Unofficial Translation: Regulations Governing Admission and Enrollment in the Professional Master's Program in "Business Informatics" at the Department of Engineering, Emden/Leer University of Applied Sciences

Regulations on Admission and Enrollment
for the Professional Master's Program
"Business Informatics"
at the Department of Engineering, Emden/Leer University of Applied Sciences

On June 26, 2026, the Senate of the University of Applied Sciences Emden/Leer adopted the following regulations pursuant to Section 18(8) of the NHG and Section 7 of the NHZG; these were approved by the Ministry of Science and Culture on July 24, 2026, and published in the Official Gazette No. 172/2026 dated September 21, 2016:

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§ 1 Scope

(1) These regulations govern admission to the continuing education master's program in "Business Informatics."

(2) The admission requirements are set forth in § 2.

(3) [1]If the number of applicants who meet the admission requirements exceeds the number of available spots, admission spots will be awarded based on the results of the university's own selection process (§ 4). 2If the number of applicants who meet the admission requirements is less than the number of available spots, no selection process will take place.

(4) [1]The number of admissions is determined in accordance with the ZZVO, as amended. [2]If the number of applicants falls below this figure, the university administration will decide whether to suspend the admission of students for that semester.

§ 2 Admission Requirements

(1) [1]Admission to the continuing education master's program in "Business Informatics" is contingent upon the applicant

a)

aa) have earned a bachelor's degree or an equivalent degree in an engineering or technical-scientific program at a German university or at a university in one of the Bologna Process signatory states, or

ab) have earned an equivalent degree in a relevant program at another foreign university; equivalence is determined in accordance with the evaluation guidelines of the Central Office for Foreign Education at the Permanent Secretariat of the Conference of Ministers of Education (anabin.kmk.org),

b) and can demonstrate at least one year of subsequent full-time professional experience in the relevant field, or a correspondingly longer period of part-time employment,

c) as well as English language proficiency in accordance with paragraph 4.

[2]The Selection Committee (§ 5) determines whether a degree program is academically appropriate and whether the applicant's professional experience can be considered relevant to the field of study. [3]A positive determination may be subject to the condition that any missing modules be completed within two semesters. [4]Failure to meet this condition by the deadline will result in withdrawal from the university.

(2) The qualified bachelor's or diploma degree referred to in paragraph 1 requires a standard period of study of at least 210 credit points.

(3) [1]Applicants who have earned fewer than 210 credit points (typically 180 credit points) by the time they complete their bachelor's degree pursuant to § 2, paragraph 1, will be offered a supplementary program, subject to tuition fees, to acquire the missing competencies. [2]This program also allows applicants to earn the missing credit points, so that a total of at least 300 credit points have been earned upon completion of the master's program. [3]The modules to be completed as part of the supplementary program are determined by the admissions committee based on the competencies already acquired.

(4) [1]Applicants must also have sufficient knowledge of the English language. [2]Proof of meeting the language requirement is provided by successfully passing a test at the B2 level in accordance with the Common European Framework of Reference for Languages (CEFR). [3]This list is not exhaustive. [4]The selection committee shall decide on other forms of language proficiency evidence. [5]At the discretion of the selection committee, proof of sufficient language proficiency may also be provided through an oral examination administered by a university professor who is a member of the selection committee pursuant to § 5.

§ 3 Start of Studies and Application Deadline

(1) [1]The "Business Informatics" continuing education master's program begins in both the winter and summer semesters. [2]The electronic application, along with the application documents required under paragraph 2, must be received by the university by July 15 (deadline) for the winter semester and by January 15 (deadline) for the summer semester. [3]Applicants with foreign credentials that are not recognized as equivalent to German ones (citizens of non-EU/EEA countries) must submit their electronic application, along with the application documents required under paragraph 2, to the university by April 30 (deadline) for the winter semester and by September 30 (deadline) for the summer semester. [4]Applicants who can demonstrate that submitting their application electronically is not reasonably expected of them will receive assistance from the university. [5]Applications for admission outside the student placement process and the established admission quotas must be received by the university by March 1 for the summer semester and by September 20 for the winter semester. [6]The application or request referred to in sentence 4 applies only to the allocation of study places for the relevant application deadline. [7]The university is not obligated to verify applicants' information on its own initiative.

(2) [1]The following documents must be attached to the application or request referred to in paragraph 1, sentence 5:

a) the degree certificate for the bachelor's or diploma program,
b) a complete resume,
c) evidence of professional experience in the relevant field in accordance with § 2(1),
d) proof of English language proficiency in accordance with § 2(4),
e) and, if applicable, proof of German language proficiency in accordance with § 4(5), 2If the documents are not in German or English, certified translations into German or English must also be included.

(3) [1]Applications that are incomplete, do not meet the formal requirements, or are not received by the deadline will be excluded from further consideration. [2]The submitted documents will remain with the university.

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§ 4 Selection Process

(1) [1]The selection decision is made as follows: [2]Points are awarded to applicants for the final grade pursuant to § 4(3) and for other criteria to be considered pursuant to § 4(4) and (5). [3]A ranking list is compiled based on the scores determined in this manner. [4]If individual applicants are tied in rank, their order on the list is determined by lot.

(2) 1The criteria used to determine the ranking list are

• the final examination grade pursuant to Section 2(1),
• the duration of subject-related professional experience,
• the level of German language proficiency pursuant to paragraph 5.

[2]The final examination grade yields the following points

Final Grade	Credits to be Counted
1,00 - 1,50	10
1,51 - 2,50	7
2,51 - 3,00	5
> 3,00	0

(4) [1]The following periods are credited for the duration of subject-related professional experience:

Length of Employment	Credits to be Counted
≥12 ... < 18 Months	1
≥18 ... < 24 Months	1,5
≥24 Months	2

[2]Part-time positions comprising half or less of the regular working hours of a corresponding full-time employee are evaluated proportionally in relation to the full-time employee's working hours. [3]Part-time positions comprising more than half are treated as equivalent to full-time employment.

(5) [1]Proof of German language proficiency is provided by submitting a language certificate. [2]Language certificates issued by the Goethe-Institut, the German Language Diploma of the Conference of Ministers of Education, the German Language Examination for University Admission, or the TestDaF are recognized. [3]This list is not exhaustive. [4]Language certificates listed in the Information System for the Recognition of Foreign Educational Qualifications (anabin) are also recognized. [5]Additional evaluation points are awarded depending on the level of language proficiency certified.

Language proficiency (based on: language certificate from the Goethe-Institut)	Points to be Counted
Fundamental (≥A1)	0,5
Independent (≥B1)	1,0
Competend (≥C1)	1,5

[6]Applicants whose native language is German are not required to provide proof of language proficiency. [7]For applicants who can demonstrate that they have completed at least one year

of German-language studies at a foreign university, the selection committee may waive the requirement for proof of language proficiency in the form of a language certificate and accept alternative proof. [8]Proof of sufficient German language proficiency in accordance with the above level may, at the discretion of the selection committee, also be provided through an oral examination administered by a university professor who is a member of the selection committee pursuant to § 5.

(6) In all other respects, the provisions of the university's enrollment regulations generally applicable to enrollment remain unaffected.

§ 5 Selection Committee for the Master's Degree Program in „Business Informatics"

(1) The Department of Engineering shall form a selection committee to prepare the selection decision.

(2) [1]The selection committee shall consist of three voting members, who must belong to either the faculty or staff group, and one member of the student group with an advisory vote. [2]At least one member must belong to the faculty group. [3]The members are appointed by the Department Council of the Department of Engineering. [4]The term of office for members is two years; that of the student member is one year; reappointment is possible. [5]The selection committee has a quorum when at least two voting members are present.

(3) The duties of the selection committee are to

a) determine professional suitability in accordance with § 2(1),

b) determine whether the professional activity is subject-related in accordance with § 2(1),

c) decide on the admission or rejection of applicants,

d) conduct the lottery procedure in accordance with § 4(1).

(4) Upon completion of the selection process, the selection committee shall report to the Department Council of the Department of Engineering on the experiences gained and, if necessary, submit proposals for the further development of the selection process.

§ 6 Notification of Admission, Waitlist Procedure and Conclusion of the Process

(1) [1]Applicants who are eligible for admission will receive a written notice of admission from the university. [2]This notice specifies a deadline by which the applicant must declare, in writing or electronically, whether she or he accepts the spot in the program. [3]If this declaration is not submitted by the deadline or in the proper form, the notice of admission becomes invalid. [4]This legal consequence must be noted in the notice of admission.

(2)[1]Applicants who cannot be admitted shall receive a written notice of rejection; in the case of eligible applicants, this notice shall specify the applicant's ranking and the ranking of the last applicant admitted. [2]The notice of rejection must include information on available legal remedies. [3]In the case of eligible applicants, it shall also include a request that they declare electronically, within a specified time limit, whether they wish to maintain their application for admission for a waitlist process. [4]If the applicant fails to submit this declaration in a timely and proper manner,

in which case he or she is excluded from the waitlist process. [5]This legal consequence must be noted.

(3) The waitlist process is conducted based on the ranking list specified in § 4(1).

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(4) [1]The admission procedures are completed no later than two weeks after the start of classes. [2]Any remaining study places are then allocated by lottery upon informal application. [3]The application period for this begins two weeks before the start of classes and ends with the conclusion of the procedure.

§ 7 Admission to Higher Semesters

(1) Available spots in a higher semester with restricted admission are allocated to applicants in the following order:

a) those for whom a denial of admission for personal reasons would constitute a case of exceptional hardship, or
b) those who, in the same or a comparable degree program,
ba) are or were enrolled in the same or a comparable degree program at another German institution of higher education or at an institution of higher education in another Member State of the European Union or another State Party to the Agreement on the European Economic Area,
bb) are or were enrolled at a foreign institution of higher education as German nationals or as persons treated as German nationals for admission purposes,
c) who cite other reasons.

(2) Within each of the three categories specified in paragraph 1, admission shall be determined by the results of the bachelor's examination or an examination equivalent to the bachelor's examination; in the event of identical results, by the social reasons—particularly family and economic reasons—relevant to the choice of location; and, in cases where these factors are still identical, ultimately by lot.

§ 8 Effective Date

These regulations shall take effect on the day following their public announcement by the university.