

Regulation on the Access and Admission to the Consecutive Master Study Programme of “Applied Life Sciences”

Regulation on the Access and Admission to the Consecutive Master Study Programme of “Applied Life Sciences”

The Senate of the University of Emden/Leer passed the following Regulation on 2 July 2019 pursuant to Section 18(8) *NHG* [Lower Saxony Higher Education Act] and Section 7 *NHZG* [Lower Saxony Higher Education Admissions Act], approved by the Executive Committee of the University of Emden/Leer on 3 July 2019, approved by the Ministry for Science and Culture on 11 July 2019.

This is an unofficial translation, legal rights fall to the German version of the Regulation on the access and admission of the Master’s Study Program Applied Life Sciences.

Article 1 Scope of Application

(1) This Regulation governs the access and admission to the master study programme of Applied Life Sciences.

(2) The admission requirements are stipulated in Article 2.

(3) If the number of applicants who fulfil the admission requirements exceeds the number of available spaces, the study places will be awarded based on the results of a selection procedure conducted by the University (Article 4). If the number of applicants who fulfil the admission requirements does not exceed the number of available spaces, the selection procedure does not take place.

Article 2 Admission Requirements

(1) Admission to the consecutive master study programme of Applied Life Sciences is subject to the condition that the applicant has achieved a bachelor’s degree at the University of Emden/Leer in one of the following study programmes:

- Chemical engineering/environmental engineering
- Biotechnology/bioinformatics with a focus on biotechnology

or

- Biotechnology/bioinformatics with a focus on bioinformatics
In order to determine subject-related suitability of the programme, the condition that any missing modules have to be completed within two semesters applies additionally.
- Sustainable energy systems
Determination of subject-related suitability is limited to the process engineering field of studies.

Regulation on the Access and Admission to the Consecutive Master Study Programme of “Applied Life Sciences”

or

- has achieved a bachelor’s degree or an equivalent qualification in a previous study programme that is suitable in terms of subjects at any other German university or at a university belonging to one of the Bologna signatory states, or
- has achieved an equivalent degree in previous study programme that is suitable in terms of subjects at any other foreign university; equivalence is determined pursuant to the assessment proposals of the Central Office for Foreign Education at the Secretariat of the Conference of the Ministers of Education and Cultural Affairs (<http://anabin.kmk.org>).

The decision whether the previous study programme is suitable in terms of subjects is made by the selection committee (Article 5); the determination can be subject to the additional condition that missing modules have to be completed within two semesters. The determination of subject suitability can be limited to one of the two fields of study of the master study programme of Applied Life Sciences (“process engineering” or “analytics”).

(2) In deviation from (1), applicants are provisionally admitted whose bachelor’s degree or equivalent qualification is not available at the time of application if at least 150 credits in the case of a study programme with a total number of credits of 180 or at least 180 credits in the case of a study programme with a total number of credits of 210 have been acquired and it can be expected that the bachelor’s degree or an equivalent qualification will be achieved no later than by the end of the first semester of the master study programme. On the basis of the exam performances so far, an average grade will be determined and considered in the selection process pursuant to Article 4, regardless of whether the result of the bachelor’s examination deviates therefrom.

(3) Applicants who are neither native speakers of German nor English and who have neither achieved a university degree at a German university nor completed a study programme in English at a university must further have sufficient command of the German or English language. One of the following certificates can be used to prove that the language conditions are fulfilled:

German language skills (minimum score/result)

- da) DSH 2 = German Language Examination for University Access - Level 2 or
- db) TestDaf with level 4 in all four areas, or

English language skills (minimum score/result)

- ea) TOEFL test iBT (internet-based) 83
- eb) TOEFL test PBT and CBT: at least 70% of the maximum possible score
- ec) IELTS 6.0 or
- ed) CET-6 6.0 (for applicants from PR China), or
- ee) TOEIC 800 or
- ef) ELSA 100 or
- eg) EPT 500.

Regulation on the Access and Admission to the Consecutive Master Study Programme of “Applied Life Sciences”

Equivalent tests that are recognised include but are not limited to: Certificate of Proficiency in English (CPE), Certificate in Advanced English (CAE), Business English Certificate (BEC Higher), language certificates of the Goethe Institute or the German Language Diploma of the Conference of the Ministers of Education and Cultural Affairs. Language certificates set forth in the information system for the recognition of foreign educational attainment (<http://anabin.kmk.org>) are also recognised. The selection committee decides on other language certificates. Sufficient English or German language skills at the abovementioned level may, at the discretion of the selection committee, also be proven by means of an oral examination before a university professor who belongs to the selection committee pursuant to Article 5.

Article 3 Commencement of the Study Programme and Application Deadline

(1) The master study programme of Applied Life Sciences starts every summer and winter semester. The University provides publicly accessible detailed information on the start and application deadline in a timely manner. The application (in written or electronic form) must be submitted with the application documents required pursuant to (2) by the application deadline stipulated by the University. Applications to admission outside the process for awarding study places and exceeding the stipulated admission numbers must be received by the University by 1 March for the summer semester and by 20 September for the winter semester. The application or request pursuant to sentence 4 only apply to awarding study places in relation to the respective application deadline. The University is not obliged to examine the information of applicants of its own accord.

(2) Certified English or German translations, if the originals are not in German or English, of the following documents - certified copies in the event of diplomas and certificates - must be enclosed to the application and/or request pursuant to (1) sentence 4:

- a) the degree certificate of the bachelor study programme or - if this is not available - a certificate of the performance achieved, the credits and the average grade,
- b) curriculum vitae,
- c) certificates pursuant to Article 2(3),
- d) if applicable, certificates of professional and research activity pursuant to Article 4(2).

(3) Incoming applications that are not complete, do not comply with form requirements and are not filed on time will not be taken into consideration in the are excluded from the further procedure. The University retains the documents submitted.

Article 4 Admission Process

(1) The selection decision is taken as follows: Credits are awarded to the applicants for the final and/or average grade pursuant to Article 3(2) point a) and further criteria that are taken into account. A ranking is prepared on the basis of credits determined this way. Where several applicants have the same ranking, the decision is taken by the drawing of lots.

Regulation on the Access and Admission to the Consecutive Master Study Programme of “Applied Life Sciences”

2) For the awarding of credits pursuant to (2), the following rating scheme applies on the basis of the final/average grade:

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

The achieved credit score for the final/average grade results from the following calculation formula:

$$\text{Achieved credits} = 90 \cdot (4 - \text{grade}) / 3$$

In addition, credits are awarded for professional experience, experience abroad and participation in research projects:

Professional experience, experience abroad and participation in research projects
Relevant professional experience of at least 18 months in the course of full-time activity (part-time activity is taken into account pursuant to the full-time/part-time share): 5 credits
Experience abroad: 5 points
Relevant participation in a suitable research project for at least 18 months: 10 credits
If several criteria are met at the same time in the areas of “professional experience, experience abroad and participation in research projects”, credits are awarded only once, i.e. for the criterion that results in the highest credit score.

(3) The selection committee (Article 5) takes the selection decision.

(4) Apart from that, the provisions of the Enrolment Regulation of the University generally applicable to enrolment shall remain unaffected. Enrolment of applicants who need to complete missing modules pursuant to Article 2(1) sentence 2 shall expire if the necessary evidence is not provided by the end of the second semester of the master study programme and this is due to the applicant’s fault. The same applies if it is not proven by 1 April of the year after enrolment (in the case of enrolment for the winter semester) and/or 1 October of the year of enrolment (in the case of enrolment for the summer semester) that the bachelor’s degree or equivalent degree pursuant to Article 2(2) has been acquired and this is due to the applicant’s fault.

Regulation on the Access and Admission to the Consecutive Master Study Programme of “Applied Life Sciences”

Article 5

Selection Committee for the Master Study Programme of Applied Life Sciences

- (1) The faculty for engineering forms a selection committee for the preparation of the selection decision.
- (2) The selection committee has at least three voting members who have to be part of the group of university professors or group of employees, and one member of the group of students with advisory vote. At least one member must be a member of the board of university professors. The members are appointed by the advisory board of the faculty for engineering. The term of office of the members is two years, 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 selection committee has the following tasks:
 - a) examination of the incoming admission applications regarding formal correctness,
 - b) examination of the admission requirements,
 - c) decision on the admission or rejection of applicants.
- (4) The selection committee reports the experience gathered to the advisory board of the faculty for engineering after completion of the awarding process and makes suggestions for further development of the awarding process if applicable.

Article 6

Issuance of Notice, Succession Procedure, Conclusion of the Procedures

- (1) Applicants who can be admitted receive a written notice of admission from the University. This notice contains a time period within which the applicant has to declare in written or electronic form whether he or she accepts the study place. If such declaration is not provided in accordance with the form requirements and on time, the notice of admission becomes invalid. Such legal consequence is to be pointed out in the notice of admission.
- (2) Applicants who cannot be admitted receive a notice of rejection in which the achieved ranking and the ranking of the last admitted applicant are set forth. The notice of rejection is to include a notice on legal remedies.
- (3) The succession procedure is performed based upon the ranking list pursuant to Article 4(1) sentence 2.
- (4) The admission processes are concluded no later than two weeks after the start of lectures. Any study places available after such point in time are awarded by lot at informal application. The application period for this starts two weeks before commencement of lectures and ends upon conclusion of the procedure.

Regulation on the Access and Admission to the Consecutive Master Study Programme of “Applied Life Sciences”

Article 7 Admission to Higher Study Semesters

(1) The vacant study places in an admission-restricted higher semester are awarded in the below order to applicants

- a) who would be particularly affected by a rejection of the admission for reasons related to their person,
- b) who, in the same or an equivalent study programme,
 - ba) are or were enrolled with another German university or a university of any other member state of the European Union or any other contracting state of the Agreement on the European Economic Area,
 - bb) being German citizens or equal to German citizens in terms of admission regulations, are or were enrolled with a foreign university,
- c) demonstrate other reasons.

(2) Within each of the three case groups in (1), the result of the bachelor’s examination or an examination equivalent to the bachelor’s examination shall be decisive for admission; in case of the same result, the social, in particular family-related and economic reasons relevant to the choice of location shall be relevant; if there are still equivalent cases, the decision shall be finally taken by lots.

Article 8 Entry into Force

This Regulation comes into force on the day of its publication by the University. At the same time, the Regulation on Admission and Access to the Consecutive Master Study Programme of “Applied Life Sciences” of 27 July 2016 (Announcement Journal No. 10/2017) shall cease to be in force.