

Admission and Selection Regulations of the Faculty of Life Sciences for the Masters Programme in Process Engineering (M.Sc.) at the Hamburg University of Applied Sciences (Hochschule für Angewandte Wissenschaften Hamburg)

dated 23rd May 2019

The following version of the "Admission and Selection Regulations of the Faculty of Life Sciences for the Masters Programme in Process Engineering (M.Sc.) at the Hamburg University of Applied Sciences" were approved by the Executive Board of the Hamburg University of Applied Sciences on 23rd May 2019 pursuant to §108(1) sentence 3 of the Hamburg Higher Education Act of 18th July 2001 (*Hamburgischer Hochschulgesetz* ("HmbHG")) - p.171 "HmbGVBl", as last amended on 29th May 2018 (HmbGVBl p.200). They were resolved on 3rd April 2019 by the Board of the Process Engineering Department at the Hamburg University of Applied Sciences pursuant to §16(4) no. 2 and §14(3) no. 3 of the Constitution of the Hamburg University of Applied Sciences in conjunction with §92(1) sentence 2 no. 2 and §92(5) HmbHG and approved by the Dean's office on April 18th 2019 pursuant to § 92(1) sentence 2 no. 2 HmbHG.

§ 1 Purpose of the Regulations

These regulations govern the admission requirements and selection criteria for the consecutive "Process Engineering" masters programme (M.Sc.).

§ 2 Admission Requirements

(1) The admission requirements for the masters programme are as follows:

- a) a successfully completed bachelor's degree in process engineering with at least 210 ECTS Credit Points, or
- b) a successfully completed undergraduate course in a field of engineering related to the masters programme with at least 210 Credit Points,
- c) proof of English language skills (see Appendix, no. 1).

(2) Applicants with a 6 semester bachelor's degree must make up for missing Credit Points. The letter of admission will be issued subject to the condition that proof is provided in relation to missing Credit Points. The specific courses to be attended for the relevant bachelors degree and hours of practical experience/practical semesters will be determined by the subject advisor in collaboration with the examination committee after commencement of the course. Examinations and practical experience must be made up prior to commencement of the master's thesis.

(3) Applicants who have obtained a university degree outside the EU must prove that they have a GRE¹.

(4) International applicants who have not obtained their first degree in a course taken in the German language and need to make up merits pursuant to §2(2) must prove that they have passed an internationally recognised German language test in accordance with no. 2 of the Appendix.

¹ Graduate Record Examination (GRE): a standardised examination permitting admission to a US-American graduate school.

(5) In variance from (1)(a) or (1) (b) above, admission can be applied for if the first vocational degree has not yet been obtained because individual examination results are missing and - on the basis of attainments (in particular examination results) achieved thus far in the course of study – it is to be expected that the degree will be obtained by the end of the first semester of the masters programme. A certificate must be provided from the university at which the degree is to be completed about the Credit Points already obtained and the current average grade. Where admission to the programme takes place in the summer semester, admission will be subject to the condition that proof of the degree is provided by 31st August; where admission to the programme takes place in the winter semester, admission will be subject to the condition that proof of the degree is provided by 28th February in the year after the programme has been commenced.

§ 3 Selection procedure

(1) University places in respect of all masters programme are awarded as follows:

- a) Result of bachelors degree or diploma (overall grade or, pursuant to §2(5), in the event that a degree has not yet been completed the current average grade) (0 to 9 points),
- b) particular specialist knowledge relevant to the course of study (0 to 9 points),
- c) particular achievements from professional practice (0 to 5 points).

(2) A ranking list will be produced according to the selection criteria under §3(1) above. In the event of rankings that are the same, lots will be drawn.

(3) The following points are awarded for the overall grade referred to at (1)a) above:

- a) Grade = 4.0 - 0 points,
- b) Grade \geq 3.7 und $<$ 4.0 - 1 point,
- c) Grade \geq 3.3 und $<$ 3.7 - 2 points,
- d) Grade \geq 3.0 und $<$ 3.3 - 3 points,
- e) Grade \geq 2.7 und $<$ 3.0 - 4 points,
- f) Grade \geq 2.3 und $<$ 2.7 - 5 points,
- g) Grade \geq 2.0 und $<$ 2.3 - 6 points,
- h) Grade \geq 1.7 und $<$ 2.0 - 7 points,
- i) Grade \geq 1.3 und $<$ 1.7 - 8 points,
- j) Grade \geq 1.0 und $<$ 1.3 - 9 points

§ 4 Selection committee

(1) The selection committee consists of the following members:

- a) the subject advisor for the course,
- b) the chairman of the examination committee,
- c) a further member of the full-time scientific personnel.

At least one professor must belong to the selection committee. The selection committee is engaged by the faculty board on recommendation by the head of department.

(2) The selection committee makes decisions about the following issues:

- a) The existence of an undergraduate degree in a course relevant to the masters programme (§ 2(1) b),
- b) Particular specialist knowledge relevant to the masters programme, (§ 3(1) b)
- c) Particular achievements in professional practice (§ 3(1) c),

- d) Whether practical semesters/practical hours or courses/examinations need to be made up for (§ 2(2)),
- e) The existence of equivalent language achievements in English (§ 2 (1) c)) or German (§ 2(4)),
- f) The ranking list (§ 3(2)).

(3) The selection committee can obtain votes by circulation. It is not necessary for it to hold meetings together.

§ 5 Entry into Effect

These regulations come into effect upon their publication in the *Hochschulanzeiger (university journal)*. They shall first be applied in relation to the application process for the summer semester in 2020.

Hamburg University for Applied Sciences

Hamburg, 23rd May 2019
Hamburg University for Applied Sciences

Appendix –Proof of language requirements

1. English language skills acc. § 2 (1) c can be proven as follows:
 - a) English skills on level B2 acc. to the Common European Framework of Reference for Languages (CEFR) by a course on an accredited language school or
 - b) International English Language Testing System (IELTS) Academic Test with a min. score of 5.5 or
 - c) Test of English as a Foreign Language (TOEFL) internet-based test with a min. score of 87 points or
 - d) Cambridge First Certificate in English (FCE - min. score C or higher) or
 - e) Higher education entrance qualification for English Universities or
 - f) A certificate of a university of applied sciences qualification or a certificate of a higher education entrance qualification, certifying that English has been taught at least on level B2 acc. to the Common European Framework of Reference for Languages (CEFR) in the last year before graduation and that a score of at least 5 point has been reached in the last four semesters before graduation (incl. the final examination in case of English as examination subject) or
 - g) A certificate (formal university-transcript or diploma) of successful studies in an English speaking country of min. two years or
 - h) A certificate (formal university-transcript or diploma) of successful studies based on courses in English language of min. two years or
 - i) Proof of a post-gradual professional practice of min. half a year or a passed practical semester in an English speaking company in a foreign country with English a prevailing language

2. German language skills acc. § 2 (4) can be proven by a certificate attesting having passed an accredited German language test comparable to level B2 acc. to the Common European Framework of Reference for Languages (CEFR).