Admission Statutes of Ulm University for the English-taught Master’s Programme in Chemical Engineering of 3 August 2015

In accordance with §§ 63 (2) sentence 1, 60 (2) no. 2, 59 (1) of the law on higher education of the Land of Baden-Württemberg (LANDESHOCHSCHULGESETZ = LHG) in the version of article 1 of the third law on changes to regulations in higher education (DRITTES HOCHSCHULÄNDERUNGSGESETZ - 3rd HRÄG) of 1 April 2014 (Law Gazette no. 6, p. 99 ff, the Senate of Ulm University adopted the following statutes on 15 July 2015.

Preliminary remarks on language use

According to Article 3 (2) Basic Law men and women have equal rights; all male designations of persons and positions used in these statutes apply equally to women and men.

§ 1 Scope of application

Ulm University allocates study places in its master’s programme in Chemical Engineering according to the following provisions.

§ 2 Deadline and form

(1) Ulm University must receive applications for admission to the winter semester including all required proof by 31 May or, respectively, by 30 November for the summer semester. § 12 (2) of the statutes of Ulm University on admission, enrolment, re-registration, leave and termination of enrolment apply.

(2) The application must be submitted electronically unless an electronic application would impose hardship on the applicant. Hardship is given where the applicant is unable to submit the application electronically for special personal reasons or for health reasons. German applicants apply to Ulm University in the form provided by Ulm University. Foreign nationals and EU and EEC residents apply via uni-assist e.V. unless they are already enrolled at Ulm University. Such applicants apply in the same way as Germans.

(3) The following documents must be enclosed with the application:
   a) Proof of compliance with the requirements listed in § 3;
   b) Statement declaring whether the applicant has lost their right to examination in the master’s programme in Chemical Engineering or any other study programme with essentially the same content at any institute of higher education in Germany or abroad or is in the process of being examined in any such study programme. The subject-specific study and examination regulations indicate which study programmes are deemed to have essentially the same content and are thus related.

(4) Where such proof is not in German or English, a certified translation into German or English is required.
§ 3 Entrance requirements

(1) Entrance is subject to the following requirements

a) Proof of a bachelor’s degree with above-average examination results awarded after completion of a 3-year study programme in chemical engineering or any other study programme with essentially the same content at any higher education institute in Germany or abroad or any degree recognized as equivalent.

b) Proof of adequate English language competence equivalent to level C1 of the Common European Framework of Reference for Languages (CEFR), in particular, by the Test of English as a Foreign Language, TOEFL, or IELTS, or any comparable proof (e.g. As shown on the university entrance certificate).

c) A certain number of courses in the mathematical field and in the fields of physics and technical mechanics defined and evaluated by the admissions committee according to a previously agreed evaluation scale.

(2) Examination results are above-average if one or more of the following criteria are fulfilled:

a) Bachelor’s degree with an overall grade of 2.5 or better or, if not yet determined, by

b) an average grade of 2.5 or better based on examinations passed by the date of the application. Examination results must be documented in an up-to-date transcript of records.

(3) Applicants not fulfilling the requirements listed in § 3 (2) and

a) having a bachelor’s degree with a final grade of 3.3 or better or, if the degree has not yet been awarded,

b) an average grade of 3.3 or better based on examinations passed by the date of the application, must show their aptitude for the master’s programme in an admission interview. Examination results must be documented in an up-to-date transcript of records.

(4) The equivalence of prior qualifications and the comparability of previous academic degrees is determined by the admissions committee. For the recognition of foreign degrees, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs (“Kultusministerkonferenz”) and agreements within the framework of university partnerships must be considered. In cases of doubt, the Central Office for Foreign Education (ZENTRALSTELLE FÜR AUSLÄNDISCHES BILDUNGSWESEN = ZAB) is heard.

§ 4 Admission interview

(1) Invitation to an admission interview is subject to the condition that candidates submitted their application in due time and form.

(2) The admission interview is conducted by the admissions committee or by a lecturer entrusted by the admissions committee. Date, time and place of the admission interviews are published by Ulm University no later than one week before the interviews. In justified cases, the admission interview can be done abroad if the required infrastructure is available. A legal claim does not exist. Ulm University may call on the assistance of third parties in do-
ing these admission interviews (e.g. DAAD, TestDaF centres). As long as they do this work for their organisation, such third parties may ask for adequate compensation to cover their expenses. Ulm University decides on content and framework conditions of the examination and on admission.

(3) The admission interview focusses on and evaluates technical expertise in the disciplines of chemical engineering, motivation for studies and the intended specialisation in the master’s programme. Periods abroad, internships and further training - as long as such are related to the intended study programme - may serve as additional criteria for aptitude.

(4) As a rule, the members of the admissions committee interview the candidate for a duration of 20 minutes.

(5) After the interview, the members of the admissions committee evaluate the candidate’s motivation and aptitude for the master’s programme according to the grading scale below:
   1 = significantly above average
   2 = above average
   3 = average
   4 = below average.

(6) One member of the admissions committee must prepare a record of the interview containing the following information: Name of the applicant, time, place and duration of the admission interview, topics addressed and evaluation. The record must be signed by the members of the admissions committee.

(7) If the candidate fails to appear for the interview without good cause, the application for admission is rejected. Applicants are entitled to take part in the next round of interviews or the next admission procedure if they prove to Ulm University in writing immediately after their failure to appear for the interview that this failure was due to for good cause; in case of illness, a medical certificate must be submitted.

(8) If the grade awarded by the members of the admissions committee for the admission interview is lower than 3 = average, the interview counts as a fail and admission must be refused.

§ 5 Admission procedure

(1) The presidential board decides on admissions at the recommendation of the admissions committee.

(2) The application must be rejected if
   a) the requirements described in §§ 2 and 3 above are not fulfilled, or
   b) the admission interview defined in § 4 was a fail, or
   c) the applicant lost his/her right to examination in the master’s programme in Chemical Engineering or any other study programme with essentially the same content or is in the process of being examined in any such programme.

(3) In all other respects, the provisions related to admission procedures in general as stated in the statutes of Ulm University on admission, enrolment, re-registration, leave and termination of admission remain unaffected.
§ 6 Admissions committee

(1) An admissions committee is set up. The admissions committee consists of two or more members.

(2) The members of the admissions committee and their deputies are appointed by the faculty board of the Faculty of Natural Sciences. The members’ term in office is three years. They may be reappointed. At the request of the student members of the faculty council, one student may join in an advisory capacity.

(3) The admissions committee determines the details of the interviewing procedure and ensures that the interviews are conducted in an orderly manner.

§ 7 Coming into effect / Transitional provisions

(1) These statutes come into effect on the day after their publication in the official information bulletin (AMTLICHE BEKANNTMACHUNGEN) of Ulm University. They are first applicable to the admission procedure for the winter semester 2015/2016.

(2) Notwithstanding § 2 (1), the application deadline for the winter semester 2015/16 admission procedure is the 28 August 2015. § 2 (2) sentence 4 does not apply for the winter semester 2015/16 admission procedure. Foreign applicants apply in the same way as Germans.

Ulm, 3 August 2015

signed

Prof. Dr. Karl Joachim Ebeling
President