

## **Admissions statutes of Ulm University for the continuing education master's programme, part-time while employed, in Instructional Design of 13 January 2023**

On the basis of § 60 (2) No. 2, § 63 (2) and § 59 (1) and (2) of the State Higher Education Act (LHG) in the version dated 1 January 2005, amended several times and most recently by Article 7 of the Ordinance of 21 December 2021 (State Gazette 2022 p. 1, 2), the Senate of Ulm University adopted the following statutes on 16 November 2022 governing admission to the continuing education master's programme, part-time while employed, in Instructional Design at Ulm University.

### **§ 1 Scope of application**

In the master's degree programme in Instructional Design, no admission quotas have been set according to the currently valid admission quotas ordinance (ZZVO universities); an entrance procedure takes place according to the following provisions.

### **§ 2 Deadlines**

Admissions take place in the winter and summer semester. Ulm University must receive the application for admission to the winter semester by 15 July of the respective year, and the application for admission to the summer semester by 15 January of the respective year, including all required documents. These deadlines are legal deadlines; they are announced on the website of Ulm University for this degree programme.

### **§ 3 Form of the application**

- (1) The form of the application follows the provisions on admission procedures in the applicable version of Ulm University's statutes on admission and enrolment. The documents to be submitted for the master's programme in Instructional Design are announced on the relevant websites of Ulm University.
- (2) The following documents must be submitted together with the application:
  1. Proof of the requirements specified in § (4) 1 no. 1 to no. 4, in particular in the case of § (4) 1 no. 1 the bachelor's examination certificate or comparable proof and the bachelor's degree certificate,
  2. Declaration by the applicant stating whether he or she has lost the right to examination at a higher education institution in the master's programme in instructional design or in programmes with essentially the same content, or whether the right to examination no longer exists for other reasons.
  3. Certificates and other documents attesting to your career to date, in particular evidence of vocational training and/or practical professional activities and experience,
  4. any additional documents mentioned in the current version of the statutes of Ulm University on admission and enrolment for studies, if applicable.

(3) As a rule,

- the diploma supplement (if available),
- the transcript of records (ToR) or an excerpt of grades indicating the final grade or average grade,
- in the case of foreign certificates, a grading scale with the best grade to be awarded and the minimum passing grade for obtaining the higher education degree, and
- an indication of the total number of credit points for the degree programme.

must be submitted together with the application.

(4) The time for demonstrating the required language skills is regulated in § 6 of the Statutes on language skills required for studying at Ulm University.

(5) If these certificates and other documents to be submitted are not in German or English, an official translation into German or English must also be submitted.

#### **§ 4 Entrance requirements**

(1) Prerequisites for entrance to the continuing education master's programme, part-time while employed, in Instructional Design are:

1. a first higher education degree

a) in a degree programme in psychology, humanities, sports science, law, economics and social sciences, mathematics, natural sciences, medicine, health sciences, engineering, computer science, art, cultural studies or teaching

or

b) in another degree programme that is relevant to the study of instructional design, which is equivalent to at least seven semesters or at least 210 ECTS credits at a German or foreign university, as well as

2. at least one year of qualified professional experience (e.g. as a professional, intern or project team member),

3. optionally, a written report of not more than two pages stating personal and subject-related reasons for applying for the chosen degree programme and explaining the choice of programme (letter of motivation), and

4. adequate German language skills according to § 2 (2) of the applicable Statutes on the required language skills for studying at Ulm University.

(2) In addition to the formal quality, the evaluation of the motivation letter is based on the convincing demonstration of the applicant's interest in this master's programme as well as the presentation of their particular aptitude and motivation for this programme. Here, the extent to which she or he meets the requirements of the master's degree programme and how meaningful participation in the master's degree programme is for her or him is assessed. Submitting a letter of motivation may have a positive effect on the assessment of the application. Not submitting a letter of motivation will not have a negative effect on the assessment of the application. The assessment criteria will be published on the

relevant websites of Ulm University.

- (3) The admissions committee shall decide on the equivalence of the bachelor's degree and that of other degrees not expressly mentioned in paragraph 1 no. 1. When recognising foreign degrees, the assessment proposals of the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (ZAB) as well as the agreements within the framework of higher education partnerships must be observed. For degree programmes that are not subject to the ECTS regulations (ECTS grades and credit points), the admissions committee decides whether the requirements stated in paragraph 1 are met.
- (4) Notwithstanding paragraph 1 no. 1, applicants with fewer than 210 ECTS credits from their bachelor's programme may also be admitted to the master's programme by way of exception, provided that they can prove that they have at least one year of further qualifying professional experience in addition to the requirements of paragraph 1 no. 2.

## **§ 5 Admission and selection decision**

- (1) The President decides on admission at the proposal of the admissions committee. The decision on the academic aptitude of the applicant as well as the evaluation of the documents are the responsibility of the admissions committee.
- (2) Admission shall be denied if
  1. the application documents were not submitted in due time within the meaning of § 2 or in due form and completely within the meaning of § 3,
  2. the requirements stipulated in § 4 have not been met, or
  3. a previous admission in the same degree programme or a related degree programme with essentially the same content has lapsed because an examination was failed at last attempt or the right to examination no longer exists.
- (3) The admission may be granted subject to reservations, in particular subject to a resolatory condition or subject to certain requirements. Under § 4 (6), sentence 4, admission is to be granted under the resolatory condition that the bachelor's degree and the requirements associated with it are proven within the deadline set by Ulm University. If this proof is not provided in due time, the admission expires. In justified cases, in particular if individual achievements cannot be proven within the scope of § 4 (1) no. 2, the admission may be subject to certain conditions. The conditions must be fulfilled by the end of the examination period of the first semester in the programme; if the student is not responsible for not fulfilling the conditions, they must be fulfilled by the end of the examination period of the second semester at the latest. The conditions are determined by the admissions committee.
- (4) If it is not possible for an applicant to provide proof of the bachelor's degree on time and if he or she is not responsible for this, provisional enrolment may be granted on the basis of a corresponding declaration by the applicant, subject to the condition that the certificate of the first professional qualification or proof of all achievements required for the degree must be submitted by the end of the first semester at the latest. The same applies to the language certificate pursuant to § 4 (1) no. 4. If proof is not provided by the deadline,

enrolment will not take place or the re-registration application for the following semester will be denied.

- (5) Applicants who fail to prove that they meet the requirements of § 4 in due form and time shall be excluded from the procedure and shall receive a notice of exclusion. This notice must state the reasons for exclusion and provide information on their right of appeal.
- (6) In any other respect, the applicable provisions on admission stated in Ulm University's statutes on admission and enrolment remain unaffected.

#### **§ 6 Admissions committee**

- (1) The Faculty Board appoints an admissions committee. The admissions committee consists of two or more persons from the Faculty of Engineering, Computer Science and Psychology. The members' term of office is two years. Reappointment is possible.
- (2) The admissions committee shall elect a chairperson and a deputy from among the voting members.

#### **§ 7 Effective date**

These statutes come into effect on the day after their publication in the Official Bulletin (*Amtliche Bekanntmachungen*) of Ulm University. They first apply to summer semester 2023 admissions. At the same time, Ulm University's admissions statutes for the continuing education master's programme in Instructional Design of 22 February 2021, published in the Official Bulletin of Ulm University no. 4 of 22 February 2021, pages 30-32, cease to have effect.

Ulm, 13 January 2023

signed

Prof. Dr.-Ing. Michael Weber  
President of Ulm University