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

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

On June 23, 2026, the Senate of Emden/Leer University of Applied Sciences adopted the following regulations pursuant to Section 18(8) of the Lower Saxony Higher Education Act (NHG) and Section 7 of the Lower Saxony Higher Education Act Implementation Act (NHZG), which 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, 2026:

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§ 1 Scope

(1) These regulations govern admission to the "Technology to Market" continuing education master's program.
(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). [2]If 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 enrollment quota is determined in accordance with the ZZVO, as amended. [2]If the number of applicants falls below this quota, the university administration will decide whether to suspend the admission of students for that semester.

§ 2 Admission Requirements

(1) [1]To be eligible for admission to the "Technology to Market" continuing education master's program, applicants must
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. [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.
[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 students 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

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The modules to be completed as part of the supplementary program are determined by the selection committee based on the skills already acquired.

(1) [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 according to the Common European Framework of Reference for Languages (CEFR). [3]This list is not exhaustive. [4]The selection committee decides 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 Selection Process

(1) [1]Enrollment in the continuing education master's program "Technology to Market" begins in 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 respective application deadline. [7]The university is not obligated to verify applicants' information ex officio.

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

a) the diploma certifying completion of a bachelor's or diploma degree program,
b) a complete resume,
c) evidence of professional experience in the relevant field in accordance with § 2, paragraph 1,
d) proof of English language proficiency in accordance with § 2(4),
(3) as well as, if applicable, proof of German language proficiency in accordance with § 4(5), where applicable. [2]If 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 required format, or are not received by

the deadline will be excluded from further consideration. [2]The submitted documents will remain with the university.

§ 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, para.
3 and other criteria to be considered under § 4, paras. 4 and 5, points are awarded to the applicants. [3]A ranking list is compiled based on the point totals determined in this manner. [4]If there is a tie between individual applicants, the order on the list is determined by lot.

(2) [1]The 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 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 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.

(1) [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 credentials listed in ANABIN are also recognized. [5]Additional evaluation points are awarded based on the level of language proficiency certified.

Language Proficiency (Based on: Language Certificate from the Goethe Instituts)	Credits Counted
Fundamental (≥A1)	0,5
Independent (≥B1)	1,0
Proficient (≥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.

(1) 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 „Technology to Market"

(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 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 academic suitability in accordance with § 2, paragraph 1,

b) determine whether the applicant's professional activity is relevant to the field in accordance with § 2, paragraph 1,

c) decide on the admission or rejection of applicants,

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

§ 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 will specify a deadline by which the applicant must declare, in writing or electronically, whether he or she will accept the place 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 applicants eligible for admission, 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, he or she shall be excluded from the waitlist process. [5]This legal consequence must be noted.
(3) The waitlist process is conducted based on the ranking list pursuant to § 4(1).
(4) [1]The admission procedures are completed no later than two weeks after the start of classes. [2]Any study places still available thereafter are 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 process.

§ 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) who are or were enrolled in the same or a comparable degree program
ba) at another German institution of higher education or 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,
aa) who 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.