

**Regulations governing access and admission
to the consecutive Master's degree programme in the Engineering of Socio-
Technical Systems (MSc) of School II: School of Computing Science Business
Administration Economics and Law at the University of Oldenburg**

**from 15 May 2024
-Reading version-**

Please note: This is an unofficial translation provided for your convenience only. It does not have any legally binding effects. Only the German version is legally binding!

**Section 1
Scope of application**

- (1) These regulations govern the eligibility for and admission to the consecutive Master's degree programme in the Engineering of Socio-Technical Systems (MSc).
- (2) The admission requirements are defined in Section 2.
- (3) ¹If 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). ²If the number of applicants who meet the admission requirements is fewer than the number of places available, a selection procedure will not take place.

**Section 2
Admission requirements**

- (1) ¹A prerequisite for admission to the Master's degree programme in the Engineering of Socio-Technical Systems (MSc) 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 computing science or closely related technical subject, in business informatics with courses consisting primarily of computing science and technical subjects, in psychology or cognitive science 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.de).

²A previous degree is considered to be relevant to the subject if it covered skills in the areas of psychology or cognitive science totalling at least 90 credit points, of which at least 5 credit points were in the areas of quantitative methods / statistics, 5 credit points in experimental psychology, 6 credit points in general/cognitive psychology and 5 credit points in biological psychology / neuroscience.

³A previous degree in computing science, business informatics or a related subject is considered to be relevant to the subject if it covered skills in the area of mathematical principles of computing science totalling at least 6 credit points as well as at least 6 credit points in algorithms and data structures, 6 credit points in programming, 6 credit points in software engineering and 6 credit points in computer engineering. ⁴Proof of skills attained from the previous degree programme must include knowledge of signal and image processing totalling at least 4 credit points.

- (2) ¹Applicants may be granted provisional admission to the programme if,
 - a) at the time of application, they have not yet obtained a Bachelor's degree or its equivalent, but are not missing more than 30 credit points of the total number of credit points required for the degree, and it is to be expected that proof of a completed Bachelor's or equivalent degree will be provided by the end of the first semester of this Master's programme at the latest,

and/or

- b) they are lacking no more than 30 credit points for specific content relating to the suitability of the previous degree.

²In the case of a), provisional admission shall be subject to the additional condition that proof of the completed Bachelor's degree or an equivalent degree must be provided by 1 April of the year following enrolment (in the case of enrolment for the winter semester) or by 1 October of the year of enrolment (in the case of enrolment for the summer semester) at the latest. ³In the case of b), an additional provision shall be stipulated to ensure that any missing competencies are acquired and demonstrated within the standard period of study and before registering for the Master's thesis. ⁴If more than one of the cases referred to in sentence 1 (a) and (b) applies, eligibility for provisional admission shall only be recognised if the workload required to comply with all the additional requirements is not expected to exceed a total of 30 credit points.

(3) ¹Applicants 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. ²Applicants can demonstrate that they meet this requirement by submitting proof that they have completed an English-taught first university degree or that they have passed the B2 level (or higher) tests. ³Other proof is permitted as long as that proof documents sufficient language proficiency.

Section 3 **Start of studies and application deadline**

(1) The Master's degree programme in the Engineering of Socio-Technical Systems starts in the winter semester.

(2) ¹Applications must be submitted electronically using the application form (Sections 2 No. 6 and 35 sentence 1 in conjunction with Section 20 (2) of the Regulations for University Admissions and the Application Procedure at Universities under the Responsibility of the State of Lower Saxony (Niedersächsische Hochschulzulassungsverordnung - NHZVO)) via the University of Oldenburg's online portal. ²The deadlines stated in Section 20 (2) sentence 1 of the NHZVO apply for applications.¹ ³For applications submitted on the basis of a degree from a university in a country outside the EU or EEA, the application deadlines are one month earlier than the deadlines stated in sentence 2.²

(3) ¹The following documents must be submitted with the application:

- a) Evidence in accordance with Section 2 (1) or 2 (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
- b) Evidence pursuant to Section 2 (3)
- c) Evidence of relevant work experience or internships in accordance with Section 4 (2)
- d) Information on study-related stays abroad in accordance with Section 4 (2)
- e) The completed form for the application documents (specific eligibility form)

²If the original documents for the evidence are not in English or German, then a German or English translation must also be submitted with the documents.

(4) ¹Applications 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). ²The university is not obliged to check the information provided by applicants ex officio.³Applications which are not

¹ For the winter semester: 15 July, for the summer semester: 15 January.

² For the winter semester: 15 June, for the summer semester: 15 December.

complete, in the correct format or submitted on time will be rejected. ⁴The university retains the submitted documents.

Section 4 Admission procedure

(1) ¹The selection procedure implemented by the university is based on a ranking list, which is determined by awarding points for the final grade or, in the case of Section 2 (2) (a), irrespective of the later result of the Bachelor's examination, the average grade pursuant to Section 3 (3) sentence 1 (a) obtained by the applicants and other criteria to determine particular suitability as set out in paragraph 2 below. ²In the event of a number of applicants holding equal qualifications, the decision will be taken by drawing lots.

(2) ¹The following points system applies to the awarding of points in accordance with Section 4 (1):

Final or average grade	Work experience/experience abroad
1.0 = 90 Points	Relevant internships of at least three months each that are related to the topics in the degree programme MSc EngSTS = 10 points
2.0 = 60 Points	Relevant work experience of at least twelve months that is related to the topics in the degree programme MSc EngSTS = 20 points
3.0 = 30 Points	Experience abroad of at least six months as part of previous degree programmes = 10 points
4.0 = 0 Points	

²The number of points for the final/average grade is calculated using $\text{MaxP} = 90$ based on the following formula:

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

Section 5 Admissions committee for the Master's degree programme in the Engineering of Socio-Technical Systems

(1) The School Council of School II - Computing Science, Business Administration, Economics and Law appoints an admissions committee consisting of at least four voting members and two student members with an advisory vote, as well as their deputies.

(2) ¹The voting members of the admissions committee must be professors or university lecturers or members of the academic staff and comprise:

- two members from the Department of Computing Science
- two members from the participating departments in School VI, including at least one member who is a professor

²The advising members comprise:

- a student representative from the Department of Computing Science
- a student representative from the participating departments in School VI

³The advising and voting members from School VI are appointed based on the nomination of School VI's School Council.

(3) Voting members are appointed for a period of two years; advisory members for one year. Members may be reappointed.

(4) ¹The admissions committee elects a chair and a deputy chair from among its voting members. ²The admissions committee has a quorum when at least two members who are eligible to vote are present, including the chair or the deputy chair. ³In the event of a tied vote, the chair casts the deciding vote or, if the chair is not present, the deputy chair casts the deciding vote.

(5) After the admissions procedure has concluded, the admissions committee reports to the School

Councils of Schools II and VI about the experience gathered and, if applicable, makes suggestions for improving the admissions procedure.

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

(1) All decisions pertaining to the admissions procedure, in particular whether an applicant meets the admission requirements, whether a previous degree is relevant in terms of subject matter, as well as, if applicable, decisions regarding the granting of provisional admission – subject to additional requirements and/or any deadline extensions for submitting required evidence – and the conclusions within the framework of the university's own selection procedure (Section 4), are made by the admissions committee.³

(2) ¹Applicants who are admitted by virtue of their ranking will receive a written letter of acceptance from the university. ²This letter states a deadline by which the applicant must accept their place in writing or electronically. ³If the applicant's acceptance of their place is not received by the University of Oldenburg in the proper form by the deadline, the letter of acceptance becomes invalid. ⁴The letter of acceptance must refer to this legal consequence.

(3) ¹If not all the applicants admitted in the initial allocation under Section 6 (2) enrol within the set deadline, a corresponding number of applicants who have not received a letter of acceptance will be admitted in accordance with Section 6 (2) (clearing procedure). ²The clearing procedure will be based on the ranking list pursuant to Section 4 (1).

(4) Applicants who are unsuccessful will receive a letter of rejection containing information on their statutory rights.

(5) The procedure is concluded in accordance with Section 37 (1) and Section 37 (3) of the NHZVO.⁴

(6) ¹In all other respects, the provisions on enrolment in the enrolment regulations of the University of Oldenburg will remain unaffected. ²Applicants who have received conditional offers in accordance with Section 2 (2) (a) will be de-registered from the Master's programme 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 and the applicant is responsible for this, Section 19 (6) sentence 3, No. 2 NHG. ³Applicants who have received conditional offers and who still have to make up for missing competences pursuant to Section 2 (2) (b) will be de-registered from this Master's programme if the required evidence that the missing competences have been made up in good time is not provided in due time and the applicant is responsible for this. ⁴Extensions of deadlines for submitting the evidence referred to in sentences 2 and 3 are possible in individual cases if there is an important reason for which the applicant is not responsible.

Section 7 **Study entry phase**

Based on the application documents, the admissions committee reviews for each admitted applicant whether that applicant has the necessary background in the subjects upon which the interdisciplinary degree programme is based according to the relevant examination regulations. If necessary, the admissions committee states in the letter of acceptance which modules must be completed in the study entry phase to obtain the required foundational competences.

Section 8 **Admission to higher semesters**

³ The admissions committee also has the authority to make decisions in cases of uncertainty, e.g. with regard to language requirements.

⁴ As a rule, the allocation procedure is completed by 15 April at the latest for admission to the summer semester and by 15 October for admission to the winter semester. Any places still available after this date will be allocated by drawing lots.

(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) applicants 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 a nationality with the same rights to admission who are or have been enrolled at another foreign institution for higher education
- c) and applicants who invoke other grounds.

(2) Within each of the three groups of applicants referred to in paragraph 1, admission will be determined by the result of the Bachelor's or an equivalent examination; if these results are equal, admission will be decided on the basis of location and social considerations, particularly relating to family and economic circumstances; finally, if cases are still equal, the decision will be made by drawing lots.

(3) Applications for higher semesters are subject to Section 3 (2) to 3 (4) accordingly.

Section 9 **Effective date**

¹These regulations will come into force for the application procedure for the 2024/2025 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. ²At the same time, all previous versions of the access and admission regulations for the consecutive Master's programme in the Engineering of Socio-Technical Systems (MSc) of School II - Computing Science, Business Administration, Economics and Law at the University of Oldenburg expire.