



Admissions statutes of Ulm University for the English-taught master's programme in Chemical Engineering of 28 February 2018

Based on §§ 63 (2), 60 (2) no.2, 59 (1) LHG (*Landeshochschulgesetz* - federal state higher education act Baden-Württemberg) in the version of article 1 of the third law on changes to higher education regulations (*Drittes Hochschulrechtsänderungsgesetz- 3. HRÄG*) of 1 April 2014 (law gazette no. 6, p 99ff) last amended by article 2 of the law of 7 November 2017 (law gazette no. 22, p. 584ff), the Senate of Ulm University adopted the following statutes on 21 February 2018.

Preliminary remark 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 regulations apply equally to men and women.

§ 1 Scope of application

Ulm University allocates its first semester places in the master's programme in Chemical Engineering according to the following provisions.

§ 2 Deadline and form

- (1) Ulm University must receive the application for admission to the winter semester by 15 March of the respective year and the application for admission to the summer semester by 15 January of the respective year. The provisions related to admission procedures in general as stated in the admissions and enrolment statutes of Ulm University remain unaffected and are applied.
- (2) The application must be submitted electronically unless an electronic application would constitute a hardship for the applicant. Hardship exists where a person is not able to apply electronically for special personal or health reasons. Applicants apply to Ulm University in the form prescribed by Ulm University.
- (3) Ulm University must have received the signed online form and all documents listed on the form by the deadlines indicated in paragraph 1 above.
- (4) The following documents must be submitted together 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 or is in the process of being examined in any master's programme in chemical engineering or any other programme with essentially the same content at any university in Germany. The subject-specific study and examination regulations indicate which study programmes have essentially the same content and are thus deemed to be related.

- (5) Where such proof is not in German or English, an official 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 in chemical engineering or another programme with largely equivalent contents obtained at a German or foreign higher education institution, or a qualification which is recognised as equivalent at the level of at least three years of study.
 - b) Proof of an adequate command of English at level C 1 of the Common European Framework of Reference for Languages (CEF). This proof can take the form of
 - 7.0 points or more in the International English Language Testing System (IELTS); if both IELTS score and Common European Framework (CEF) level are indicated, the higher language level is considered,
 - First Certificate in English (A), Certificate in Advanced English (A-C) or Certificate of Proficiency in English (A-C) in Cambridge exam,
 - 490 (listening), 455 (reading), 200 (speaking) and 200 (writing) points or more in the Test of English for International Communication (TOEIC),
 - 95 points or more in the Test of English as a Foreign Language internet-based (TOEFL iBT),
 - level III or level IV of the UNiCert®,
 - level CEF C 1 or higher as shown on, e.g., the higher education entrance qualification. Any level of language proficiency which is in parts on and in parts lower than level CEF C1 is not recognised, or
 - any examination achievement passed at a higher education institution from the field of English language teaching with C1 explicitly shown as the Common European Framework of Reference for Languages (CER) level, if this is indicated in the transcript of records.

§ 3 (1b) does not apply to applicants who are native speakers of English. Moreover, the admissions committee may decide on exemptions in justified exceptional cases in agreement with the head of the language centre. The statutes on language skills required for studies at Ulm University apply as amended.

- c) studies corresponding to the volume defined by the admissions committee in the fields of natural sciences and engineering as well as mathematics, evaluated by the admissions committee according to a predefined evaluation scale.
- d) For admission, the following basic competencies in the field of chemical engineering are required. The applicant
 - has sound knowledge in chemical, thermal and mechanical process engineering and is able to apply the concepts in process engineering to selected problems
 - is capable of experimentally performing basic operations on a laboratory scale
 - has basic knowledge in the modelling and simulation of processes in process engineering
 - understands the fundamentals of fluid mechanics, engineering mechanics and technical thermodynamics, and
 - is capable of analysing and evaluating experimental results in the context of scientific literature.

- e) The competencies in the fields of natural sciences and mathematics can be demonstrated through corresponding modules and courses from bachelor's or equivalent studies. If such competencies cannot be demonstrated through bachelor's or equivalent studies, successful completion of the preparatory course (*Propädeutikum*) for the English-taught master's programmes at Ulm University serves as proof.

The preparatory course is deemed to have been passed if the final examination on completion of the preparatory course was passed. Admission to the final examination of the preparatory course is subject to a minimum of 80 % attendance during the practical part of the preparatory course. In exceptional cases, a methods assessment may replace attendance during the practical part. If neither the practical part of the preparatory course nor the methods assessment is proven to have been passed, the admissions committee may, in exceptional cases, admit the applicant subject to further conditions. Methods assessment and final examination may each be repeated once.

Admission to the master's programme is subject to the successful completion of the preparatory course. If this proof is not submitted, admission to the master's programme becomes invalid. Alternatively, proof of successful completion of the preparatory course can also be provided by fulfilling the conditions tied to admission to the master's programme. For this, a new letter of admission must be issued.

- (2) Above-average examination results are proven by meeting at least one of the following criteria:
- a) a bachelor's degree with an overall grade of 2.5 or better or, if the programme has not yet been completed,
 - b) all examination results achieved by the date of application showing an average grade of 2.5 or better. The examination results must be documented in a current transcript of records.
- (3) Applicants not fulfilling the requirements stated in § 3 (2) and
- a) holding a bachelor's degree with an overall grade of 3.0 or better or, if the programme has not yet been completed,
 - b) showing an average grade in all examination results achieved by the date of application of 3.0 or better, must show their aptitude for the master's programme in an admission test in the form of an admission interview. The examination results must be documented in a current transcript of records.
- (4) The admissions committee determines the equivalence of previous education and the comparability of academic degrees. The recognition of foreign degrees must comply with the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs and the agreements made as part of university partnerships. In cases of doubt, the Central Office for Foreign Education (*ZAB*) must be heard.

§ 4 Admission interview

- (1) Applicants may only take part in an admission interview if they applied for a place in the programme in due time and form.
- (2) The admission interview is conducted by the admissions committee or any lecturer entrusted by it. Date and place of the admission interviews are published by the University not less than one week previously. In justified cases and if the required infrastructure exists, the admission interview can also be taken abroad. A legal claim does not exist. Ulm University can ask third parties (such as DAAD, TestDaF centres) to support them with conducting the admission interview. For this service, these organisations may charge an adequate fee to cover their expenses. Ulm University determines content and framework conditions for the test and 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 = considerably 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 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 better than 3 = average, the interview is deemed successful and admission is granted.

§ 5 Admission procedure

- (1) Admissions are determined by the Board (*Präsidium*) based on the admissions committee's proposals.
- (2) Applications for admission must be rejected if
 - a) the requirements defined in §§ 2 and 3 are not fulfilled, or if
 - b) the admission interview prescribed in § 4 was a fail, or if
 - c) the applicant has lost their right to examination in the master's programme in chemical engineering or in any other study programme with essentially the same content at any German university or is in the process of being examined in any such study programme.
- (3) 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) 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 of office is three years. Re-appointment is possible. At the request of the student members of the Faculty Council, a further student may join the committee in an advisory capacity.
- (3) The admissions committee determines the details of the interviewing process and ensures that the interviews are conducted in an orderly manner.

§ 7 Effective date, transitional provisions

- (1) 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 2018 admissions.
- (2) At the same time, the admissions statutes of Ulm University for the English-taught master's programme in Chemical Engineering of 9 January 2017 (published in the official information bulletin of Ulm University No. 2 of 12 January 2017, p. 9-11) cease to have effect.

Ulm, 28 February 2018

signed
(Prof. Dr.-Ing. Michael Weber)
President of Ulm University

courtesy translation