Regulations on eligibility and admissions to the post-graduate master’s programme “Management of Technology-Enhanced Learning” (MA) offered by Faculty I - Education and Social Sciences of the Carl von Ossietzky University of Oldenburg

Unofficial translation


By decision of the Faculty Board of Faculty I - Education and Social Sciences, the following regulations were issued regarding the eligibility and admission of applicants to the post-graduate master’s programme “Management of Technology-Enhanced Learning” offered by the Carl von Ossietzky University of Oldenburg. These regulations were approved by the Presidential Chair on xx.xx.xxxx and by the Ministry for Science and Culture of Lower Saxony (MWK) on xx.xx.xxxx

Section 1

§ 1 Scope

(1) This document regulates the eligibility and admissions to the post-graduate master’s programme “Management of Technology-Enhanced Learning” (MA).

(2) The eligibility requirements for admission are defined in § 2.

(3) If the number of applicants exceeds the number of available places, places will be allocated according to a university-specific application selection procedure (§4). If sufficient places are available, the selection procedure will not be conducted.

§ 2 Admission requirements

(1) To qualify as eligible for admission to the post-graduate, part-time master’s programme "Management of Technology-Enhanced Learning", applicants are required to have:

1. 
   a bachelor’s degree or equivalent diploma worth at least 210 credit points either from a German university or a university in one of the Bologna signatory states

   or

   an equivalent diploma worth at least 210 credits from a foreign university; equivalence shall be established according to the advice of the Central Office for Foreign Education (ZAB - http://anabin.kmk.org)

   or
– a bachelor’s degree or equivalent diploma worth at least 180 credits, insofar as a maximum of 30 credits can be awarded additionally as recognition of prior learning, and these skills can be credited within the 300 credits required for the master’s degree; skills or qualifications that can be recognized as prior learning include:
  
a) Skills or qualifications acquired through vocational training, continuing education or professional development not covered in the bachelor’s degree but which are relevant to the master’s programme, and/or
  
b) Professional experience relevant to the master’s programme; one year of relevant professional experience is awarded with 30 credits, and/or
  
c) Credits acquired through additional voluntary examinations taken during the bachelor’s programme

and

2. Evidence of at least one year of professional experience.

(2) As an exception to (1), applicants who have not yet obtained a bachelor’s degree or an equivalent diploma at the time of application may be provisionally admitted on the condition that the outstanding modules required for completion of their programme do not exceed 30 credits, and that the applicant will have completed the bachelor’s degree or equivalent degree no later than 1 April of the year following enrolment (for enrolment in the winter semester) or 1 October of the year of enrolment (for enrolment in the summer semester). An average grade will be calculated based on the applicant’s previous examination results and will serve as the basis for evaluation for the selection procedure described in § 4, regardless of whether the result of the bachelor’s examination ultimately deviates from this grade.

(3) Applicants whose native language is not English and who neither have an English university entrance qualification nor have a prior diploma from an English-language study programme must demonstrate the sufficient English language skills for completing their studies (level C1) in accordance with the Common European Framework of Reference for Languages (CEFR). Applicants can demonstrate meeting this requirement by submitting proof of achieving the C1 level; the certificate may not be older than two years at the time of application. The English language requirement will be waived for applicants whose mother tongue is English, that is, applicants who are citizens of countries where English is an official language of the country. In uncertain cases, the Admissions Committee shall decide whether the applicant has sufficient knowledge of English.

§ 3
Start of studies and application deadlines

(1) Applicants can begin the master’s programme “Management of Technology-Enhanced Learning” either in the summer or winter semester. Applications must be submitted via the online portal of the Carl von Ossietzky University of Oldenburg. The application and all supporting documents pursuant to § 3(2), must be submitted to the University by 1 August for the winter semester and by 1 February for the summer semester. Applicants holding a foreign degree must submit their application documents to the Carl von Ossietzky University of Oldenburg via the online portal ‘uni-assist’

1 Applicants with a bachelor’s degree from a foreign university are strongly encouraged to submit their application and supporting documents to uni-assist by 1 June for admission in the winter semester and by 1 December for the summer semester, as additional processing time for the equivalency-check of foreign degrees and resubmission of a revised application may be necessary. If the application and supporting documents are submitted at a later date, it cannot be guaranteed that studies can begin in the desired semester.
The application must include the following documents. Certified copies must be submitted for any transcripts and certificates:

a) Evidence as required per § 2 which demonstrates that eligibility requirements are met; in particular, the transcript, degree certificate, and/or diploma supplement for the bachelor’s degree or equivalent degree. If these documents are not available, the applicant should submit a certificate indicating their performance to date, credits achieved, and the average grade.

b) Evidence of professional experience lasting at least one year.

c) Evidence of language proficiency as specified § 2(3).

d) A curriculum vitae (CV) and summary of experience with reference to the criteria in § 4(2b).

e) A statement of personal and professional motivation for choosing the programme.

f) If applicable: additional evidence as specified in § 4(2b).

If an original document is written in any other language than English or German, a certified English or German translation must be submitted with the original.

(3) Applications that are not complete, in the correct format, or submitted on time will be rejected. The University will retain possession of the submitted documents.

§ 4
Admissions procedure

(1) The University’s selection procedure establishes a ranking of the applicants by awarding points for the final grade or the average grades of the applicants in accordance with § 2(2) and other criteria described below (§ 4(2)). In the event of a number of applicants holding equal qualifications, the decision will be made by lottery.

(2) The ranking points described in § 4(1) shall be awarded as follows:

a) Points awarded for the final grade or average grade of the previous degree, as described in § 2(2) (max. 6 points):

<table>
<thead>
<tr>
<th>Final or average grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 – 1.5</td>
<td>6</td>
</tr>
<tr>
<td>&gt; 1.5 – 2.0</td>
<td>5</td>
</tr>
<tr>
<td>&gt; 2.0 – 2.5</td>
<td>4</td>
</tr>
<tr>
<td>&gt; 2.5 – 3.0</td>
<td>3</td>
</tr>
<tr>
<td>&gt; 3.0 – 3.5</td>
<td>2</td>
</tr>
<tr>
<td>&gt; 3.5 – 4.0</td>
<td>1</td>
</tr>
<tr>
<td>&gt; 4.0</td>
<td>0</td>
</tr>
</tbody>
</table>

b) Evaluation of additional criteria (max. 5 points):

<table>
<thead>
<tr>
<th>Criteria/Description</th>
<th>Documents</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional/practical experience (max. of 2 points, individual points cannot be combined)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant internships in the field of technology-enhanced learning (at least 3 months of full-time work), or Internship certificate</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

If applicable: additional evidence as specified in § 4(2b).
| Relevant professional/academic activities in the field of technology-enhanced learning (< 12 months of full-time work), or | Relevant professional/academic activities in the field of technology-enhanced learning (> 12 months of full-time work) | Employer/supervisor reference or employment contract | 1
| Relevant subject-specific expertise from past studies (max. of 1 point) | Modules or subject-specific expertise in previous studies (at least 12 credits) or thesis in the field of a) Media education b) Educational technology c) Lifelong learning, or d) Education management | Academic record/transcript | 1
| Further relevant qualifications (max. of 1.5 points) | Academic publications, prizes, or awards | Official records, certificates | 1
| Relevant qualifications and further training acquired outside of the university | Certificates, attendance certificates | 0.5
| Letter of motivation (max. 0.5 points) | Relevance of the applicant’s motivation to the master’s program and in relation to the other application documents | Letter of motivation | 0.5
| Total number of awarded points based on the individual evaluation criteria | | | 5

(3) The maximum total score that can be achieved in § 4(2a) and (2b) is 11 points. The order of precedence for admission is determined by the number of points scored by each candidate. In the event of a tie, the admission decision is made by lottery.

(4) The Admissions Committee (§ 5) is responsible for decisions relating to the selection process.

§ 5
Admissions Committee

(1) The Faculty Council of Faculty I - Education and Social Sciences appoints an Admissions Committee consisting of at least three members with voting rights and one student with an advisory vote as well as one alternate member for each group.

(2) The group of voting members must be comprised of at least:
- two professors or lecturers
- one member of teaching staff or university employee

(3) Voting members and their alternates are appointed for a period of two years, and student members and their alternates for one year. Members may serve consecutive terms.
(4) The Admissions Committee elects a chair and a deputy chair from among its voting members. A quorum is reached when at least two voting members are present.

(5) Responsibilities of the admissions committee include:
   a) Checking the correctness and completeness of applications.
   b) Verifying admission requirements.
   c) Deciding on whether to admit or reject applicants.
   d) Organising the selection procedure (§ 4) and ranking of applications.

§ 6
Notification, waiting list, conclusion of the admissions procedure

(1) Successful applicants will receive a written letter of acceptance from the University. This letter states a deadline by which the applicant must submit a written or electronic confirmation declaring that he or she wishes to accept the place. If this declaration is improperly submitted or not submitted by the deadline, the letter of acceptance becomes invalid. This legal consequence shall be clearly stated in the letter of acceptance.

(2) If not all accepted applicants who have been admitted according to § 6(1) enrol within the established deadline, a corresponding number of applicants who have not received a letter of acceptance will be admitted (waiting list). The order of precedence of applicants on the waiting list is determined using the ranking described in § 4(1).

(3) Applicants who are unsuccessful will receive a letter of non-acceptance, detailing any recourse available to them.

(4) The admissions procedure must be concluded no later than 15 April (for the summer semester) and 15 October (for the winter semester). Any places still available after this date will be allocated by lottery.

(5) In addition to these regulations, the provisions of the general university regulations for matriculation apply. Applicants with provisional eligibility in accordance with § 2(2) are responsible for submitting their bachelor’s degree or equivalent diploma by 1 April of the year following enrolment (in the winter semester) or 1 October of the year of enrolment (in the summer semester) in the Master’s programme. Applicants who do not submit relevant proof of completion shall be dematriculated.

Section II

These regulations will enter into effect for the winter semester 2019/20 following approval by the Ministry of Science and Culture of Lower Saxony and publication of the regulations in the Official Notices of the University.