



## **Admissions statutes of Ulm University for the English-taught master's programme in Chemical Engineering of 13 July 2023**

On the basis of § 60 (2) no. 2, § 63 (2) and § 59 (1) and (2) of the State University Act (LHG) in the version of 1 January 2005, repeatedly and most recently amended by Article 8 of the Act of 07 February 2023 (law gazette, p. 26, 43), the Senate of Ulm University adopted the following statutes on 21 June 2023 for admission to the admission-free consecutive English-taught master's programme in Chemical Engineering at Ulm University.

### **§ 1 Scope of application**

In the master's degree programme in Chemical Engineering, no admission numbers have been set according to the applicable admission numbers ordinance (*Zulassungszahlenverordnung – ZZVO*); an entrance procedure takes place according to the following provisions.

### **§ 2 Deadlines**

Admissions take place in the winter and summer semester. The application for admission to the winter semester must be received by Ulm University by 15 March of the respective year; the application for admission to the summer semester must be received by Ulm University by 15 November of the previous 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 is governed by the provisions applicable to the admission procedure in the applicable admission and enrolment statutes of Ulm University.
- (2) The following documents must be submitted together with the application:
  - a) Proof of
    - the bachelor's degree in Chemical Engineering or equivalent degree at the level of at least three years of study according to § 4 (1 a) together with the diploma supplement (if available) and transcript of records (ToR)/grade excerpt showing the final grade or a ToR with proof of the (provisional) average grade to be determined on the basis of the previous study and examination achievements by the end of the application period, the credit points (ECTS) achieved (to date) as well as an indication of the total number of credit points of the degree programme and transcript of records; the proof must show a grading scale with the best possible grade and the minimum passing grade for completion of the degree programme,

- basic competences in the areas of chemical, thermal and mechanical process engineering as well as knowledge of the application of process engineering concepts to selected problems as defined in Annex 1, to be demonstrated by corresponding modules or courses from the bachelor's or equivalent degree programme or by equivalent competences,
- b) proof of adequate English language skills according to § 3 (2) (level B 2) in the applicable version of the Statutes on the required language skills for studying at Ulm University,
- c) declaration by the applicant stating whether he/she has failed at last attempt an examination required by the examination regulations at a German higher education institution in the same master's degree programme or in a related degree programme with essentially the same content or whether the right to examination no longer exists for other reasons,
- d) the additional documents mentioned in the applicable admission and enrolment statutes of Ulm University, if any.

The documents to be submitted for the master's degree programme in Chemical Engineering are announced on the respective web pages of Ulm University.

- (3) Admission to the master's degree programme can also be applied for if the bachelor's degree cannot yet be submitted by the expiry of the application deadline within the meaning of § 2 and if it can be expected that the applicant will complete the bachelor's degree programme in good time before the start of the master's degree programme on the basis of the previous course of studies, in particular the previous study and examination achievements. In this case, the prerequisites according to § 4 (2) b), in particular the preliminary average grade, can be taken into account for the entrance decision.
- (4) Admission to the master's degree programme can also be applied for if the proof under § 3 (2) a) indent 2 cannot be submitted by the expiry of the application deadline as defined in § 2.
- (5) The required language proficiency can be proven at the time of enrolment.
- (6) If certificates and documents to be submitted are not in German or English, an official translation in German or English is required.

#### **§ 4 Entrance requirements**

- (1) Prerequisites for entrance to the master's degree programme in Chemical Engineering are:
  - a) a bachelor's or at least equivalent degree from a university, university of applied sciences, cooperative university or a foreign higher education institution in a degree programme in chemical engineering or a subject-related or subject-specific degree programme, passed with the examination results according to paragraph 2,
  - b) required subject-specific expertise and language proficiency in accordance with § 3 (2),
  - c) a selection interview in the case of applicants not fulfilling the requirements of paragraph 2 a) or b).
- (2) Examination results are demonstrated by
  - a) an academic final examination with a bachelor's degree with an overall grade of 2.5 or better or, if the degree has not yet been awarded,

b) examination results achieved by the application deadline with an average grade of 2.5 or better.

Applicants who do not fulfil sentence 1 must prove their aptitude for the master's degree programme in a selection interview.

- (3) The admissions committee shall decide on the equivalence of the bachelor's degree and the equivalence of other degree programmes not expressly mentioned in paragraph 1 a) in accordance with § 6. 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 do not comply with the ECTS regulations (ECTS grades and credit points), the admissions committee decides whether the requirements stated in paragraph 2 b) are met.
- (4) Deviations from §§ 2, 3 as well as § 4 (1, 2) may arise for students who are in joint degree or double degree or structured exchange programmes. As a rule, the evidence is deemed to have been provided upon admission to the corresponding degree programme at the home university or selection by the corresponding cooperation programme. Where regulations exist, the contractual agreements in these programmes shall take precedence over the regulations in these Statutes.

## **§ 5 Selection interview**

- (1) Applicants may only take part in a selection interview if they applied for a place in the programme in due time and form.
- (2) The selection interview is conducted in English by the admissions committee or by competent university lecturers appointed by the admissions committee (selection committee consisting of at least 2 persons). Ulm University will inform the applicants at least one week in advance of the exact dates, the place where the selection interviews will take place and the form of the examination. The selection interview can also be conducted as an online examination under video supervision as a video conference. The basis of the interview is a question guide set by the admissions committee/selection committee.
- (3) The selection interview is conducted as an individual interview. An individual interview lasts a maximum of 20 minutes.
- (4) The selection interview is to show whether the applicant is academically qualified for (aptitude) and interested in (motivation) the master's degree programme. For this purpose, the subject-specific competence in the fields of chemical engineering and the content of the bachelor's thesis, as well as the motivation to study, in particular the interest in the subject area of the master's degree programme (including the ideas on the specialisation in the master's degree programme) are discussed and evaluated. The applicant should also indicate to what extent they can relate their previous experience and interests (relevant stays abroad, additional qualification features, internships, further training) to the master's degree programme.
- (5) At the end of the interview, the members of the admissions committee or the selection committee assess the applicant according to aptitude and motivation for the master's programme on a scale of 1 to 4; each part of the selection interview "subject-specific aptitude" and "motivation" is assessed with one grade each. An overall grade is determined.

1= significantly above average

2 = above average

3= average

4= below average

If the members of the admissions committee or the selection committee assess the selection interview with an overall grade of at least 3.0, the selection interview was successful and admission is granted.

- (6) One member of the admissions committee/selection committee must prepare a record of the interview containing the following information: Name of the applicant, time, place and duration of the selection interview, topics addressed and evaluation. The record must be signed by the members of the admissions committee/selection committee.
- (7) If the applicant does not appear for the selection interview without a valid reason, the application for admission will be rejected. Applicants are entitled to take part in the next round of interviews or the next admission procedure if they prove to Ulm University immediately after their failure to appear for the interview that this failure was due to a valid reason; in case of illness, a medical certificate must be submitted.

## **§ 6 Admission and selection decision**

- (1) The President decides on admission at the proposal of the admissions committee.
- (2) Admission shall be denied if
  - a) the application documents have not been submitted in due time as defined in § 2 or in due form and completely as defined in § 3,
  - b) the requirements according to § 4 have not been met,
  - c) a previous admission in the same master's 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 resolutive condition or to certain requirements. In the case of an application in accordance with § 3 (3) sentence 1, admission is granted subject to the resolutive condition that the bachelor's degree and the requirements associated with it are proven within the period set by Ulm University. If the proof is not provided in due time, the admission expires. In the case of an application according to § 3 (4), admission is granted under the resolutive condition that basic competences in Chemical Engineering have been successfully completed. 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 § 3 (2) b) indent 1, the admission may be subject to requirements. The requirements must be fulfilled at the end of the examination period of the first master's semester; if the student is not responsible for not fulfilling the requirements, they must be fulfilled by the end of the examination period of the second semester at the latest. The admissions committee sets the requirements.
- (4) If, for reasons beyond the applicant's control, it is not possible to provide proof of the bachelor's degree by the deadline set by the University for enrolment, provisional enrolment may be granted on the basis of the applicant's declaration to this effect, 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 corresponding language certificates. If the proof is not provided by the deadline, enrolment will not take place or, if applicable, the application for re-registration for the following semester will be denied.

- (5) Applicants who miss the application deadlines according to § 2 or fail to prove the requirements according to § 3 will be excluded from the procedure. An exclusion notice will be issued in this regard. Applicants not admitted on grounds of their level of qualification under § 4 receive a letter of rejection by Ulm University. This letter must state the reasons for rejection and provide information on their right of appeal.
- (6) In all other respects, the provisions related to admission procedures in general as stated in the admissions and enrolment statutes of Ulm University remain unaffected.

#### **§ 7 Admissions committee**

- (1) The faculty board shall appoint an admissions committee. The admissions committee consists of at least two persons who belong to the full-time academic staff and their deputies. At least one person must be a higher education teacher as defined in § 44 (1) no. 1 LHG. Furthermore, the faculty board may appoint an experienced professional practitioner to the admissions committee in accordance with § 2c sentence 2 no. 6. of the Higher Education Admissions Act (HZG). The members' term of office is three years. Reappointment is possible.
- (2) At the request of the student members of the faculty council, a student may join the committee in an advisory capacity. The term of office is one year.

#### **§ 8 Effective date**

These statutes come into effect on the day after their publication in the Official Bulletin (*Amtliche Bekanntmachungen*) of Ulm University. They will first apply to the admission procedure for the winter semester 2022/23. At the same time, Ulm University's admissions statutes for the consecutive, English-taught master's programme in „Chemical Engineering“ of 5 April 2022, published in the Official Bulletin of Ulm University no. 7 of 5 April 2022, pages 101 - 106 cease to have effect.

Ulm, 11 July 2023

signed

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

**Annex 1 to § 3 (2) a), 2nd indent of the Admission statutes of Ulm University for the consecutive, English-taught master's degree programme in Chemical Engineering of 5 April 2022**

For admission, the following basic competencies in the field of chemical engineering are required:

The applicant

- has a solid grounding in mathematics as well as in the natural sciences,
- 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 and technical thermodynamics,
- is capable of analysing and evaluating experimental results in the context of scientific literature, and
- can explain results scientifically in a written paper.