Dear Applicant!

Here you will find information on how to complete the application form for the MSc program CE at Ulm University. Info on formal entrance requirements for the program as well as a list of documents your application package has to comprise is available on the CE website:

http://www.uni-ulm.de/en/study/study-at-ulm-university/study-programmes/course-information/course/chemical-engineering/

During application period (January 15 to March 15) the form will be available on the homepage and additionally, you will be able to download it at the end of the online registration procedure.

Your application form will be the first document the members of the admission committee evaluating your application will take a look at. This form, when completed correctly, will (on its first page) provide a synopsis of your data: personal data, data on bachelor program, English language proficiency, your educational standing with respect to your achievements during the bachelor program as a whole as well as in courses you attended in Mathematics, Physics, Chemistry, Engineering Science and Chemical Engineering. Pages 2-4 of the application form will allow the referees to take a look at the courses you attended in each of these fields of knowledge. Before your application package is handed over to the referees, we will check the data you entered in the form and compare it to the statements on your documents (transcript of record, certificates). Application package: application form + official documents; all have to be sent by regular mail. On page 5 of the form you will be asked to enter official contact data of the two teachers from your bachelor university who will write reference letters for you.

You feel uncertain whether you completed the application form correctly?

Please proceed as follows:

- Register online. You will receive an application number (please keep in mind: Online registration by itself is not a valid application).
- Complete the application form and send it by e-mail to chemical.engineering@uni-ulm.de
- We will comment on your entries and make suggestions on how to improve completion of the form.

Finish online registration first. Only then start to fill in data into the application form using Microsoft Excel or an open office spread sheet program. No handwriting accepted.

Although the length of these explanatory notes (1 - 18, next two pages) may suggest otherwise, it is not difficult to complete the application form in general. Nevertheless ... we are aware of the fact that, depending on the type of grading system used in your home country, providing bachelor and course grades in a form that can be readily converted to German grades will be more difficult for some applicants than for others. But since we receive several hundred applications each year and have to be able to compare qualifications of applicants from different countries this work has to be done.

We hope to steer you through completion of the form “save and sound”.

Thank you very much for your consideration and cooperation.

Yours sincerely

Dr. Maria-Verena Kohnle
Office Chemical Engineering
EXPLANATORY NOTES ① - ⑬

① You will receive your personal application (registration) number after completing the online registration. It is cited on the cover sheet created at the end of the registration procedure. Application forms submitted without a valid application number will not be considered.

② Enter the subject of your bachelor program only. Example: You earned/will earn a “Bachelor of Engineering in Chemical Engineering”; enter “Chemical Engineering” only.

③ Does your bachelor university assess the workload of individual bachelor courses by using a credit points/credit hours (CP) system, yes or no?

④ To convert the grades of your bachelor university to German grades correctly we need the maximum grade attainable (max grade) and the minimum passing grade (min grade) for your final bachelor grade and for your course grades separately. If max/min grades for final bachelor grade and course grades are identical please enter the same information in the respective input fields.
   • Grade information can only be entered in form of numbers > 1. You are not supposed to and not allowed to enter “%” following numbers.
   • Problems? Please check explanatory note⑭.

⑤ If you don’t receive a final bachelor grade at your university or haven’t received it yet please calculate your current Cumulative Grade Point Average (= CGPA; CPs used: check Box 1) or current simple average grade (CPs not used) including all graded courses you attended in the bachelor program to the present day. Please hand in a note (application package, regular mail) showing how you did the calculation.

⑥ Leave open in case no information on your rank in class is available.

⑦ Native speakers don’t have to provide an English test. All other applicants have to take an English test even if their bachelor program is/was taught in English.

⑧ If you haven’t taken a test yet but have signed up for one enter “signed up”.

⑨ Enter the date you took the test or are going to take it.

⑩ Leave open if you haven’t received a test result yet or don’t need one (native speakers only).

⑪ Please list all graded courses you attended in your bachelor program in each of the five fields of knowledge. Do not list labs (practical courses) here (for these courses please check ⑮). Assign courses to the fields of knowledge commonsense (e.g. “Mathematics for Engineers” goes to “Mathematics”, “Physics for Chemical Engineers” goes to “Physics”). We are aware of the fact that making a decision isn’t always easy especially for some engineering courses. Don’t enter any courses outside of the subject area (language, literature, history courses ...). You may also enter ungraded courses (for these courses also check ⑬). If you attended more than 20 courses in a specific subject you may choose and enter the best 20 courses.
   Important: Leave all lines you don’t need completely empty!

⑫ Course titles must be identical (word by word) as stated on your transcript of records.

⑬ Enter the number of credit points/credit hours you earned for all graded courses you attended. A GPA-value for each of the six fields of knowledge will be calculated automatically. In case no credit point/credit hour system exists at your bachelor university enter “1” for no. CP: Then an average grade instead of a GPA value will be calculated for each field of knowledge.

Ungraded courses:
   • Please list ungraded courses only after having listed all graded courses.
   • Leave the field “no. CP” empty for ungraded courses (these credit points must not be included when credits in a specific field of knowledge are added for calculation of the respective GPA value). If you like you can note the number of credit points/hours you earned behind the course title in field “Course Title”.

2
EXPLANATORY NOTES ⑭ - ⑱

⑭ Check that the grades you enter for your courses here and max/min grades for courses entered on page 1 (Grading System/Course Grades ④) match. **Max/min grades for courses have to apply to all course grades.** Again, grades can only be entered in form of numbers >1 (no “%”).

The grading system at your university (for final bachelor grade and/or course grades) doesn’t fit into the scheme asked for?

- You receive (d) grades **both as percentage values** (e.g. 100 % - 50%) and **in form of letters** (e.g. A to D) or **numbers** (e.g. 4 to 1)? Enter the percentage values (without “%”). They describe your achievements more sophisticatedly.

- At your bachelor university grades are expressed in terms of **letters** (e.g. A to D) or **words** (e.g. excellent, good, satisfactory and sufficient) **only**? Convert your grades directly to the German university grading system (max grade: 1; min grade 4; check Box 3) yourself. Enter converted grades on pages 2 – 4 and max/min grades according to the German grading system for final bachelor grade and/or course grades on page 1 of the application form correspondingly. **You have to provide information (clear and brief) on how you did the grade conversion.**

- At your bachelor university **different max and min grades for different types of courses** exist. If the ratio of max grade to min grade is identical for the different types of courses, you can recalculate your grades so that a common set of max/min grades (to be entered on page 1) applies to all your course grades. **Provide information (clear and brief) explaining how you proceeded.**

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Original grades</th>
<th>Recalculated grades</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Max/min</td>
<td>Course grade</td>
</tr>
<tr>
<td>Type 1</td>
<td>100/40 (= 0.4)</td>
<td>93</td>
</tr>
<tr>
<td>Type 2</td>
<td>75/30 (= 0.4)</td>
<td>58</td>
</tr>
</tbody>
</table>

If the ratio of max grade to min grade is not identical for different types of courses you can only fill in information on max/min grades for courses (④) and course info (CP values and grades, ⑭) for one type of course. Inform us about how you proceeded by handing in a note (application package).

⑮ List **lab courses** (practical courses) here. Credit points and grades for these courses will not be included for calculation of the GPA or average grade of the respective field of knowledge.

⑯ This part of the form will be completed automatically as soon as you have filled in data on pages 1 to 4. The following data will be listed:

- Your final bachelor grade or current CGPA/current average grade from your home country (value adopted from ⑤) and its value according to the German grading system.
- The total number of courses (lab courses not included) you entered on pages 2-4 of this form in Mathematics, Physics, Chemistry, Engineering Science and Chemical Engineering
- The GPA values/average grades for each of the six fields of knowledge according to the grading system of your bachelor university plus those values according to the German grading system.

To understand grade conversion and German grades check **Box 1 and 2** respectively.

⑰ Please enter **official (university) contact data** of the two teachers from your bachelor university who have written or will write reference letters for you.

⑱ Free space for your remarks.
Please remember:

Good grades are important in the evaluation procedure (admission or rejection) of your application, but don’t automatically guarantee admission.

As prescribed in the admission statutes for “Chemical Engineering”, evaluation of applications by the admission committee draws on the following criteria:

- Type of Bachelor program, courses attended, internships and work experience
- Bachelor grade or current grade point average and grades of relevant courses
- Objectives/motivation
- Evaluation of the applicant by two university lecturers (reference letters)

**Box 1  Calculating your CGPA (Cumulative Grade Point Average)**

Example: 3 Courses
Credit Point/Hour values (CP₁, CP₂, CP₃)
Grades (G₁, G₂, G₃)

\[
\text{CGPA}_{(1,2,3)} = \frac{(CP_1 \times G_1) + (CP_2 \times G_2) + (CP_3 \times G_3)}{CP_1 + CP_2 + CP_3}
\]

**Box 2  Conversion of local grades to German grades**

“Modified Bavarian Formula”

Grade\textsubscript{local}: Grade from your home country, to be converted
Grade\textsubscript{max}: Maximum attainable grade in local grading system
Grade\textsubscript{min}: Minimum passing grade in local grading system
Grade\textsubscript{Germany}: Resulting grade according to German grading system

\[
\text{Grade}_{\text{Germany}} = \left(\frac{\text{Grade}_{\text{max}} \times \text{Grade}_{\text{local}}}{\text{Grade}_{\text{max}} \times \text{Grade}_{\text{min}}} \right) \times 3 + 1
\]

- Grade conversions are done automatically in the application form
- Grade conversion by “Modified Bavarian Formula” is in compliance with resolution of the “Standing Committee of the German Ministers of Education and Cultural Affairs (15.03.1991, 19.07.2012).

**Box 3  German University Grading System**

<table>
<thead>
<tr>
<th>German Grade</th>
<th>German description</th>
<th>English description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>sehr gut</td>
<td>excellent</td>
</tr>
<tr>
<td>2</td>
<td>gut</td>
<td>good</td>
</tr>
<tr>
<td>3</td>
<td>befrieden</td>
<td>satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>ausreichend</td>
<td>pass</td>
</tr>
<tr>
<td>5</td>
<td>ungenügend</td>
<td>fail</td>
</tr>
</tbody>
</table>