

**Regulations governing access and admission to the
consecutive Master's degree programme in Applied Economics and Data Science (MSc)
of School II - Computing Science, Business Administration, Economics and Law at the
University of Oldenburg**

dated 03/05/2021

This is an unofficial English translation, based on the German "Ordnung über den Zugang und die Zulassung für den konsekutiven Masterstudiengang „Applied Economics and Data Science“ (M.Sc.) der Fakultät II - Informatik, Wirtschafts- und Rechtswissenschaften der Carl von Ossietzky Universität Oldenburg", dated 03/05/2021. The German document is the legally binding one.

The School Council of School II - Computing Science, Business Administration, Economics and Law adopted these regulations governing access and admission to the consecutive Master's degree programme in Applied Economics and Data Science at the University of Oldenburg on 17/02/2021. The regulations were approved by the Presidential Board on 09/03/2021 and by the Ministry for Science and Culture of Lower Saxony (MWK) on 27/04/2021

Part I

**Section 1
Scope of application**

- (1) These regulations govern access and admission to the consecutive Master's degree programme in Applied Economics and Data Science (MSc).
- (2) The admission requirements are defined in Section 2.
- (3) If more applicants meet the admission requirements than there are places available, places will be allocated according to the results of a selection procedure implemented by the university (Section 4). If sufficient places are available, a selection procedure will not take place.

**Section 2
Admission requirements**

- (1) A prerequisite for admission to the consecutive Master's degree programme in Applied Economics and Data Science is that the applicant,
 - either at a German university or at a university belonging to one of the signatory states of the Bologna Process, has obtained a Bachelor's degree or an equivalent qualification in a subject relevant to sustainability economics, economics, business administration, economics sciences or business informatics or another previous degree relevant to the subject worth at least 180 credit points

or

 - has obtained an equivalent degree from another foreign university in a relevant subject worth at least 180 credits. Equivalence is established according to assessment proposals by the central office for foreign education at the Secretariat of the Conference of Ministers of Education and Cultural Affairs (www.anabin.kmk.org).

A previous degree is considered to be relevant to the subject if it covered skills in the following areas:

- a) Economics, with a minimum of 24 credit points
- b) Mathematics, with a minimum of 12 credit points
- c) Statistics, with a minimum of 12 credit points

- d) Econometrics, with a minimum of 6 credit points

The competent admissions committee decides whether an applicant meets the admission requirements, and particularly whether a previous degree is relevant regarding subject matter. In individual cases, the admission requirements can provisionally be deemed met on condition that the student makes up for any modules still lacking (worth a student workload of max. 6 credit points) within one semester.

(2) Notwithstanding paragraph 1, applicants may provisionally be granted admission if their Bachelor's degree or equivalent has not yet been fully completed at the time of application, if at least 150 credit points have been awarded in the case of a degree with a total of 180 credit points or at least 180 credits in the case of a degree with a total of 210 credit points. In addition, it must be expected that the Bachelor's degree or equivalent will be obtained by no later than 1 April of the year following regular enrolment in the Master's degree programme for the winter semester. The average grade of examinations achieved at the time of application will be calculated and considered in the selection process set out in Section 4, regardless of whether the result of the Bachelor's examination deviates from this grade. The competent admissions committee decides whether an applicant meets the admission requirements.

(3) Applicants must prove that they have sufficient knowledge of the English language (level B2 in accordance with the Common European Framework of Reference for Languages (CEFR)) to follow the Master's degree programme. Applicants can demonstrate that they meet this requirement by submitting proof that they have completed an English-taught first university degree in a country in which English or German is the official language or that they have passed the B2 level (or higher) tests. These test results must have been achieved within the last two years.

The admissions committee decides whether the applicant has sufficient knowledge of the English language. Admission may be revoked if the student did not meet language proficiency requirements at the time of application and has not been able to demonstrate sufficient evidence of English language proficiency within a period of one semester following admission to the programme.

Section 3 Programme start and application deadline

(1) The Master's degree programme in Applied Economics and Data Science starts in the winter semester. Applications, including supporting documents required according to Section 2, must have been received before 15 July (closing date for applications). Applications must be submitted via the online portal of the University of Oldenburg. Applicants holding a foreign degree must send their application documents to the University of Oldenburg via uni-assist.¹ Applications are only considered for the relevant semester (i.e. applications submitted before the submission date for the winter semester are only considered for the winter semester). The university is not obliged to check the information provided by applicants ex officio.

(2) In the case of certified copies of certificates and supporting documents, the application must be accompanied by a certified German or English translation of the following documents if the originals are not in English or German:

Evidence in accordance with Section 2, in particular the Bachelor's degree or equivalent certificate or, if this is not yet available, a certificate confirming completed examinations, credit points obtained and the average grade.

(3) Applications which are not complete, in the correct format or submitted on time will be rejected. The university will retain the submitted documents.

¹ Applicants holding a Bachelor's degree or equivalent degree from outside Germany are strongly advised to submit their application, including all the required documents, for the winter semester to the central service point uni-assist before 30 April, as equivalence assessments of foreign degrees require additional processing time and possibly additional measures on the part of applicants. If documents are submitted later, applicants may not be able to start in the desired winter semester.

Section 4 Admission procedure

- (1) The selection process implemented by the university is based on a ranking list, which is compiled based on the final grades or the average grades pursuant to Section 2.2 obtained by the applicants under consideration. In the event of a number of applicants holding equal qualifications, the decision will be taken by drawing lots.
- (2) The selection decision is made by the competent admissions committee (Section 5).

Section 5 Admissions committee for the Master's degree programme in Applied Economics and Data Science

- (1) At the suggestion of the Departments for Economics and Law, the School Council of School II - Computing Science, Business Administration, Economics and Law appoints an admissions committee for the period of two years, consisting of at least three voting members and one student member with an advisory vote as well as a maximum of two deputy members per status group.
- (2) The voting members must comprise at least:
 - two professors or university lecturers
 - a professor or university lecturer or a member of the academic staff
- (3) The admissions committee elects a chair and a deputy chair from among its voting members. The admissions committee has a quorum when at least two members who are eligible to vote are present.
- (4) The tasks of the admissions committee are:
 - a) reviewing incoming applications in accordance with formal requirements
 - b) verifying that admission requirements have been met and determining whether a previous degree is relevant to the subject
 - c) deciding on whether to admit or reject applicants

Section 6 Notification, clearing procedure, completion of the admissions procedure

- (1) Successful applicants will receive a letter of acceptance from the university. This letter states a deadline by which the applicant must accept their place in writing or electronically. If the applicant does not accept their place on time or in the correct manner, the letter of acceptance becomes invalid. The letter of acceptance must refer to this legal consequence.
- (2) If not all the applicants admitted according to Section 6.1 enrol within the set deadline, a corresponding number of applicants who have not received a letter of acceptance will be admitted (clearing procedure). The clearing procedure will be based on the ranking list pursuant to Section 4.1.
- (3) Applicants who are unsuccessful will receive a letter of rejection, containing information on their statutory rights.
- (4) The admission procedure will be completed no later than 15 October. Any places still available after this date will be allocated by drawing lots.
- (5) The provisions of the university's enrolment regulations generally applicable to enrolment shall be unaffected. Applicants who have received conditional offers in accordance with Section 2.2 will be de-registered if they do not provide proof that they have completed their Bachelor's degree or equivalent qualification by 1 April of the year following enrolment (for enrolment in the winter semester) and the

applicant is responsible for this. Applicants who still have to make up for missing modules in accordance with Section 2.1.4 and/or make up for a lack of language skills or provide evidence of having achieved the required level of language proficiency in accordance with Section 2.3.5 will be de-registered if evidence of having completed the modules required or having obtained the required language skills is not provided within one semester and the applicant is responsible for this.

Section 7 Admission to higher semesters

(1) Free study places in a higher semester which is subject to admission restrictions will be allocated to applicants in the following order:

- a) applicants for whom a rejection of admission on personal grounds would mean particular hardship
- b) applicants in the same or a comparable degree programme
 - ba) who are or have been enrolled at another German university or an institution for higher education in another member state of the European Union or in another state party to the Agreement on the European Economic Area
 - bb) applicants with German nationality or an equivalent nationality with regard to the admission regulations who are or have been enrolled at another foreign institution for higher education
- c) applicants who invoke other grounds

(2) Within each of the three groups of applicants referred to in Section 7.1, admission will be determined based on the result of the Bachelor's examination or an equivalent examination. In the event of an equal result, social reasons, in particular family and economic reasons, which are important for choosing the place of study will be the deciding factor. In cases which are still equal, the final decision is made by drawing lots.

(3) Applications for admission to higher semesters must be submitted via the University of Oldenburg's online portal. Applications, including supporting documents required according to Section 3.2 of these regulations, must have been received by the university before 15 July (closing date for applications). Applicants with a foreign degree must send their applications ²to the University of Oldenburg via uni-assist. Applications are only considered for the relevant semester (i.e. applications submitted before the submission date for the winter semester are only considered for the winter semester). The university is not obliged to check the information provided by applicants ex officio. Applications which are not complete, in the correct format or on time will be rejected. The university will retain the submitted documents.

Part II

These regulations will come into force for application procedure for the 2021/22 winter semester once they have been approved by the Ministry of Science and Culture of Lower Saxony and following their publication in the Official Notices of the university.

² Applicants holding a Bachelor's degree or equivalent degree from outside Germany are strongly advised to submit their application, including all the required documents, for the winter semester to the central service point uni-assist before 30 April, as equivalence assessments of foreign degrees require additional processing time and possibly additional measures on the part of applicants. If documents are submitted later, applicants may not be able to start in the desired winter semester.