



## **Admissions statutes of Ulm University for the consecutive English-taught master's programme in Chemical Engineering of 8 February 2024**

On the basis of section 60 (2) no. 2, section 63 (2) and section 59 (1) and (2) of the Baden-Württemberg Higher Education Act (Landeshochschulgesetz - LHG) in the version dated 1 January 2005, amended several times and most recently by Article 8 of the Act dated 7 February 2023 (Law Gazette p. 26, 43), the Senate of Ulm University adopted the following regulations for entrance to the admission-free consecutive English-taught master's programme in Chemical Engineering at Ulm University on 13 December 2023.

### **§ 1 Scope of application**

In the master's degree programme in Chemical Engineering, 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 including all required documents by 15 May of the respective year, and the application for admission to the summer semester by 15 November of the previous year. 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 Chemical Engineering are announced on the relevant web-pages 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. 5, in particular in the case of § (4) 1 no. 1 a) the bachelor's examination certificate or comparable proof and the bachelor's degree certificate,
  2. declaration by the applicant stating whether she or he has failed at last attempt an examination required by the examination regulations at a domestic university 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,
  3. the 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 application must be accompanied by
- 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 possible grade and the minimum passing grade for obtaining the higher education degree.
- (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 master's degree programme in Chemical Engineering are:
1. a bachelor's degree in Chemical Engineering or an at least equivalent degree from a university, a university of applied sciences, a cooperative university or a recognised foreign higher education institution in the field of chemical engineering or in a related or subject-specific programme at the level of at least three years of study, demonstrated by either
    - a) an academic final examination with a bachelor's degree with an overall grade of 3.0 or better, or
    - if no degree has yet been awarded,
    - b) previous study and examination achievements up to the time of submission of the application with an average grade of 3.0 or better,as well as
  2. basic competences in the fields of chemical, thermal and mechanical process engineering as well as knowledge of the application of process engineering concepts to selected problems in accordance with Annex 1,
  3. the ability to conduct independent scientific work, demonstrated in particular by a thesis or comparable achievement corresponding to 6 ECTS credits,
  4. if the overall or average grade according to no. 1 is below 2.5, a selection interview within the meaning of § 5 with the assessment "suitable" and
  5. adequate English language skills according to § 3 (2) of the applicable Statutes on the required language skills for studying at Ulm University.
- (2) Subject-specific degree programmes within the meaning of paragraph 1 no. 1 are degree programmes fulfilling the requirements under paragraph 1 no. 2.
- (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 no. 1. When recognising foreign degrees, the assessment proposals of the Central Office for Foreign Education (ZAB) at the Secretariat of the Standing Conference of the Ministers of

Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) as well as any 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. If the final grade or average grade is not documented and cannot be provided by the University, an average grade is calculated from the individual grades of the study and examination achievements shown in the ToR, excerpt of grades or in another document, taking into account their respective weighting, in particular percentages or ECTS points. The result of the average grade is reduced to one decimal place without rounding.

- (4) Deviations from §§ 2, 3 as well as § 4 (1) may arise for students who are in joint degree, double degree or structured exchange programmes. As a rule, the evidence is deemed to have been provided upon admission to the respective degree programme at the home university or selection by the respective cooperation programme. Insofar as contractual agreements exist in these programmes, they shall take precedence over the provisions of these statutes.
- (5) Admission to the master's programme can also be applied for if the bachelor's degree cannot yet be submitted by the expiry of the application deadline according to § 2 as long as it can be expected that the applicant will complete the bachelor's programme in good time before the start of the master's programme on the basis of previous studies, in particular the previous study and examination achievements. In this case, the preliminary average grade according to § 4 (1) no. 1b can be considered for the admission decision.

## **§ 5 Selection interview**

- (1) Only applicants who applied for a place on the programme in due time and form, who fulfil the admission requirements according to § 4 paragraph 1 and who can prove an overall or average grade between 2.6 and 3.0 will take part in the selection interview.
- (2) The selection interview is conducted in English by the admissions committee or a selection committee appointed by it. The admissions committee determines the composition of the selection committee; at least two members must be qualified lecturers in higher education. The decision on the composition can be delegated by the admissions committee to the chairperson by majority vote. Members of the admissions committee can also be members of the selection committee. Applicants will be informed informally by Ulm University of the dates, location and format of the selection interviews at least one week in advance. The appointment is to be confirmed by the applicant. The selection interview can also be conducted as a video conference. The interview is based on a question guide set by the admissions committee or the selection committee.
- (3) The selection interview is conducted as an individual interview. A selection interview lasts a minimum of 10 and a maximum of 20 minutes per applicant.
- (4) The selection interview is intended to show whether the applicant is professionally qualified for the master's programme (professional aptitude) and open-minded towards the programme (motivation). To this end, the interview will assess the applicant's professional competence in chemical engineering, the content of their bachelor's thesis, their personal motivation to study for a master's degree, in particular their interest in the subject area of

the master's programme and their ideas on specialisation. The applicant should also explain how existing previous experience, in particular relevant stays abroad, additional qualifications, internships and further training as well as interests can be used with regard to the master's programme.

- (5) At the end of the interview, each member of the admissions committee or selection committee will assess the applicant's aptitude and motivation for the master's programme. Each of these two assessment parts is to be graded by each member with a grade on a grading scale of 1.0 to 4.0. The members' individual grades are used to calculate an arithmetic mean as the overall grade according to the following scale:

from 1.0 up to and including 3.0	=	"suitable"
below 3.0	=	"not suitable"

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 applicant is considered "suitable". If the applicant is assessed with an overall grade of below 3.0, he or she is considered "not suitable".

- (6) A member of the admissions committee or the selection committee must prepare a record of the selection interview, which must contain details of the applicant's name, the time, place and duration of the selection interview, the subject areas addressed and the assessment. The record must be signed by the members of the admissions committee or the selection committee.
- (7) Each applicant can only complete the selection interview once for each application phase in the master's programme. If the applicant does not attend the selection interview without a valid reason, the selection interview will be assessed with an overall grade of 4.0 ("not suitable"). If Ulm University is immediately provided with a credible reason for the non-appearance, Ulm University may admit the applicant to the next selection interview.

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

- (1) Admissions are determined by the President based on the admissions committee's proposals. The decision on the academic suitability of the applicant as well as the evaluation of the documents is 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 resolutive condition or subject to certain requirements. Under § 4 (5), sentence 1, admission is to be granted under the resolutive 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. 5. If the 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.

## **§ 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, as well as their deputies. At least one person must be a higher education teacher as defined in section 44 (1) no. 1 LHG. Furthermore, an experienced professional practitioner may be appointed to the admissions committee by the Faculty Board on the basis of section 2c p. 2 no. 6 of the higher education admissions act (HZG). The members' term of office is three years. Reappointment is possible.
- (2) The admissions committee shall elect a chairperson from among the voting members.
- (3) At the request of the student members of the Faculty Council, a further 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 first apply to winter semester 2024/25 admissions. At the same time, Ulm University's admissions statutes for the consecutive, English-taught master's programme in Chemical Engineering of 11 July 2023, published in the Official Bulletin of Ulm University no. 8 of 13 July 2023, pages 423-22, cease to have effect.

Ulm, 8 February 2024

signed

Prof. Dr.-Ing. Michael Weber

President of Ulm University

## Annex 1

Applicants have sufficient knowledge and competences within the meaning of § 4 (1) no. 2 if they can provide evidence of study and examination achievements from the following subject areas to the minimum extent specified:

<b>Subject area</b>	<b>ECTS credits</b>
Mathematics	16
Natural Sciences (chemistry and physics)	8
Chemical process engineering (e.g. chemical reaction engineering, reactor design, heterogeneous catalysis)	5
Thermal process engineering (e.g. thermal separation technology, distillation/extraction/membrane technology)	5
Mechanical process engineering (e.g. mechanical separation operations, particle technology)	5
Thermodynamics (e.g. technical thermodynamics, chemical thermodynamics)	5
Fundamentals of engineering (e.g. technical drawing, plant and apparatus engineering, instrumentation and control engineering, automation technology, engineering mechanics, process dynamics)	5