

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

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!"

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-Reading version-**

**1
Scope of application**

(1) These regulations govern access and admission to the consecutive Master's degree programme in Digitalised Energy Systems (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 the number of applicants who meet the admission requirements does not exceed the number of places available, a selection procedure will not take place.

**2
Admission requirements**

(1) A prerequisite for admission to the consecutive Master's degree programme in Digitalised Energy Systems is that the applicant

- has obtained a Bachelor's degree or an equivalent qualification in Computing Science, Business Informatics, Electrical Engineering or another previous degree relevant to information technology with predominantly technical and informatics subjects or another comparable degree worth at least 180 credit points, either at a German university or at a university belonging to one of the signatory states of the Bologna Process,

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).

If the previous degree programme was completed with

- a) at least 5 credit points in the field of object-oriented modelling and programming,
- b) at least 5 credit points in the field of information processing and
- c) at least 10 credit points in the field of mathematics, in particular linear algebra and analysis,

the diploma will be considered suitable in content.

(2) Applicants 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 have obtained at least 150 credit points in a degree programme with a total of 180 credit points

or at least 180 credit points in a degree programme with a total of 210 credit points, 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 12 credit points for specific content relating to the suitability of the previous degree.

In 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) at the latest. In the case of b), an additional provision shall be stipulated to ensure that any missing competencies are acquired and demonstrated within a maximum of four semesters after enrolment in the Master's programme.

(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. The following tests in particular are recognised: TOEFL, IELTS, Cambridge English Language Assessment, UNICert, TOEIC, TELC, a language test administered by the Language Centre of the University of Oldenburg or another German university. These test results must have been achieved within the last two years. Applicants may be granted provisional admission if it is expected that they will provide the missing proof of language proficiency within one semester. In this case, provisional admission shall be granted subject to the additional condition that evidence of language proficiency at level B2 of the Common European Framework of Reference for Languages (CEFR) must be provided by the end of the first semester after enrolment in the Master's programme.

(4) If more than one of the cases referred to in Section 2.2 sentence 1 (a) and (b) and Section 2.3 sentence 5 applies, provisional admission shall only be granted if the workload required to comply with all the additional requirements is not expected to exceed a total of 30 credit points.

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Start of studies and the application deadline

(1) The Master's degree programme in Digitalised Energy Systems starts in the winter semester.

(2) Applications 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 or, in the case of a foreign degree, via uni-assist and, in addition, by sending a hard copy of the printed and signed application form, accompanied by the documents required under Section 3.3, to the University Oldenburg. The application must be received by 15 January (closing date) for the summer semester and by 15 July (closing date)¹ for the winter semester².

(3) The following documents must be attached to the printed and signed application form referred to in Section 3.2 sentence 1:

- a) Evidence in accordance with Section 2.1 to 2.3, in particular the Bachelor's degree or equivalent certificate or, in the case of Section 2.2(a), a certificate confirming completed examinations, credit points obtained and the resulting average grade.
- b) Relevant documents proving the competences to be demonstrated in accordance with Section 2.1(a)-(c), if the competences were acquired abroad,

¹ Please note Section 20.2 sentence 4 of the NHZVO.

² **Applicants holding a foreign degree** must send their application documents to the University of Oldenburg via the central service point uni-assist. Applicants holding a Bachelor's degree or equivalent degree from outside Germany are strongly advised to submit their application, including all the required documents, to the central service point uni-assist before 31 May for the winter semester and before 30 November for the summer semester, 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 semester.

- c) Evidence of knowledge of the English language in accordance with Section 2.3.
- d) Evidence in accordance with Section 4.2, if applicable.

The documents referred to in Section 3.3 sentence 1(a) and (c) must be submitted in the form of certified copies³. If the originals are not in English or German, a certified German or English translation of the documents referred to in Section 3.3 sentence 1(a) to (d) must be submitted.

(4) 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 submitted on time will be rejected. The University retains the submitted documents.

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Admission procedure

(1) The 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(a) obtained by the applicants and other criteria as set out in paragraph 2 below. In the event of a number of applicants holding equal qualifications, the decision will be taken by drawing lots.

(2) The following points system applies to the awarding of points in accordance with Section 4.1:

| <i>Final or average grade</i> | <i>Work experience/experience abroad/volunteer work</i> |
|-------------------------------|---|
| <i>1.0 = 90 points</i> | <i>Relevant internships of at least three months each, related to the topics of the Master's degree in Digitalised Energy Systems = 10 points</i> <i>Relevant work experience of at least 12 months, related to the topics of the Master's degree in Digitalised Energy Systems = 20 points</i> <i>Experience abroad of at least four months in the context of previous degree programmes that are relevant to the Digitalised Energy Systems degree programme = 10 points</i> <i>Voluntary social and community activities of at least six months (e.g., voluntary social year) = 10 points</i> |
| <i>2.0 = 60 points</i> | |
| <i>3.0 = 30 points</i> | |
| <i>4.0 = 0 points</i> | |

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

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

(3) Points are calculated by the competent admissions committee (Section 5).

5

Admissions committee for the Master's degree in Digitalised Energy Systems

(1) The School Council of School II - Computing Science, Business Administration, Economics and Law appoints an admissions committee consisting of at least three voting members and one student

³ The requirement for a certified copy does not apply to evidence (e.g., language tests) that can be verified online via a secure procedure. Otherwise, simple copies/printouts are sufficient.

member from the Master's degree programme in Digitalised Energy Systems or another related Master's degree programme 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) Voting members and their deputies are appointed for a period of two years; student members and their deputies for one year. Members may be reappointed.

(4) 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. In the event of a tied vote, the chair casts the deciding vote.

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Notification, clearing procedure, completion of the admissions procedure

(1) Decisions as to whether an applicant meets the admission requirements, in particular 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 the conclusions within the framework of the University's own selection procedure, are made by the admissions committee (Section 4)⁴.

(2) Applicants who are admitted by virtue of their ranking 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.

(3) If not all the applicants admitted in the initial allocation under Section 6.1 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). The 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.⁵

(6) 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(a) 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 have received conditional offers and who still have to make up for missing competences pursuant to Section 2.2(b) and/or missing language competences pursuant to Section 2.3 will be de-registered 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.

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:

⁴ The admissions committee also has the authority to make decisions in cases of uncertainty, e.g. with regard to language requirements.

⁵ 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.

- 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
 - aa) 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 an equivalent nationality with regard to the admission regulations 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 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 higher semesters are subject to Section 3.2 to 4 accordingly.

8 Entry into force

These regulations will come into force for the application procedure for the 2023/24 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.