Regulations on admission to the post-graduate master’s programme “Renewable Energy Online” (M.Sc.) offered by Faculty V – Mathematics and Natural Sciences of the Carl von Ossietzky University of Oldenburg

16/04/2019

On 20/02/2019, by decision of the Faculty Board of Faculty V – Mathematics and Natural Sciences, the following regulations were issued regarding the eligibility and admission of applicants to the post-graduate master’s programme “Renewable Energy Online” offered by the Carl von Ossietzky University of Oldenburg. These regulations were approved by the chair on 19/03/2019 and by the MWK by decree of 10/04/2019.

Section I

§ 1 Scope

(1) This document regulates the admission of applicants to the post-graduate parallel-study master’s programme “Renewable Energy Online” (M.Sc.).

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

§ 2 Eligibility requirements for admission

(1) To qualify as eligible for admission to the post-graduate parallel-study master’s programme “Renewable Energy Online” (M.Sc.), the applicant

- must have obtained a bachelor’s degree or equivalent diploma worth at least 180 credit points from a university in Germany or another Bologna signatory country,

or

- must have obtained a diploma equivalent to at least 180 credit points from a foreign university; equivalence shall be established according to the advice of the Central Office for Foreign Education (ZAB – http://anabin.kmk.org)

and

- must be able to demonstrate professional experience of at least one year in a practical setting.

The Admissions Board shall decide whether the applicant meets the eligibility requirements (§5).

(2) As an exception to (1), applicants not yet in possession of their bachelor’s degree or equivalent diploma who have at least 150 credit points when applying for a 180-point programme or at least 180 points when applying for a 210-point programme may be deemed provisionally eligible for admission on the condition that their bachelor’s degree or equivalent
diploma is expected to be awarded by April 1st at the latest in the year following enrolment in the master’s programme.

(3) Applicants for whom English is not a native language and who cannot provide evidence of either an entrance qualification for an English university or a prior diploma from an English-language programme must additionally demonstrate sufficient English language skills to successfully complete their studies by obtaining the English proficiency level B2 according to the Common European Framework of Reference for Languages (CEFR). This can for example be demonstrated by successfully completing a B2 language test. Any documents submitted to fulfil this requirement must not be older than ten years. In cases of doubt, the Admissions Board decides on the recognition of English language proficiency.

§ 3
Beginning of studies and application deadlines

(1) The master’s programme “Renewable Energy Online” begins in each winter semester. Applications must be submitted through the online portal of the University of Oldenburg, and all required documents specified in (3) must have been received by the university by August 31st for the cycle beginning in the winter semester of the same year. For a timely assessment and enrolment, the required application documents for the winter semester specified in (3) should be available by 15 July, if at this time the minimum score (150 LP) or already the Bachelor’s degree or another equivalent degree can be provided. Applicants with a foreign university degree send their application documents via uni-assist to the Carl von Ossietzky University. Any given application is only valid for the allocation of places in the corresponding application cycle. The university does not have an obligation to verify the accuracy of the information submitted by applicants without grounds to do so.

(2) Applicants with a (bachelor) degree from abroad are strongly advised to submit their application with all required documents to the central service office uni-assist by 31 May for the winter semester, since the equivalence check of foreign degrees will require additional processing time and may require further measures on the part of the applicant, so that with later submission of the application documents, a start of study for the desired winter semester can not be guaranteed.

(3) The application must include the following documents. Certified copies must be submitted for any transcripts and certificates:

a) any documents required to demonstrate that the eligibility conditions stated in §2 are met; in particular, the degree certificate for the bachelor’s programme or equivalent diploma including a Transcript of Records or equivalent. Alternatively, if the diploma has not yet been issued, a certificate detailing the applicant’s achievements and credit points may be submitted.

b) proof of practical experience of at least one year.

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.

(4) Any applications submitted in incomplete or improper form or after the application deadline shall be excluded from further consideration. The university will retain possession of any submitted documents.
§ 4
Admissions Board for the master’s programme “Renewable Energy Online”

(1) The Faculty Board of Faculty V – Mathematics and Natural Sciences shall appoint an Admissions Board composed of at least three members with full votes and at least one student representative with an advisory vote, as well as one alternate member for each group.

(2) The group of members with full votes must include at least:
   - one member from the group of professors, as well as
   - two members from the group of professors or university employees.

(3) Each member and alternate with a full vote serves a term of two years. Student representative and alternates serve a term of one year. Members may serve consecutive terms.

(4) The Chairman and Deputy Chairman are elected by the members of the Admissions Board with full votes. The quorum is met if at least two members with full votes are present.

(5) The responsibilities of the Admissions Board include:
   a) examination of incoming applications for formal correctness
   b) verification of admissions requirements
   c) applicant admission and rejection decisions.

§ 5
Notification

(1) Applicants who meet the admission requirements will receive a written letter of acceptance from the university. This letter will specify a deadline by which the applicant must send an electronic or written confirmation declaring that he or she wishes to accept the place on the course. If this declaration is improperly submitted or is not submitted by the deadline, the acceptance is withdrawn and becomes ineffective. This possible consequence shall be clearly stated in the letter.

(2) Applicants who do not meet the admission requirements will receive a letter of non-acceptance detailing any recourse available to them.

(3) In addition to these regulations, the provisions of the general university regulations for matriculation apply as usual. Applicants with provisional eligibility in accordance with §2(2) shall be dematriculated if their bachelor’s degree or equivalent diploma has not been submitted by April 1st of the year following their enrolment (in the winter semester) in the programme for reasons within their sphere of responsibility. Applicants who must complete missing modules in accordance with the second sentence of §2(1) shall be dematriculated if they have not submitted the relevant proof of completion of these modules within two semesters for reasons within their sphere of responsibility.

Section II

These regulations shall enter into effect after approval by the Lower Saxony Ministry of Science and Culture once published in the official bulletin of Carl von Ossietzky University Oldenburg on application procedures for the 2019/2020 winter semester. At the same time, the previous regulation on eligibility and admission for the postgraduate master programme "Renewable Energy Online" (M.Sc.) of Faculty V - Mathematics and Natural Sciences of the Carl von Ossietzky University Oldenburg of 18.04.2018 is suspended.