

# **Regulations on eligibility and admission to the post-graduate master's programme "Renewable Energy Online" (M.Sc.) offered by Faculty V – Mathematics and Natural Sciences of the Carl von Ossietzky University of Oldenburg**

**18/04/2018**

On 14/02/2018, by decision of the Faculty Board of Faculty V – Mathematics and Natural Sciences, the following regulations were issued regarding the eligibility and admission of applicants to the post-graduate master's programme "Renewable Energy Online" offered by the Carl von Ossietzky University of Oldenburg. These regulations were approved by the chair on 13/03/2018 and by the MWK by decree of 09/04/2018.

## **Section I**

### **§ 1 Scope**

- (1) This document regulates the eligibility and admission of applicants to the post-graduate parallel-study master's programme "Renewable Energy Online" (M.Sc.).
- (2) The eligibility requirements for admission are stated in §2.
- (3) If the number of eligible applicants exceeds the number of available places, each place shall be awarded by a university-specific applicant selection procedure (§4). If not, the selection procedure shall be omitted.

### **§ 2 Eligibility requirements for admission**

- (1) To qualify as eligible for admission to the post-graduate parallel-study master's programme "Renewable Energy Online" (M.Sc.), the applicant
  - must have obtained a bachelor's degree or equivalent diploma worth at least 180 credit points from a university in Germany or another Bologna signatory country,
  - or
  - must have obtained a diploma equivalent to at least 180 credit points from a foreign university; equivalence shall be established according to the advice of the Central Office for Foreign Education (ZAB – <http://anabin.kmk.org>)
- and
- must be able to demonstrate professional experience of at least one year in a practical setting.

The Admissions Board shall decide whether the applicant meets the eligibility requirements (§5).

(2) As an exception to (1), applicants not yet in possession of their bachelor's degree or equivalent diploma who have at least 150 credit points when applying for a 180-point programme or at least 180 points when applying for a 210-point programme may be deemed provisionally eligible for admission on the condition that their bachelor's degree or equivalent diploma is expected to be awarded by April 1st at the latest in the year following enrolment in the master's programme. An average grade will be calculated from the applicants' previous examination results to serve as the basis of evaluation for the selection procedure described in §4, regardless of whether the bachelor's examination results ultimately deviate from this value.

(3) Applicants for whom English is not a native language and who cannot provide evidence of either an entrance qualification for an English university or a prior diploma from an English-language programme must additionally demonstrate sufficient English language skills to successfully complete their studies by obtaining the English proficiency level B2 according to the Common European Framework of Reference for Languages (CEFR). This can for example be demonstrated by successfully completing a B2 language test. Any documents submitted to fulfil this requirement must not be older than ten years.

### **§ 3**

#### **Beginning of studies and application deadlines**

(1) The master's programme "Renewable Energy Online" begins in each winter semester. Applications must be submitted through the online portal of the University of Oldenburg, and all required documents specified in (2) must have been received by the university by August 31st for the cycle beginning in the winter semester of the same year. Any given application is only valid for the allocation of places in the corresponding application cycle. The university does not have an obligation to verify the accuracy of the information submitted by applicants without grounds to do so.

(2) The application must include the following documents. Certified copies must be submitted for any transcripts and certificates:

- a) any documents required to demonstrate that the eligibility conditions stated in §2 are met; in particular, the degree certificate for the bachelor's programme or equivalent diploma and the diploma supplement if applicable. Alternatively, if the diploma has not yet been issued, a certificate detailing the applicant's achievements, credit points, and average grade may be submitted.

Additionally, in the event of a selection procedure according to §4, to establish the suitability score of the applicant:

- b) documents providing evidence for the suitability criteria defined in §4(2b); in particular, if applicable, a transcript of records for past studies from (a), internship certificates, employer references, letter of motivation.

If an original document is written in any other language than English or German, a certified English or German translation must be submitted with the original.

(3) Any applications submitted in incomplete or improper form or after the application deadline shall be excluded from further consideration. The university will retain possession of any submitted documents.

**§ 4**  
**Admissions procedure**

(1) The university-specific selection procedure establishes a ranking of the applicants by awarding points determined by their final grade, or average grade in the circumstances outlined in §2(2), according to the scheme presented in §4(2b) and their suitability score according to the scheme specified in §4(2b).

(2) The ranking points described in §4(1) shall be awarded as follows:

- a) Points awarded for the average grade achieved during bachelor's examinations or the average grade as described in §2(2) (max. 6 points).

Academic performance/Grade	Points
1.0 – 1.5	6
> 1.5 – 2.0	5
> 2.0 – 2.5	4
> 2.5 – 3.0	3
> 3.0 – 3.5	2
> 3.5 – 4.0	1
> 4.0	0

- b) Evaluation of the applicant's suitability score (max. 5 points):

Description	Points	Documents
i. Professional/practical experience (max. 1.5 points; points are only awarded for the category with the highest score):		
a) Relevant internships in the field of renewable energies (summing to an equivalent total of between 3 and 6 months of full-time employment)	0.5	Internship certificate
b) Relevant internships in the field of renewable energies (summing to an equivalent total of at least 6 months of full-time employment)	1	Internship certificate
c) Relevant professional/academic activities in the field of renewable energies (summing to an equivalent total of between 3 and 6 months of full-time employment)	1	Employer/supervisor reference
d) Relevant professional/academic activities in the field of renewable energies (summing to an equivalent total of at least 6 months of full-time employment)	1.5	Employer/supervisor reference
ii. Relevant subject-specific expertise from past studies		

Modules (at least 12 credit points) relevant to renewable energies	0.5	Transcript of Records
Topic of the final dissertation relevant to renewable energies	0.5	Transcript of Records
iii. Special qualifications		
Academic publications / awards / distinctions	0.5	Official records, certificates
iv. Personality profile		
Consistency of the applicant's letter of motivation with the other application documents	0.5	Letter of motivation
Motivation specifically relevant to the subject of renewable energies	0.5	Letter of motivation
Motivation specifically relevant to the programme "Renewable Energy Online"	1.0	Letter of motivation

The maximum total score that can be achieved from (1) and (2) is 11 points. The order of precedence for admission is determined by the number of points scored by each applicant. In the event of a tie, precedence shall be given to women to compensate for under-representation. If the tie is not resolved, the place shall be awarded to an applicant randomly selected by lottery.

(3) The Admissions Board (§5) is responsible for decisions relating to this selection process.

## § 5

### **Admissions Board for the master's programme "Renewable Energy Online"**

(1) The Faculty Board of Faculty V – Mathematics and Natural Sciences shall appoint an Admissions Board composed of at least three members with full votes and at least one student representative with an advisory vote, as well as one alternate member for each group.

(2) The group of members with full votes must include at least:

- one member from the group of professors, as well as
- two members from the group of professors or university employees.

(3) Each member and alternate with a full vote serves a term of two years. Student representative and alternates serve a term of one year. Members may serve consecutive terms.

(4) The Chairman and Deputy Chairman are elected by the members of the Admissions Board with full votes. The quorum is met if at least two members with full votes are present.

(5) The responsibilities of the Admissions Board include:

- a) verification of admissions requirements
- b) applicant admission and rejection decisions.

## § 6

### **Notification, waiting list, conclusion of procedures**

(1) Successful applicants will receive a written letter of acceptance from the university. This letter will specify a deadline by which the applicant must send an electronic or written confir-

mation declaring that he or she wishes to accept the place on the course. If this declaration is improperly submitted or is not submitted by the deadline, the acceptance is withdrawn and becomes ineffective. This possible consequence shall be clearly stated in the letter.

(2) If one or more of the successful applicants in (1) do not submit their confirmation before the deadline, an equal number of unsuccessful applicants will subsequently be admitted (waiting list). The order of precedence of applicants in the waiting list is determined from the ranking previously established as described in §4(1).

(3) Unsuccessful applicants will receive a letter of non-acceptance detailing any recourse available to them.

(4) The admissions procedure must conclude by October 15th at the latest. Any places remaining after this point shall be allocated by random lottery.

(5) In addition to these regulations, the provisions of the general university regulations for matriculation apply as usual. Applicants with provisional eligibility in accordance with §2(2) shall be dematriculated if their bachelor's degree or equivalent diploma has not been submitted by April 1st of the year following their enrolment (in the winter semester) in the programme for reasons within their sphere of responsibility. Applicants who must complete missing modules in accordance with the second sentence of §2(1) shall be dematriculated if they have not submitted the relevant proof of completion of these modules within two semesters for reasons within their sphere of responsibility.

## **Section II**

These regulations shall enter into effect once published in the official bulletin on application procedures for the 2018/2019 winter semester.