

**Regulations on Access and Admission
to the Consecutive Master's Degree Programme
in Engineering of Socio-Technical Systems (MSc)
of School II - Computing Science, Business Administration, Economics and Law of
the
Carl von Ossietzky University of Oldenburg**

03.05.2021

- Unofficial Version -

This is an unofficial English translation, based on the German "Ordnung über den Zugang und die Zulassung für den konsekutiven Masterstudiengang „Engineering of Socio-Technical Systems (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 Faculty Council of School II - Computing Science, Business Administration, Economics and Law of the Carl von Ossietzky University of Oldenburg on 14 February 2018 decided to approve the following change in the Regulation on Admission to the Consecutive Master's Degree Programme in Engineering of Socio-Technical Systems (MSc) of the Carl von Ossietzky University of Oldenburg dated 9 May 2017 (see the official bulletin *Amtliche Mitteilungen* no. 018/2017 of the Carl von Ossietzky University of Oldenburg). It was approved by the Presidential Chair on 13 March 2018 and by a decree of the Ministry of Science and Culture (MWK) dated 09 April 2018.

§ 1

Scope of Application

- (1) These regulations govern access and admission to the consecutive Master's degree programme in Engineering of Socio-Technical Systems (MSc).
- (2) The admission requirements are stipulated in § 2.
- (3) If the number of applicants that meet the admission requirements according to § 2 exceeds the number of places available, places will be allocated according to the results of a selection procedure implemented by the University (§ 5). If fewer applicants meet the admission requirements than there are places available, no selection procedure takes place.

§ 2

Admission Requirements

(1) A prerequisite for admission to the Master's degree programme in Engineering of Socio-Technical Systems (MSc) is that the applicant:

- holds a Bachelor's or equivalent degree from a university in Germany or one of the signatory states of the Bologna Accord in an appropriate programme in computer science or a closely related technological discipline; in business informatics with a strong emphasis on informatics and technology; in psychology or cognitive sciences; or in another appropriate prior programme with a workload of at least 180 ECTS, or, alternatively,

- holds an equivalent degree in an appropriate prior programme with a workload of at least 180 ECTS from another foreign university. Equivalence is established according to the guidelines for assessment proposed by the Central Office for Foreign Education at the Secretariat of the Conference of Ministers of Education and Cultural Affairs (www.anabin.de).

A prior programme in psychology or cognitive science is appropriate if it imparted competences in the fields of psychology or cognitive sciences amounting to at least 90 ECTS, including at least 5 ECTS in the areas of quantitative methods or statistics, 5 ECTS in experimental psychology, 6 ECTS in the field of general/cognitive psychology and 5 ECTS in biological psychology or neuroscience.

A prior programme in computer science, business informatics or a related field of study is considered appropriate if it imparted competences of at least 6 ECTS in mathematical foundations of computer science, 6 ECTS in algorithms and data structures, 6 ECTS in programming, 6 ECTS in software engineering and 6 ECTS in computer engineering. The verified competencies from the prior study programme must include knowledge of signal and image processing of at least 4 ECTS.

The decision as to whether a prior programme of studies is appropriate is taken by the responsible admissions committee. If the committee decides that an applicant has met the admission requirements, it can add a stipulation that he/she must, within two semesters, pass missing modules with a combined maximum workload of 30 ECTS. A deadline extension is possible if there is a valid reason for which the student is not accountable. The decision on the approval is made by the Admissions Committee.

(2) By way of derogation from paragraph 1, applicants are allowed provisional access if, at the time of application, their Bachelor's degree or equivalent is not yet available, on the condition that the student has accumulated at least 150 ECTS in a degree programme with a total required workload of 180 ECTS, or at least 180 ECTS in the case of a degree programme with a total workload of 210 ECTS, and that applicants will submit evidence of their Bachelor's degree by 1 April the year after registration in this Master's degree programme. On the basis of prior examination results available at the time of application, an average grade will be determined, which is taken into account in the selection procedure pursuant to § 4., irrespective of whether this grade average matches the actual mark for the final Bachelor's examinations.

(3) Applicants whose native language is not English, who do not hold a higher education entrance qualification from an English-speaking country or who have not obtained a first university degree in a degree programme taught in English must additionally have a command of the English language that is sufficient for the degree programme, that is to say at level B2 as defined by Common Standard European Reference Framework for Languages (CEFR). In case of doubt, the Admissions Committee will decide on the adequacy of the applicant's English proficiency.

§ 3

Commencement of Studies and Application Deadline

(1) The Master's degree programme in Engineering of Socio-Technical Systems starts in the winter semester. Applications must be submitted via the online portal of the Carl von Ossietzky University of Oldenburg. Applicants must submit their application and the documents required (according to paragraph 2) to the University before 15 July if they wish to begin their studies in the winter semester. Applications are only valid for the allocation of places to be awarded in the round associated with the deadline concerned. The University is not obliged to officially check the information provided by applicants.

(2) The application or request under paragraph 1 sentence 3 shall be accompanied by the following documents (or certified copies in the case of certificates and transcripts) in certified German or English translation, if the originals are not in English or German:

- a) Evidence pursuant to § 2, para. 1 or 2, especially of the Bachelor's degree certificate or equivalent, or, if such a certificate has not yet been obtained, a certificate showing the coursework completed, the accumulated ECTS and the average grade

- b) Evidence pursuant to § 2, para. 3
- c) Evidence of relevant professional experience or internships as indicated by § 4, para. 2
- d) Information on study-related stays abroad as indicated by § 4, para. 2
- e) Completed form for the application documents (*specific eligibility form*).

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

§ 4

The Admission Procedure

(1) The University's own selection procedure is based on a ranking determined by awarding scores for the final grade or the average grades pursuant to § 2, para. 2 of the candidates to be considered and other criteria, which are described below (paragraph 2). Ties between candidates in the ranking are resolved by drawing lots.

(2) Scores for the ranking mentioned in (1) are calculated using the following scale:

Final/average grade	Work experience/experience abroad
1.0 = 90 points	Relevant internships lasting for at least 3 months and touch on topics of the degree programme MSc EngSTS = 10 points.
2.0 = 60 points	Relevant work experience of at least 12 months duration that touches on topics of the MSc EngSTS degree course = 20 points.
3.0 = 30 points	Experience abroad of at least 6 months in the context of previous studies = 10 points.
4.0 = 0 points	

The score for the final/average grade is MaxP = 90 from the following formula:

$$\text{MaxP} \cdot (4 - \text{grade}) / 3.$$

(3) The selection of candidates is made by the Admissions Committee responsible (§ 5).

§ 5

The Admissions Committee for the Master's Programme in Engineering of Socio-Technical Systems

(1) The Faculty Council of School II - Computing Science, Business Administration, Economics and Law will appoint an Admissions Committee consisting of at least four members with voting rights and two members of the student groups with an advisory vote, as well as at least two substitute members per status group.

(1) The voting members of the Admissions Committee must be professors or teaching staff and comprise:

- two members from the Department of Computing Science
- two members from the participating Departments of School VI, including at least one professor

The advisory members are composed of:

- a member from the student group of the Department of Computing Science
- a member from the student group of the participating departments of School VI

The advisory and voting members of School VI are appointed on the recommendation of the Faculty Council of School VI.

(2) The members' term of office is two years and that of student members is one year. Reappointment is possible.

(3) The Admissions Committee elects the Chair and Deputy Chair from amongst its voting members. It has a quorum if at least two voting members are present.

(5) The tasks of the Admissions Committee are:

- a) Examining the formal correctness of incoming applications.
- b) Examining compliance with the entry requirements. This includes deciding whether a prior degree is appropriate.
- c) Deciding on the admission or rejection of candidates.

(6) Upon completion of the procedure for the allocation of places, the Admissions Committee will report on its experiences to the Faculty Councils of Schools II and VI and, if appropriate, submit proposals for the further development of this procedure.

§ 6

Notification, Follow-Up Procedure, Completion of the Proceedings

- (1) Applicants who are admitted will receive a written notification of admission from the University. This notification sets a deadline before which the candidate must declare in writing whether he or she accepts the enrolment. If this declaration is not submitted in the required time and form, the admission notice will become null and void. The notice must refer to this legal consequence.
- (2) If not all candidates admitted in accordance with (1) accept the enrolment within the prescribed time limit, a corresponding number of applicants who did not receive a notification of admission in the first round will be admitted (follow-up procedure). The follow-up procedure is carried out on the basis of the ranking list according to § 4, para. 1.
- (3) Applicants who cannot be admitted will receive a letter of rejection in which they are notified of their right of appeal.
- (4) The admission procedure will be completed by 15 October at the latest. Any places that are still available will be awarded by drawing lots.
- (5) In all other respects, the general provisions on enrolment in the University's Enrolment Regulations remain unaffected. Applicants who have been admitted provisionally pursuant to § 2, para. 2 are taken off the University register if proof of their Bachelor's degree or equivalent has not been submitted by 1 April the year following enrolment, and the candidate is responsible for this. Pursuant to § 2, para.1), sentence 5, applicants who have not yet completed missing modules will be taken off the University register if they fail to provide the required proof of having completed those modules on time within two semesters, and they are responsible for this delay.

§ 7

Initial Phase of Study

On the basis of the documents supplied by applicants, the Admissions Committee will check whether each candidate admitted has a basic knowledge of the subjects that comprise the interdisciplinary degree programme. On the basis of this assessment, it will, as appropriate, require candidates to take modules of the initial phase of study that will provide the students with the basic competences they still need to acquire.

§ 8

Admission for advanced semesters

(1) Applicants will be admitted to available places in advanced semesters with restricted capacity in the following order:

(a) Students who, for personal reasons, would suffer particular hardship if they were not placed;

(b) Students in the same or a comparable degree programme,

(ba) who are or have been enrolled at another German university or at a higher education institution in another EU member state or another contracting party to the European Economic Area;

(bb) who are German nationals or, for the purposes of admission, are deemed equivalent to German nationals and are or have been enrolled in a foreign university,

c) Students who invoke other grounds.

(2) Within each of the three groups mentioned in paragraph 1, admission shall be determined by the result of the Bachelor's examination or an equivalent exam. If these are identical, the committee will consider the social, especially family and economic conditions related to the location of the University. If this is not decisive, the decision will be determined by drawing lots.

(3) Applications for admission to the advanced semester must be submitted via the online portal of the Carl von Ossietzky University of Oldenburg. The University must receive the application documents required by § 3 (2) of these regulations by the deadline of 15 July for the winter semester and by the deadline of 15 January for the summer semester. The application is only valid for the application date concerned. The University is not obliged to officially check the information provided by applicants. Applications which are not complete, not in the correct format or not on time will be rejected. The University will keep the submitted documents.

Section II

The amendment to these regulations will enter into force after approval by the Lower Saxony Ministry of Science and Culture (MWK) following publication in the Official Notices (*Amtliche Mitteilungen*) of Carl von Ossietzky University Oldenburg on the application procedure for the winter semester 2021/22.