuant to § 2 para. 3
d) if applicable, proof of subject-related practical activities in accordance with § 4 para. 3

(3) Applications that are not received in full, in due form or by the deadline shall be excluded from the further procedure. The submitted documents remain with the university.

§ 4
Admission procedure

(1) The selection decision is made as follows: a ranking list is formed for the final or average grade and other criteria to be taken into account. In the event of equal rank, the decision is made by lot.

(2) Serve as criteria for the formation of the ranking list
a) the final grade according to § 3 para. 2 letter a)
b) subject-related practical work

(3) For subject-related practical work in accordance with subsection 2 b) in the field of "Industrial Informatics", the following adjustment of the average grade shall apply to the award: 0.3 grade improvement per six months of full-time employment; at most up to a grade improvement of 1.2. Part-time components of half the regular working hours of a corresponding full-time employee or less are assessed proportionally in relation to his or her working hours. Part-time shares of more than half are treated as full-time employment.

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

(5) In all other respects, the provisions of the enrolment regulations of Emden/Leer University of Applied Sciences that generally apply to enrolment remain unaffected. The enrolment of applicants who have to make up for missing modules in accordance with § 2 (1) sentence 2 expires if the evidence required for this is not provided by the end of the second semester of the Master's degree programme and the applicant is responsible for this. The same applies if, according to § 2 para. 2, the successful Bachelor's degree or an equivalent degree is not proven by 1 April of the year following enrolment (if studies start in the winter semester) or 01 October (if studies start in the summer semester) and the applicant is responsible for this.

§ 5
Selection Committee

(1) For the preparation of the selection decision for the consecutive Master's degree programme
Industrial Informatics, the Department of Technology forms a selection committee.

(2) The selection committee shall consist of at least three members with voting rights, who must belong to the university lecturers' or staff's group, and one member of the student group in an advisory capacity. At least one member must belong to the university teachers' group. The members are appointed by the faculty council of the technical department. The term of office of the members is two years, that of the student member one year, 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) Deciding whether the previous course of study is suitable in accordance with § 2 para. 1
b) Decision on the subject-related nature of the practical activity pursuant to § 4.3
(c) the decision on the admission or rejection of the applicants;
Applicants.

(4) The selection committee shall report to the faculty council of the Faculty of Engineering in accordance with:
Completion of the award procedure based on the experience gained and, if necessary, makes proposals for the further development of the award procedure.

§ 6
Issuance of notices, succession proceedings, completion of proceedings

(1) Applicants who can be admitted will receive a letter of admission from the university in text form. This sets a deadline within which the applicant must declare in text form or electronically whether he or she accepts the study place. If this declaration is not submitted in due time and form, the admission notice becomes invalid. This legal consequence must be pointed out in the admission notice.

(2) Applicants who cannot be admitted shall receive a rejection notice stating the rank achieved and the rank of the most recently admitted candidate. The rejection notice must be accompanied by instructions on legal remedies.

(3) The succession procedure shall be carried out on the basis of the ranking list pursuant to Section 4 (1).

(4) The admission procedures shall be completed no later than two weeks after the start of lectures. Places still available after that date will be allocated by lottery upon informal application. The application period for this begins two weeks before the start of lectures and ends with the completion of the procedure.

§ 7
Admission for higher semesters

(1) The free study places in a higher semester with restricted admission will be allocated to applicants in the following order,

a) for whom a refusal of admission for reasons relating to their person would mean particular hardship,
b) who are in the same or a comparable degree programme
   ba) are or have been enrolled at another German higher education institution or a higher education institution of another Member State of the European Union or of another State party to the Agreement on the European Economic Area,
   bb) are or were enrolled at a foreign university with German citizenship or on an equal footing with German citizens in terms of admission,
c) who invoke other reasons.

(2) Within each of the three case groups referred to in subsection (1), admission shall be decided by the result of the Bachelor's examination or an examination equivalent to the

Bachelor's examination, in the event of the same result, by the social, in particular family and economic reasons that are decisive for the choice of location, and in the case of similar cases, ultimately by lot.

§ 8
Entry into force

These regulations come into force on the day after their public announcement at the university. At the same time, the Regulations on Access to and Admission to the Consecutive Master's Degree Program "Industrial Informatics" of 10.10.2017 (Bulletin No. 55/2017) will cease to be in force.