
**Admission regulations governing the special assess requirements prescribed by § 20 Para. 2 No. 14 HHG
for the course**

**Electrical Engineering and Information Technology - international
Master**

Approved by the Board of the "Electrical Engineering and Information Technology" Faculty at its meeting of 10/01/2012.

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§ 1 Area of application

These admission regulations govern the selection and admission of students for the Master course Electrical Engineering and Information Technology – international (MSE) of the Faculty for Electrical Engineering and Information Technology.

§ 2 General admission requirements

- (1) Applicants must demonstrate with their application documents that they are particularly well qualified for the Master's course.
- (2) The assessment establishes the academic suitability of the applicant, in particular on the basis of
 - a. suitable knowledge of electrical engineering
 - b. suitable knowledge of mathematics
 - c. suitable knowledge of information technologyas stipulated by the course module manual and which are demonstrated by
 - d. table of results (TOR) and any commendations
 - e. relevant professional experience
 - f. relevant training courses
- (3) Admission requires an adequate command of English certificate. The accepted certificates as well as required qualification levels are published on the website of the program.
- (4) The assessment is documented on an assessment form (see Appendix).

§ 3 Special admission requirements for the 4-semester program

- (1) The minimum requirements for admission are a pertinent Bachelor degree with qualifications pursuant to § 2 and the following criteria:
 - a. Bachelor degree in Electrical Engineering or an equivalent degree in a suitable subject obtained after passing a 6 semester course
 - b. with 180 CP pursuant to ECTS or a comparable learning achievement.
- (2) As a matter of principle, one of the following conditions must be fulfilled for the degree pursuant to Para. 1 to be recognised:
 - a. Recognition by the recommendation of the Central Office for Foreign Education Systems (e.g. Anabin database)
 - b. Partnership agreement with Darmstadt University of Applied Sciences.
- (3) Exceptions to the assessment as per Para. 2 can be made in stand-alone cases. In such cases, qualifications can also be recognised if the Faculty's Admission Board holds a positive review of the course as per § 2.
- (4) Furthermore, consideration shall be given to the current recommendations of HRK with regard to state-specific regulations (e.g. APS procedure).

§ 4 Special admission requirements for the 3-semester program

The minimum requirements for admission are a pertinent Bachelor degree with qualifications pursuant to § 2 in Electrical Engineering from Darmstadt University of Applied Sciences or an equivalent degree in a suitable subject obtained with 210 CP pursuant to ECTS and at least 15 CP from practical phases (pursuant to § 7 Para. 1 ABPO).

§ 5 Admission Board

- (1) The Faculty Council appoints an Admission Board.
- (2) In the course of the application procedure, the Admission Board reviews whether the applicants fulfil the admission requirements. This involves a review of individual cases as per § 2, § 3 and § 4.
- (3) The Admission Board decides upon the suitability of the applicants. The decision on admission shall be documented.
- (4) The Board is composed of the following members:
 - a. The MSE course manager, who also chairs the Board
 - b. Chairperson of the MSE Examination Board
 - c. At least one lecturer and deputy selected from each of the specialist subjects on offer.

§ 6 Application procedure, admission

- (1) The application procedure is processed via the Faculty's online portal.
- (2) The Admission Board is responsible for processing the procedure.
- (3) Applicants enter their personal data and initially provide the following documents in electronic form:
 - a. university degree certificate
 - b. table of results (TOR) from the Bachelor course
 - c. informative curriculum vitae
 - d. language certificates
 - e. letter of application
- (4) International applicants must submit the following documents in addition:
 - a. passport
 - b. letter of recommendation
- (5) The head of Admission Board oversees the process. In particular, this involves
 - a. ensuring that applicants submit complete documents
 - b. distributing applications to the members of the Admission Board under subject-related criteria
 - c. organising regular meetings of the Admission Board to resolve decisions on admissions.
- (6) The members of the Admission Board are responsible for reviewing the documents. If they have any queries, they get in contact with the applicant.
- (7) The Admission Board makes an objective decision on admission on the basis of the documents submitted. The following decisions can be made:
 - a. admission
 - b. admission under reservation
 - c. rejection
- (8) The decision is documented on the assessment form (see Appendix).
- (9) Incomplete or erroneous applications will be rejected.
- (10) Admission: The applicant is informed of a positive decision by the head of the Admission Board and is requested to submit his/her documents in writing as authenticated copies. The following forms of authentication are acceptable:
 - a. authenticated by a German diplomatic representation abroad
 - b. authenticated by a notary
 - c. direct submission of the documents in a sealed envelope by the awarding university
- (11) Admission under reservation: This is an admission with a barrier to matriculation if certain documents are missing. The applicant will be requested to submit the missing documents by the date of registration at the latest. If applicable, the applicant may be asked to fulfil additional requirements after starting the course of studies.
- (12) Rejection: The applicant will be informed electronically of a rejection by the Admission Board.
- (13) Once the written documents have been received, they are conclusively reviewed by the head of the Admission Board.

§ 7 Letter of admission / notices

- (1) Letters of admission are prepared by the Student Service Center of Darmstadt University of Applied Sciences after a positive review has been made of the Admission Board's decision as per § 5 Para. 3 and § 6. The letters are sent to the applicants both by post and. Letters are prepared in German and in English.
- (2) If necessary, further notices shall be provided for the applicant (e.g. to apply for a visa) at the request of the head of the Admission Board.

§ 8 Deadlines for the 4-semester program

- (1) The application deadlines are laid down in agreement between the MSE course management and the Student Service Center.
- (2) Students are admitted to the 4-semester program only in the Winter semester.

§ 9 Deadlines for the 3-semester program

- (1) The application deadlines are laid down in agreement between the MSE course management and the Student Service Center.
- (2) Students can be admitted to the 3-semester program both in the Summer and the Winter semesters.

§ 10 Entry into force

These admission regulations enter force upon their approval by the Presidium of Darmstadt University of Applied Sciences, although at the earliest on January 1th 2012.

Darmstadt, 8th of May, 2018

Prof. Dr. Antje Wirth
(Dean for Student Affairs of the Faculty of Electrical Engineering and Information Technology)

Appendix: Assessment form

Applicant number: [.....]**Name:** [.....]**Documents:**

Degree	<input type="checkbox"/> Bachelor <input type="checkbox"/> Diploma <input type="checkbox"/> Master <input type="checkbox"/> unknown <input type="checkbox"/> none <input type="checkbox"/> Certificate (provisional or final) has been submitted Year of degree [year.....]
Command of English	<input type="checkbox"/> TOEFL, [score] <input type="checkbox"/> IELTS, [score] <input type="checkbox"/> TELC [score] <input type="checkbox"/> Language of teaching <input type="checkbox"/> unsatisfactory <input type="checkbox"/> none
	<input type="checkbox"/> B2 course passed at h_da (only for internal applicants)

Knowledge/professional experience/qualifications/university status:

<input type="checkbox"/>	Electronics/ Electrical Engineering degree; special: [please state.....]
<input type="checkbox"/>	Other degree subject [please state.....]
<input type="checkbox"/>	Mathematical skills [comments.....]
<input type="checkbox"/>	Programming skills [comments.....]
<input type="checkbox"/>	Professional experience [comments.....]
Further professional skills	[comments.....]
Appraisals	[comments.....]
University status	<input type="checkbox"/> H+ <input type="checkbox"/> H+/- <input type="checkbox"/> unknown <input type="checkbox"/> German university
Quality of degree	<input type="checkbox"/> First Class <input type="checkbox"/> First Class with Distinction <input type="checkbox"/> Honours <input type="checkbox"/> Another [please state.....]

Faculty's verdict:

<input type="checkbox"/>	Admitted
<input type="checkbox"/>	Admitted under reservation; missing documents: [please state.....]
<input type="checkbox"/>	Waiting list
<input type="checkbox"/>	Not admitted

Justification/remarks: [comments.....]

Date, name, signature