

Furtwangen University
Regulations on Entry, Admission and the University's Selection Process for the
Master's Programme in Sustainable Bioprocess Technology
Leading to the Award of the Degree of Master of Sciences - M.Sc.
of 21.05.2014

On 21.05.2014 the Senate of Furtwangen University (HFU) adopted the following regulations pursuant to section 59 (1) sentence 2 of the Baden-Württemberg State Higher Education Act (Landeshochschulgesetz) in the version of 1 April 2014 (Law Gazette (Gesetzblatt) p. 99) and section 6 (4) in conjunction with section 6 (2) sentence 7 of the Higher Education Admissions Act (Hochschulzulassungsgesetz) of 15 September 2005 (Law Gazette 2005, p. 629 et seq.), most recently amended by Article 7 of the Third Higher Education Law Amendment Act (Drittes Hochschulrechtsänderungsgesetz) of 1 April 2014 (Law Gazette 2014 p. 99, 168) and section 20 (4) of the State Regulations for the Allocation of Higher Education Places (Hochschulvergabeverordnung) of 13 January 2003 (Law Gazette p. 63), most recently amended by Article 14 of the Third Higher Education Law Amendment Act of 1 April 2014 (Law Gazette 2014 p. 99, 169) .

Please note: only the original German version of these Regulations is legally binding.
(§ = paragraph)

Introduction

The (Master's) degree programme in Sustainable Bioprocess Technology aims to equip students with both application oriented and academic skills. This includes in particular equipping students to be able to continue their studies at doctoral level.

§ 1 Start date and application deadline

- (1) The programme starts once a year in the winter semester.
- (2) The closing date for applications for entry in the winter semester is 15 July of the relevant year.

§ 2 Eligibility and admission requirements

(1) General requirements

Candidates who fulfil the following requirements may be admitted to the master's programme in Sustainable Bioprocess Technology:

- a) A university entrance qualification conferring entitlement to study at a German university.
- b) An above average first professionally qualifying degree. This should be in the field of engineering or the natural sciences. Admission is possible with a degree in a field other than engineering or the natural sciences, provided the degree is in a field that is closely related in terms of content to the master's programme. For applications with fewer than 210 ECTS credit points, see HFU's Study and Examination Regulations for Master Programmes.

- c) German language proficiency: applicants whose mother tongue is not German must demonstrate that they have a sufficiently good command of German to enable them to follow the course of study (at least level DSH- 2, DaF TDN4, CEFR B 2.2, ALTE level 4 or equivalent).
- d) English language proficiency: applicants whose mother tongue is not English must demonstrate that they have a sufficiently good command of English to enable them to follow the course of study (at least level GER –B2 or IELTS > 6.0 or equivalent).

(2) **Special requirements**

- a) Applicants should have relevant knowledge and experience in a discipline closely related to the Sustainable Bioprocess Technology master's course. This can be demonstrated by means of a university degree in a relevant subject and appropriate professional experience.
- b) Practical professional experience (e.g. gained from a work placement integrated into a course of study or an internship semester) is a prerequisite for admission.
- c) Applicants may be admitted on condition that they acquire the subject qualifications they lack in the course of the study programme or during a pre-semester. This may be done by attending appropriate courses and/or a work placement, or through completion of a complete, individually tailored pre-semester.

§ 3 Application documents/application for admission

Application for a study place is made by completing the special application form. The following documents must be enclosed with the application:

- (1) A certified copy of the applicant's university entrance qualification along with a certified translation into German or English if the original was issued in any language other than German or English.
- (2) A certified copy of the applicant's first professionally qualifying degree along with a certified translation into German or English if the original was issued in any language other than German or English.
- (3) A certified copy of a list of courses taken (grade report, transcript of records etc.). The list of courses taken is issued by the university attended by the applicant and itemises all courses taken during the degree course with the grades obtained. A certified translation into German or English must be enclosed if the original was issued in any language other than German or English.
- (4) Details of personal background in English or German.
- (5) Letter of motivation in English or German. The letter of motivation should explain the applicant's interest in the master's programme in Sustainable Bioprocess Technology, the applicant's personal suitability for the course and the input the applicant aims to make towards successful completion of the master's programme. It should be at least one and no more than two typed A4 pages in length.

- (6) Copies of other relevant documents, if available, such as employment references confirming the applicant's particular suitability for the master's programme.
- (7) Foreign and stateless applicants who have a foreign university entrance qualification must, in addition, provide certified evidence of German language proficiency in accordance with § 2 (1c).
- (8) A document providing evidence of English language proficiency in accordance with § 2 (1d).

§ 4 Selection committee

The Faculty Board of the Medical and Life Sciences Faculty decides on the composition of the selection committee and appoints its members. The committee is composed of at least three members. As a member of the selection committee, the Dean of Studies acts as chairperson.

§ 5 Determination of suitability by the selection committee

- (1) The following criteria will be used in determining suitability:
 - a) the grade of the university degree referred to in § 2 (1)
 - b) the relevance of the curriculum of the degree referred to in § 2 (1)
 - c) the level of relevant professional experience obtained after achieving the university degree referred to in § 2 (1)
 - d) content and quality of the letter of motivation
 - e) German and English language proficiency
 - f) the outcome of a selection interview
- (2) The selection committee referred to in § 4 may draw up guidelines for evidence of knowledge in the subject areas covered by study components and courses taken.

§ 6 Criteria for creating a ranking list

The following criteria will be assessed in relation to the ranking list for allocating study places:

- a) credits, particularly the grades of the university degree referred to in § 2 (1)
- b) the relevance of the curriculum of the degree referred to in § 2 (1)
- c) the level of relevant professional experience obtained after achieving the university degree referred to in § 2 (1)
- d) content and quality of the letter of motivation
- e) German and English language proficiency
- f) the outcome of a selection interview.

§ 7 Selection process

- (1) The selection process is conducted on the basis of the written application documents submitted by the applicants and a selection interview.
- (2) The selection committee will assign two members of the committee to assess the written documents relating to an application. At least one of the evaluators must be a professor in the Faculty of Medical and Life Sciences.
- (3) Applications and evaluators are allocated randomly. Any conflict of interest in relation to an application must be notified to the chairperson without delay so that affected applicants can be allocated to another evaluator.
- (4) On the basis of the written documents submitted, the assessors referred to in §7(2) will draw up a list of applicants who fulfil the formal selection criteria and invite them to a selection interview.
- (5) Prior to conducting the interview referred to in subsection (4), the selection committee will draw up guidelines for conducting and evaluating the selection interview.
- (6) In respect of the criteria referred to in §§ 5 and 6, both evaluators will jointly draw up a written assessment for each individual application. In respect of the criteria referred to in § 5, they will determine whether the applicant's suitability has been demonstrated or whether admission on condition is possible. In respect of the criteria referred to in § 6, a graded evaluation will be given. If the two evaluators do not agree on the scoring of the criteria referred to in § 5 or § 6, the entire selection committee will decide by majority vote.
- (7) A ranking list of suitable applications and applications that are suitable subject to conditions will be drawn up on the basis of the graded evaluation awarded by the evaluators or the selection committee. Applicants are admitted according to their position on the ranking list subject to the relevant maximum intake.

§ 8 Entry into effect; publication

These regulations will apply for the first time for the process of allocating study places for the 2014/2015 winter semester. They come into effect on 01.07.2014.

Furtwangen, 05.06.2014

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Rector