



READ ME: INFO APPLICATION FORM for M. Sc. Chemical Engineering (CE)

Dear Applicant!

Please find all information on how to complete the application form for the MSc programme CE at Ulm University below.

You may download the application form during application periods for summer and winter semester.

This form, when completed correctly, will (on its first page) provide a synopsis of your data: personal data, data on bachelor programme, English language proficiency, your educational standing with respect to your achievements during the bachelor programme as a whole as well as in courses you attended in the different fields of Chemical Engineering. Pages 2-4 of the application form allow the referees to look at the courses you attended in each field of knowledge. The coordination office checks all 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!

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 upload your documents
- Finish online registration first. Only then, start to fill in data into the application form using Microsoft Excel or an open office spreadsheet programme. No handwriting accepted.

Although the length of these explanatory notes 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.

We hope to steer you through completion of the form "save and sound". Thank you very much for your consideration and cooperation.

Yours sincerely

Office M.Sc. programme Chemical Engineering



EXPLANATORY NOTES

You will receive your personal application (registration) number after completing the online registration. Please see the automatically generated cover sheet for your personal application number. Application forms submitted without a valid application number will be rejected.

Page 1:

- Please enter all personal data.
- Enter the subject of your bachelor programme only. Example: You earned/will earn a “Bachelor of Engineering in Chemical Engineering”; enter “Chemical Engineering” only.
- Does your bachelor university assess the workload of individual bachelor courses by using a credit points/credit hours (CP) system, please give a conversion of CP if possible.
- 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. PLEASE ENTER YOUR LOCAL GRADES HERE!
- Grade information can only be entered in form of numbers > 1. Please don't enter % or letter.
- 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 programme to the present day. Please hand in a note (application package, regular mail) showing how you did the calculation.
- Leave open in case no information on your rank in class is available.
- Native speakers don't have to provide an English test. All other applicants have to take an English test even if their bachelor programme is/was taught in English.
- The lower 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 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 Subject Areas:
 - The GPA values/average grades for each of the eight fields of knowledge according to the grading system of your bachelor university plus those values according to the German grading system.
- **Page 2-4:**
- Please list all graded courses you attended in your bachelor programme in ONE of the fields of knowledge. Please see separate section for laboratory courses (practical courses). Don't enter any courses outside of the subject area (language, literature, history courses ...).
- Important: Leave all lines you don't need completely empty!
- Course titles must be identical (word by word) as stated on your transcript of records.
- Enter the number of credit points/credit hours you earned for all graded courses you listed. A GPA- value for each of subject area 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.
- Ungraded courses:
 - Please list ungraded courses only after having listed all graded courses.
 - Leave the field “no. CP” empty for ungraded courses.
- Check that the grades you enter for your courses and max/min grades for courses entered on page 1 (grading system/course grades) match. Max/min grades for courses have to apply to all graded courses. PLEASE ENTER YOUR LOCAL GRADES HERE! The application form is designed to automatically convert your local grades to the German system.
- The grading system at your university (for final bachelor grade and/or course grades) doesn't fit into the scheme asked for?
 - You receive 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) then enter the percentage values (without "%"). They describe your achievements more accurately.

- 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).
- Do different max and min grades for different types of courses exist at your bachelor university?
 - 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.
 - 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 and course info for one type of course. Inform us about how you proceeded by handing in a note (application package).

INFO 1: Calculation of Cumulative Grade Point Average Calculation

$$CGPA_{1,...n} = \frac{(CP_1 \times G_1) + \dots + (CP_n \times G_n)}{CP_1 + \dots + CP_n}$$

CGPA= cumulative grade point average

G= grade

CP = credit points

INFO 2: Conversion of local grades to German grades using the “Modified Bavarian Formula”

$$G_{German} = \left[\left(\frac{G_{max} - G_{local}}{G_{max} - G_{min}} \right) \times 3 \right] + 1$$

G_{local} : Grade from your home country, to be converted

G_{max} : Maximum attainable grade in local grading system

G_{min} : Minimum passing grade in local grading system

$G_{Germany}$: Resulting grade according to German grading system

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).