

## **Admission Regulations for the Consecutive Master Degree course (M.Sc.) “Postgraduate Programme Renewable Energy (PPRE)” at the Faculty V, Carl von Ossietzky University Oldenburg**

**12.05.2017**

The admission regulations for the consecutive Master degree course Postgraduate Programme Renewable Energy (PPRE) at Carl von Ossietzky University Oldenburg was agreed on 22.02.2017 by the council of the Faculty V – Mathematics and Science. It was approved by the Presidential Chair on 21.03.2017 and by the Ministry of Economics and Culture (MWK) by a decree on 12.04.2017.

### **§1 Scope of Application**

- (1) This regulation regulates admission to the consecutive Master degree course (M.Sc.) “Postgraduate Programme Renewable Energy (PPRE)”.
- (2) The admission regulations are regulated by § 2.
- (3) Should more applicants meet the admission criteria than there are places available, the places will be allocated in accordance with the University's admission procedure (§4). Should not more applicants meet the admission criteria than there are places available, no selection procedure will take place.

### **§2 Admission Requirements**

- (1) A prerequisite for admission to the consecutive Master's degree course “Postgraduate Programme Renewable Energy (PPRE)” is that the applicant
  - has either a Bachelor degree or equivalent qualification totalling at least 180 credit points from a degree course in Physics, engineering Physics, electrical engineering, mechanical engineering or an equivalent subject related degree course in which similar competences in Mathematics and Physics were learned as in the previous stated study programmes, from a German university or a university that belongs to one of the Bologna Signatory States, or
  - has an equivalent degree from a university abroad in a closely subject related field totalling at least 180 credit points; the equivalence is in accordance with the weighting proposals made by the Central Office for Foreign Education at the Standing Conference of the Ministers for Education ([www.anabin.kmk.org](http://www.anabin.kmk.org)).

The Admissions Committee decides whether or not the admission prerequisites for an applicant are fulfilled, in particular whether a degree course is closely related. A positive appraisal may be linked to the applicant being required to catch up on the missing modules within two semesters.

- 2) Notwithstanding paragraph 1, candidates are provisionally authorised for admission, whose Bachelor degree or an equivalent degree at the time of application is not yet available, when at least 150 credit points were provided in the case of a course with overall performance of 180 credit points and it is expected that the Bachelor's degree or the equivalent degree at the latest is demonstrated by April 1st (for enrolment for Winter semester) in the following year of the year of enrolment in this

Master's program. From the recent examination results an average score is to be determined which is considered during the selection according to § 4, regardless of whether the result of the Bachelor examination deviates there from.

(3) Applicants whose first language is not English or having neither a British university entrance qualification obtained or a first degree in an English-language degree program, need to demonstrate sufficient knowledge of the English language at level B2 according to the Common European framework of reference for languages (CEFR). The proof can be provided by successfully passed tests for level B2, for example, TOEFL, IELTS, Cambridge Advanced Exam, Cambridge Proficiency Exam.

### **§ 3**

#### **Beginning of the Course und Application Documents**

The Master course “Postgraduate Programme Renewable Energy (PPRE)” begins in the winter semester. The application is to be submitted through the PPRE Online Portal. It has to arrive including the required application documents according § 2 at the University by the following deadlines for the winter semester:

- 15 October (previous year) for DAAD-scholarship applicants
- 15 March for all others

The application is only valid for the awarding of a university place for the respective application date. The university is not obliged to verify the statements of the applicant of its own motion.

(2) The application or the application under paragraph 1 sentence 3 must include - with degrees and certificates as authenticated copy - the following documents certified as German or English translation, if the original is not written in English or German:

- a) Proof according to § 2 para. 1 or para. 2, in particular the certificate of a bachelor's degree or equivalent of this program or - if this is not yet available - an attestation of the work done, the ECTS credits achieved and the average grade;
- b) Detailed evidence of academic achievements in the first degree (Transcript of Records)
- c) If necessary the ranking of the applicant during their first degree
- d) Proof according to § 2 para. 3
- e) A representation of the personal and professional career development
- f) A letter of motivation
- g) If necessary, proof of professional and practical training according to § 4 para. 2

(3) Applications, which are submitted incompletely, not in due form or not in due time will not be considered in the further procedure. The submitted documents remain at the university.

### **§ 4**

#### **Admissions Procedure**

1) The University's admission process is based on a ranking that is calculated based on a scoring of the final grade or the average grade in accordance with § 2 para. 2 of the candidates to be considered and other criteria, which will be shown below (para. 2).

(2) The following points scheme applies to the awarding of scores under paragraph 1:

- a) Evaluation of the academic performance of the candidate in his / her completed studies whose successful completion fulfill the admission requirements for the study of the master program "Postgraduate Programme Renewable Energy (PPRE)", including the thematic focus of the specialisation and the consideration of the respective rankings. For awarding points the following scale should be used: (max. 6 points)

Academic Achievements / touch points	Points
1.0	6
2.0	4
3.0	2
4.0	0

- b) Evaluation of the candidate with respect of her or his academic and professional career as well as her or his motivation for applying. For awarding points the following scale should be used (max. 4 points):

Criterion	Points (max.)
Professional experience from internship of employment totalling at least 6 months available?	Yes=1 No=0
Is the professional experience relevant to the Energy topic?	Yes=1 No=0
Motivational letter convincing	Yes=1 No=0
Motivational letter consistent with respect to the other application material?	Yes=1 No=0

The points attributed to an application is the arithmetic average of the points awarded by the individual members of the Admission Committee. The ranking of the admission results by the number of points of an application. In the case of equal points women will be admitted preferably to balance an under representation. Otherwise in the case of equal points the ranking will be made with respect to social aspects. In the case that after these considerations there still exists equal ranking, the ranking is decided by lot.

(3) The competent Admission Committee (§ 5) makes the selection decision.

## **§ 5**

### **Admissions Committee for the Master Course “Postgraduate Programme Renewable Energy (PPRE)”**

(1) The admissions committee is appointed by the Faculty Council of the Faculty V – Mathematics and Science consisting of at least three full members and one additional member from the group of students in an advisory role as well as a deputy member for each status group member.

(2) The full members of the admissions committee consist of at least:

- 1 member from the academic teaching staff,
- 2 members from either the academic teaching staff or the research assistant group,

(3) The term of office of the full members and their deputy member is two years, for the student member and his alternate member one year; reappointment is possible.

(4) The admissions committee elects a chairperson and deputy from among its full members. The admissions committee is quorate if at least two full members are present.

(5) The admissions committee can invite members of the university of Oldenburg or guests of partner institutions to its meetings as advisors when their expertise is helpful for the work of the admissions committee. These advisors shall be adverted to the confidentiality of the meetings.

(6) The tasks of the Admissions Committee are:

- a) Inspection of incoming applications for formal correctness,
- b) Inspection of the entry requirements, if necessary, the decision of whether a program is closely related,
- c) Decision on admission or rejection of the applicants.

## **§ 6**

### **Communication Issue, Clearing Process, Completion of the Procedures**

(1) Applicants who have been accepted will receive a letter of acceptance from the University. With this letter a deadline is set, within which the candidate has - in written or electronic form - to declare whether he or she accepts the study place. Without such declaration - in due form and time - the admission will be ineffective. The letter of acceptance must point out this legal consequence.

(2) If not all of the applicants to be admitted, in accordance with paragraph 1, should declare within the specified deadline their acceptance of the study place, then a corresponding number of applicants who did not initially receive a letter of acceptance may be admitted according to their ranking (clearing). The clearing process is performed on the basis of the ranking according to § 4 para. 1.

(3) Applicants who cannot be admitted will receive a letter of rejection and information as to their right to appeal.

(4) The admission procedure will be completed latest by October 15th. After that the available places are allocated by lot.

(5) In addition, the general admission regulations concerning the enrolment of the University remain unaffected. Applicants with provisional admission pursuant to § 2 Abs. 2 are expelled when the Bachelor's degree or an equivalent degree is not demonstrated until April 1st (for the winter semester enrolment) for the following year of enrolment in this Master's program and the applicant or the applicant is responsible for this. Candidates who according to § 2 para. 1 sentence 2, still have to re-sit missing modules are expelled when the necessary evidence for a successful passing of the modules are not provided within two semesters and the candidate is responsible for this.

## **§ 7**

### **Admission to an advanced semester**

(1) The vacant study places available in an advanced semester with restricted admission will be awarded to the applicants according to the following order:

- a) those who would suffer particular hardship if not admitted for reasons due to their person.
- b) those participating in the same or an equivalent course of studies
  - ba) who are, or were, registered at another German university or a university of a member state of the European Union or another contract partner state about the agreement on the European Economic Region,
  - bb) who have German citizenship or according to statutory registration procedures are equivalent to German citizens and were, or are, registered at a foreign university,
- c) those who can enforce other claims

as long as they fulfil the admission criteria according to § 2.

(2) For each of the three case groups in paragraph 1 the result of the Bachelor examination or an exam equivalent to the Bachelor examination will determine admission. If two or more results are the same then the main social reasons for choosing this location, in particular family related and economic reasons, will be taken into account and if the cases are similar then the final decision will be made by the drawing of lots.

## **§ 8 Coming into effect**

These regulations take effect on the day after their publication in the official notices of the University.