



Hochschule Aalen

Statute of the Aalen University of Applied Sciences – Engineering and Business – concerning admissions to the ‘M.Sc. in Polymer Technology’ Master's degree programme

of 15 July 2013

Version of 1 March 2017

On the basis of Art. 63 para 2 and Art. 31 para 2 clause 2 in junction with Art. 29 para 2 clauses 5 and 6 of the state university law (Landeshochschulgesetz - LHG) in the version of 1 January 2005 (GBl. S 1), as last amended by Article 2 of the federalism reform in the area of higher education on 3 December 2008 and Art. 3 para 1 clause 3, 20 of the university assignment directive (Hochschulvergabeverordnung - HVVO) as amended by 13 January 2003, as amended by Article 9 of the Law on the Implementation of the Federalism Reform in Higher Education 20 November 2007, the Senate of the Aalen University of Applied Sciences has decided on the following admission requirements on 10 July 2013. By order of 15 July 2013 has the dean approved this statute.

On 3 December 2014, the Senate of the Aalen University of Applied Sciences decided on the 1st amendment of the selection procedure statutes in the Master's degree in Polymer Technology programme. By order of 25 February 2015, the dean has approved this amendment.

On 8 February 2017, the Senate of the Aalen University of Applied Sciences decided on the 2nd amendment of the selection procedure statute in the Master's degree in Polymer Technology programme. By order of 1 March 2017, the dean has approved this amendment.

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1 Scope

- 1) The Aalen University of Applied Sciences awards the available university places in the Master's course in Polymer Technology by means of a selection according to the preliminary quota mentioned in paragraph 2 and subordinated to the result of an internal selection procedure. The selection is influenced by how much the applicant is suitable for the requested course of studies.
- (2) The following preliminary quota is deduced:
5% of applicants suffering exceptional hardships because of personal, social or family affairs that require immediate admission to the studies.
- (3) After the preliminary quota has been deduced, the remaining university places shall be awarded according to the internal selection procedure based on the applicant's suitability for the requested course of study.

2 Places for beginners

The number of places for beginners is based on the directive of the Ministry of Science and Technology of Baden-Württemberg on setting admission numbers at the universities of applied sciences (ZZVO-FH), as amended.

3 Deadlines

- (1) Admittance to the first semester is due at each winter semester and at each summer semester.
- (2) The application for admission to the winter semester must be received by 15 July, the application for admission to the summer semester by 15 November at the Aalen University of Applied Sciences (deadlines). These deadlines also apply to applications claiming admission beyond the specified admission numbers.

4 Form of application

- (1) The application for admission must be submitted via the online procedure of the Aalen University of Applied Sciences or via the form provided by the Aalen University of Applied Sciences.
- (2) Officially accredited copies of the following documents must be attached to the application:
 - a. the certificate of university entrance qualification (abitur, advanced technical college maturity or similar),
 - b. the certificate of a vocational university degree according to Art. 8 paragraph 1a,
 - c. evidence of English skills at Level B2 of the European Reference Frame shall be completed before the application deadline by means of TOEIC/TOEFL or an equivalent test.
 - d. Evidence of German-language skills of applicants whose native language is not German must be at least Level A2 according to the European Framework of Reference for Languages and must be submitted by the application deadline.
- (3) If the documents included with the application are not issued in German or English, an officially accredited German or English translation shall be added.
- (4) The university may require that the originals of any documents on which the approval decision is to be based should be submitted when enrolling.

- (5) The following documents must be submitted to the Aalen University of Applied Sciences by the end of the matriculation period stipulated in the admission notice:
- a. Reception slip of the application for approval or other declaration of acceptance
 - b. Signed application for enrolment with declaration of enrolment.
 - c. Notification of the health insurance scheme,
 - d. Passport photo
 - e. Evidence of payment of the student's contribution and other fees and charges relating to the course of study (Art. 60 para. 2 no. 8 LHG).
- (6) The Admissions Office of the Aalen University of Applied Sciences may request further documents.

5 Admission under reservation

- (1) Admission may also be requested if the candidate has not yet passed individual examinations (such as the bachelor thesis) and the current course of studies, in particular previous examinations, provide reason to assume that the bachelor's degree will be achieved till the lectures begin.

The following documents shall be submitted in addition to those stated in Art. 4:

- a) an accredited certificate issued by the university or faculty testifying the final grade achieved by the applicant up to the time of the application deadline.
- (2) Candidates qualifying per clause 1 shall take part in the selection procedure with the average grade based on previous examinations. In this case, admission shall be given subject to the proviso that the bachelor's degree is confirmed till the beginning of lectures in the requested master's degree course and the final grade stated in the final certificate is not much worse than the grade calculated in advance.

6 Selection commission

- (1) The faculty council of the Faculty of Mechanical/Materials Engineering allocates a selection committee to prepare the selection decision. It consists of the dean of studies and another professor or an employee of the International Office (foreign university applicants). The Head of the Admissions Office is, by virtue of the office, a member of the commission. The term of office of the members is two years. Repeated allocation is possible.
- (2) The selection commission shall report to the Faculty Council of Mechanical/Materials Engineering on the gained experience when the selection has been completed and submit proposals for the further development of the selection procedure.

7 Selection procedures

- (1) The selection procedure is open only to such applicants who have applied for a university place in time and correctly.
- (2) The selection commission makes a selection among the applications received based on the selection criteria specified in Art. 8 and creates a ranking list according to Art. 9.

8 Selection criteria

- (1) The selection is based on a ranking list set up as defined in Art. 9 according to the criteria set out in paragraph 2.
- (2) The following selection criteria are prerequisites for participating in the selection process:

A vocational university entrance certificate (bachelor, certificated engineering or equivalent degree) in the fields Mechanical Engineering, Production Engineering, Materials, Plastics, Mechatronics, Chemistry, Physics, Industrial Engineering with Business Studies or a related field (officially accredited photocopy or officially accredited copy or official transcript incl. officially accredited translation in German or English) with a final grade of at least 2.5 and at least 210 ECTS credits. Candidates with at least the final grade of 2.5 and at least 180 ECTS credits but less than 210 ECTS credits may only be admitted if they acquire the lacking credits during the master course. The selection commission decides on how the additional examination shall be passed. In this case, the course is extended by one semester.

- (3) The following regulations apply to foreign applicants:
 - a) Foreign degrees are ranked based on the recommendations of the Central Office for Foreign Education (ZAB). Such vocational degrees are considered equivalent pursuant to section 7 para. 1 if they have been acquired in approved foreign universities according to the ZAB's criteria.
 - b) Candidates whose native language is not German shall provide evidence of the required German and English language skills with their application. Evidence of level A2 German according to the European Reference Framework shall be provided by the Goethe Institute's test or an equivalent test. In the case of other evidence, the selection committee decides on its equivalence. Evidence of B2 English shall be provided by the TOEIC or an equivalent test (conversion of the score according to the table available at the language centre of the university).
- (4) Candidates whose native language is German shall submit evidence of the required English language skills at level B2 or higher (see Art. 4), In case of other presented language skills evidence, the selection commission decides on its equivalence.

9 Creating a ranking list for the selection decision

- (1) The ranking for the selection decision is based on the average grade of a vocational university entrance qualification or equivalent pursuant to Art. 8 paragraph 2.
- (2) If an applicant has a first vocational degree in the field of Plastic Technology and a final grade of at least 2.5, the grade of the first vocational qualification can be improved by up to 0.3.

10 Becoming effective

These statutes shall become effective on the day after their publication. They apply from the winter semester of 2013.