**Order of admission to the consecutive
Master's program "Industrial Informatics"
at the Department of Technology of the Hochschule Emden/Leer**

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 Industrial Informatics.

The Senate of the University of Applied Sciences Emden/Leer has accepted on the 10.10.2017 the following order in accordance with § 18 Abs. 8 NHG and § 7 NHZG:

Contents

§ 1 Scope of Application

(1) This Order of Admission regulates access to and admission of applicants into the consecutive master's program "Industrial Informatics".

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

(3) If more applicants meet the admission requirements than the number of available places in the course, the places will be awarded in accordance with the results of an university-specific selection process (§ 4). If the number of applicants who fulfil the admission requirements is fewer than the number of places in the course, no selection procedure will take place.

§ 2 Admission Requirements

(1) Prerequisite for admission to the selection process for the consecutive Master's program Industrial Informatics is that the applicant has one of the following degrees:

    a) at the Hochschule Emden/Leer

        a Bachelor's degree in Electrical Engineering, or

        a Bachelor's degree in Electrical Engineering (Dual Course of Studies), or

        a Bachelor's degree in Computer Science, or

        a Bachelor's degree in Energy Efficiency.

    b) at another German University or a University belonging to a Bologna Signatory State

        a Bachelor's or equivalent level of degree in a professionally applicable thematic,

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c) an technically equivalent degree from a foreign higher educational institution. Equivalence will be determined in accordance with the recommendations of the Central Office for Foreign Education (http://anabin.kmk.org).

The decision of whether an applicant's previous studies are professionally suitable will be made by the selection committee (§ 5). Should an applicant's previous studies be deemed unacceptable, the selection committee can determine additional studies required for acceptance in terms of modules that the students will be required to complete within the first two semesters.

(2) Exceptions from paragraph (1) are applicants with a bachelor's or equivalent degree who at the time of application have obtained:

for a course requiring 180 credit points, between 150 and 180 credit points, or
for a course requiring 210 credit points, between 180 and 210 credit points, and
the applicant is expected to complete the degree by the end of the first semester of the Master's program.

In this case, an average grade is to be determined based on the applicants completed courses. This average will be used for the selection process outlined in § 4, irrespective of whether the result of the Bachelor examination deviates from this.

(3) Applicants whose native language is not German or English, or who have not obtained a degree from a German university, or who do not have acceptance to study at a German university, or who have not obtained a degree from a university where English was the language of instruction, must provide evidence of their German or English language competency. Proof of the linguistic competency may be provided with one of the following certificates:

German language competency (minimum score / result)

da)   DSH 2 = German language exam for university entrance - Level 2 or

db)   TestDaf with level 4 in all four areas or

English language competency (minimum score / result)

ea)   TOEFL Test iBT (internet-based) 83, or

eb)   TOEFL Test PBT and CBT: at least 70% of the maximum possible score, or

ec)   IELTS 6.0, or

ed)   CET-6 6.0 (for applicants from the People's Republic of China), or

ee)   TOEIC 800, or

ef)   ELSA 100, or

eg)   EPT 500

Exemplary, though not exclusively, equivalent tests include: 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 Standing Conference of the

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Ministers. Language certificates listed in the Foreign Education Information System (http://anabin.kmk.org) are also recognized. The selection committee will decide if other language certificates are deemed acceptable. An applicant's competency in English or German may also be determined at the discretion of the selection committee, by an oral examination with a university professor who belongs to the selection committee in accordance with § 5.

§ 3 Start of Studies and Application Deadline

(1) The Master's program Industrial Informatics begins in each summer and winter semester. The University will provide accurate information about the beginning of the semester as well as application deadlines in a timely manner. Any application (in written or electronic form) must be received (by Uni-Assist) with all applicable documents required by paragraph 2 prior to the application deadline specified by the university. Any application for admission outside the normal admission procedure must be received for the summer semester before the 01.03. and for the winter semester before the 30.09. An application received in accordance with § 4 only applies to the allocation of the course places up to the relevant deadline. In these cases, the university is not obliged to review the application provided by the candidates.

(2) Applications pursuant to § 3 (1) sentence 4 shall be accompanied by the following documents, with certified German or English translations if the original documents are not in English or German, as certified true copies:

    a) Diploma Certificate (Bachelor's degree or Diploma degree or equivalent) or - if this is not already awarded – academic transcript showing attained credits and average grade; and

    b) Curriculum Vitae, and

    c) Evidence pursuant to § 2 (3)

    d) Proof of subject-related practical experience pursuant to § 4 (4)

(3) Applications that are incomplete, formal or untimely are excluded from further proceedings. The submitted documents remain at the university.

§ 4 Admission Procedure

(1) The selection decision is made as follows: points will be awarded to the candidates based on their final or average grade pursuant to § 3 (2) (a) as well as additional criteria. The determined point scores will be used to form a ranking list of the candidates. If a tie occurs in the ranking, a lot will be drawn to decide.

(2) The following will be used as criteria for the formation of the rankings:

    a) the final grade according to § 3 para. 2

    b) subject-related practical work

(3) The following points scheme will be used to award points in accordance with paragraph 2 a):

Final Grade	Awarded Points:
1.0 – 1.5	10
1.51 – 2.50	7
2.51 – 3.00	5
> 3.00	0

(4) For thematic related practical experience pursuant Paragraph 2 (b) in the area of "Industrial Informatics" the following point scheme will be used: 1 Point for every half year in full time employment; with a maximum point score of 4 points. Part Time experience under 50% will be awarded a point score proportional to the part time job loading. A Part Time experience over 50% will be evaluated as full time.

(5) The selection committee's (§ 5) decision is final.

(6) Further provisions of the admission regulations of Hochschule Emden/Leer, which are generally applicable for enrolments, remain unaffected. The enrolment of applicants, who are required to catch up missing modules in accordance with § 2 Para. 1 Subpara. 2, expires, if the courses are not passed prior to the end of the second semester of the master program. Each candidate is personally responsible for this. The same applies if, according to § 2 Para. 2, the Bachelor's degree or equivalent is not completed prior to April 1 of the following year of enrolment (when studying at the beginning of the winter semester) or October 1 (when studying at the beginning of the summer semester). Each candidate is personally responsible for this.

§ 5 Selection Committee

(1) For the execution of the selection decisions as outlined in this Order of Admission for the consecutive master program in Industrial Informatics, a selection committee is to be formed by the Faculty of Technology.

(2) The selection committee shall comprise at least three voting members who belongs to the university teacher or staff group and one member of the student group in an advisory capacity. At least one committee member is to be a member of the university faculty group. The members are appointed by the Council of the Faculty of Technology. The members term of office is two years, a student member is one year. Reappointment with approval of the Council is possible. The selection committee has a quorum if at least two voting members are present.

(3) The duties of the selection committee are:
   a) Deciding whether the applicants' previous studies pursuant to § 2 (1) are suitable,
   b) Performing the lottery according to § 4 (1),
   c) Deciding on the relevance of the practical activity according to § 4 (4), and
   d) Decision on the admission or the rejection of the candidates.

(4) The selection committee is to report to the faculty council of the technical department after the conclusion of the decision procedure for each semester and, if necessary, submit proposals for the further development of the selection process.

§ 6 Issuing of the notice, follow-up procedure, completion of the proceedings

(1) Applicants accepted for admission by the selection committee shall receive a written admission letter from the university. This letter is to set a deadline by which the candidate must declare in writing or electronically whether he or she accepts the admission. If no acceptance is received in a timely manner from the applicant, the admission notice becomes ineffective. The legal consequences of this admission are to be outlined in the admissions notice.

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(2) Applicants, whom the selection committee does not grant admission, shall be informed in writing with a refusal notice. The refusal notice shall include the rank that the applicant attained in the admissions process and the rank of the last successfully admitted candidate. The legal consequences and right to appeal this decision are to be provided in the refusal notice.

(3) Should admitted candidates decline their offer, further candidates shall be accepted on the basis of the ranking list determined in the previous selections process pursuant to § 4 (1).

(4) Admission procedures shall be completed no later than two weeks after the beginning of the lecture block in accordance with the Semester Schedule released by the Examination Committee of the Faculty of Technology. After this deadline, study places not yet filled can be awarded to informal requests by lot. The application period for informal requests, commences two weeks prior to the start of the semesters lecture block and ends with the completion of the procedure.

§ 7 Admission for higher semesters

(1) Vacant places in a higher semester will be awarded in the following order to applicants:
 a) for whom a refusal of admission would result for personal reasons in a particular degree of hardship;
 b) in the same or a comparable study course
   (ba) at another German university or higher education institution of another Member State of the European Union or
   (bb) of German nationality or, as a matter of admission, German nationals, are or have been enrolled in a foreign university and are enrolled in a foreign university;
 c) who invoke other grounds.

(2) Within each of the three case groups of para. (1), a ranking between admission candidates shall be determined. The Ranking shall be solely based on the final bachelor or equivalent degree examination note. If multiple candidates have the identical results, the social and economic reasons behind their choice of location for studying and, in the case of similar circumstances, the lot.

§ 8 Becoming Effective

This order comes into effect the day after its public announcement. At this time, the Order of admission to the consecutive Master's program "Industrial Informatics" dated 28.06.2016 (publication no. 40/2016) is suspended.