**Regulations governing entry and admission to the consecutive
Master's degree programme in Computational Sciences in Engineering (CSE) at
TU Braunschweig**

On 15 December 2016, the Joint Committee that has been assigned responsibility for departmental tasks related to the joint M.Sc. degree programme Computational Sciences in Engineering (CSE) by the Department of Architecture, Civil Engineering and Environmental Sciences, the Department of Mechanical Engineering, the Department of Electrical Engineering, Information Technology, Physics, and the Department Carl-Friedrich-Gauß-Fakultät, agreed the regulations below in accordance with Section 18 Subs. 8 of the Higher Education Act of Lower Saxony NHG and Section 7 of the Lower Saxony University Admissions Act NHZG.

**1
Scope**

(1) These regulations govern entry and admission to the consecutive Master's degree programme in Computational Sciences in Engineering (CSE).

(2) The entry requirements are set out in Section 2.

(3) Where there are more applicants who meet the entry requirements than there are places available on a degree programme that is subject to specific admission criteria, places are awarded based on the university's selection process (Section 4). Where there are fewer applicants who satisfy the admission criteria than there are places available, the university's selection process is not used.

**2
Entry requirements**

(1) For entry to the consecutive Master's degree programme in Computational Sciences in Engineering (CSE), applicants must

a) 1. hold a Bachelor's degree or equivalent qualification in a comparable prior degree programme in Engineering Sciences, Natural Sciences, Mathematics, Computer Science or a closely related degree programme, awarded either by a German university or by a university in a Bologna signatory state; or

  2. hold an equivalent qualification in one of the subjects listed above or in a comparable prior degree programme in Engineering Sciences, Natural Sciences, Mathematics, Computer Science or a closely related degree programme, awarded by a university in another country. The equivalence of degrees is assessed based on the recommendations from the Central Office for Foreign Education (http://anabin.kmk.org), which forms part of the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs.

and

b) demonstrate particular specialised qualification as set out in Subsection 2 and language proficiency as set out in Subsections 4 and 5.

The responsible selection committee shall decide whether a prior degree programme is relevant or closely related.

(2) To demonstrate particular specialised qualification, applicants must show that they have at least good in-depth knowledge of the major basic subjects for the degree programme, such as mathematics, mechanical engineering and information processing, generally with the degree certificate submitted, which lists the courses taken and marks awarded in a prior degree programme.
Applicants must also submit a written motivation letter indicating and giving reasons for their strong interest in individual fields of study, as well as specifying on what specific prior knowledge or interests their specialised qualification for the CSE degree programme is based. The statement should in particular also make reference to the multidisciplinary course content in Engineering Sciences, Mathematics and Scientific Computing.

(3) Departing from Subsection 1 item a), the entry requirements shall be provisionally met by applicants whose Bachelor's degree or equivalent qualification is pending at the time of application; who have accumulated at least 143 credit points (79.5 %) on a degree programme with a total of 180 credit points, or at least 167 credit points (79.5 %) on a degree programme with a total of 210 credit points; and who are expected to complete their Bachelor's degree or equivalent qualification no later than 31 March of the relevant winter semester. The average mark is calculated from the marks relevant for admission and this shall be taken into account in the selection process under Section 4 Subs. 1, whether or not a different result is achieved in the final examinations for the Bachelor's degree.

(4) Applicants who do not hold a German higher education entrance certificate and who have not completed part of their education in German must have adequate knowledge of the German language to enable them to study for a degree. This shall be demonstrated with a DSH 1 (57 % or more overall) or a TestDaF 4 x 3 (3 points or more in each part) certificate.

In individual cases, the selection committee may decide in an ancillary clause that proof of adequate German language skills be given at a later date (Section 4 Subs. 4). One requirement for this is that the applicant has proficiency in English as set out in Subsection 5 Clause 2.

(5) Applicants who do not hold a higher education entrance certificate which shows that the language of instruction was English and who have not completed part of their education in English must, in addition, have adequate knowledge of the English language to enable them to study for a degree. This shall be demonstrated with a TOEFL (IBT, 79 points or more), IELTS (6.5 or higher), or DAAD language certificate (3 x B2 and 1 x C1 or higher) or a similar language certificate.

In individual cases, the selection committee may decide in an ancillary clause that proof of adequate English language skills be given at a later date (Section 4 Subs. 4). One requirement for this is that the applicant has proficiency in German as set out in Subsection 4 Clause 2.

3
Start of the programme and application deadline

(1) The Master's degree programme in Computational Sciences in Engineering (CSE) starts every winter semester. To apply for admission to the Master's degree programme in Compu-

tational Sciences in Engineering (CSE), an electronic application form must be completed and submitted via the university's web portal. Application forms must then be printed, signed and submitted together with the supporting documents required under Subsection 2 as hard copies. Applications for the winter semester must reach the university no later than 15 March (deadline for applications from non-EU nationals requiring a visa) or 15 July (deadline for applications from EU nationals and other applicants not requiring a visa). Applications for admission made outside the ordinary application process and above set admission numbers must reach the university no later than 15 April (application deadline) for the summer semester and no later than 15 October (application deadline) for the winter semester. Applications under Clauses 2 and 4 shall be valid for admission to the programme only on the starting date specified. The university has no official obligation to verify information provided by the applicants.

(2) Applications for admission under Subsection 1 Clause 2 must include the supporting documents listed below. All copies of diplomas and certificates must be certified. Where originals are not issued in English or German, certified German or English translations must be included.

a) Bachelor's degree certificate or, where this has not been issued yet, a certificate stating the results, the credit points, the total number of credit points and the average mark
b) Curriculum vitae
c) Proof of particular specialised qualification as set out in Section 2 Subs. 2
d) Proof of German language proficiency as set out in Section 2 Subs. 4
e) Proof of English language proficiency as set out in Section 2 Subs. 5
f) Two recent photos
g) Statement which specialization within the CSE Master's programme the applicant wishes to pursue

The requirements set out in Clause 1 shall apply also to applications for a place above admission capacity, without, however, affecting the additional requirements applicable in that process. In particular, applicants must submit an affidavit stating that they have not received an unconditional or conditional offer of a place on the Master's programme in Computational Sciences in Engineering (CSE) or parts of that programme, or a related degree programme at a university in Germany or another member state of the European Union. The affidavit must state the applicant's nationality.

(3) Incomplete applications, applications that do not have the proper form, and applications that reach the university after the deadline specified shall not be considered for admission. Please note that the university does not return any documents submitted.

4
Admissions process

(1) Selection decisions are made as set out below. Points are awarded for the final mark as set out in Section 2 Subs. 1 item a) or for the average mark as set out in Section 2 Subs. 3, and for other criteria to be taken into account (Section 2 Subs. 2, 4 and 5). A list of applicants is drawn up ranked according to the total scores. Where there are several applicants with the same score, the score for particular specialised qualification determines the ranking (Section 2 Subs. 2); after that, lots are drawn.

(2) Points are awarded based on the following system:

Bachelor's degree result (up to 51 points)

Bachelor's degree result	Points
1.0	51
1.1	49
1.2	47
1.3	45
1.4	43
1.5	41
1.6	39
1.7	37
1.8	35
1.9	33
2.0	31
2.1	29
2.2	27
2.3	25
2.4	23
2.5	21

Bachelor's degree result	Points
2.6	19
2.7	17
2.8	15
2.9	13
3.0	11
3.1	10
3.2	09
3.3	08
3.4	07
3.5	06
3.6	05
3.7	04
3.8	03
3.9	02
4.0	01
>4.0	00

Particular specialised qualification (up to 39 points)

Area	Points
Motivation Letter	Up to 9
Mathematics	Up to 9
Physics/Engineering Sciences	Up to 12
Computer Science	Up to 3
Advanced relevant skills	Up to 6

Details concerning particular specialised qualification are defined in Appendix 1. Results must be within the scope defined or similar or comparable.

Language skills (up to 10 points)

Language	Points
German (DSH-1, TestDaF 4 x 3)	5
English (TOEFL IBT 79 or equivalent)	5

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Up to 100 points

(3) The selection committee (Section 5) shall make the selection decision.

(4) Beyond these provisions, the general registration provisions as set out in the university's registration regulations are not affected. Where the selection committee permits an applicant to meet the entry requirement Language Proficiency in English or German at a later date, they must do so no later than the end of semester 3. Applicants who do not present their degree certificate under Section 2 Subs. 1 by the end of the application period shall have their names removed from the register if they do not submit their Bachelor's degree certifi-

cate by 31 March of the winter semester, unless they can give proof that they are not responsible for this.

5
Selection committee for the Master's degree programme in
Computational Sciences in Engineering (CSE)

(1) For the preparation of their decision, the CSE Joint Committee forms a selection committee (Admissions Panel).

(2) This selection committee comprises at least four voting members who must be university lecturers or other university staff, and one student member with an advisory vote. Each of the departments participating in the degree programme shall be represented by one voting member. There must be at least one representative from among the university lecturers. Committee members are appointed by the CSE Joint Committee. The student member is appointed for a period of one year, all other members for a period of two years. Reappointments are permitted. The selection committee shall be quorate if at least two voting members are present.

(3) The selection committee has the following responsibilities:

a) Reviewing incoming applications for admission for formal correctness
b) Checking that entry requirements are met
c) Deciding on the success of individual applications and notifying the Admissions Office or International Office, who shall send admission letters or letters of rejection to the applicants.

(4) When the admissions process is complete, the selection committee shall report to the CSE Joint Committee on the experiences gained and may make recommendations for the development of the admissions process.

6
Notification of decisions, clearing, and process completion

(1) Applicants who can be offered a place on the programme are notified by the university in writing of the offer. This notification specifies a deadline by which applicants must accept or decline the offer in writing or electronically. Where an applicant's reply is not received by the deadline specified or in the proper form, the offer of a place lapses. Applicants must be informed of this legal consequence in the written notification.

(2) Applicants who cannot be offered a place on the programme are notified by the university in writing that their application is rejected. The letter of rejection specifies the applicant's position in the ranking and the position of the last applicant admitted. Letters of rejection must include details on how to appeal against the decision. They also include a request for the applicant to state in writing or electronically within a period specified whether they wish to pursue their application for admission through clearing. Applicants who do not submit their reply by the deadline specified or in the proper form are excluded from the clearing process. Only applicants presenting a valid residence permit for studying in Germany by 31 August are eligible for participation in the clearing process. Applicants must be notified of this legal consequence.

(3) The clearing process is based on the ranking that results under Section 4 Subs. 1 Clause 2.

(4) Admissions shall end no later than 31 August. Informal applications may be made for any places on the programme available after that date. Places are allocated by drawing lots from the applications received, provided they meet the entry requirements under Section 2 and the applicants can present a valid residence permit for studying in Germany. The application period for this starts on 15 July and ends with the start of lectures.

7
Admissions for transfer students

(1) Places available for transfer students are subject to specific admission criteria. They are awarded to applicants based on the ranking below.

a) Applicants for whom a rejection would constitute particular hardship because of their personal circumstances.

b) Applicants who have studied or are studying on the same or a similar degree programme

    aa) at another German university, or a university in another member state of the European Union or another signatory state to the Agreement on the European Economic Area;

    bb) who are either German nationals or hold a nationality that is treated as equivalent for admissions purposes and have studied or are studying at a university outside Germany.

c) Applicants giving other valid reasons.

(5) Applicants for degree programmes with specific admission criteria must give proof that their level of proficiency is of a standard required for studying in that particular advanced semester.

For the three case groups specified in Subsection 1 Clause 1, admission decisions are made based on the social and particularly family-related and economic grounds crucial for a location choice. Where several applications have the same ranking, the average mark determines the decision. Where several similar cases remain, lots are drawn. The average mark is determined based on an applicant's work to date.

(3) Applicants who have not received their Bachelor's degree certificate by the end of the application period may be admitted if proof is given that they meet the entry requirements under Section 2. The Bachelor's degree certificate must be presented on enrolment. Where an applicant has not completed his/her Bachelor's degree at the time of enrolment, his/her admission shall be revoked.

8
Entry into force

These regulations shall become effective on the day following their publication in the university. At the same time, the regulations governing entry and admission to the Master's degree programme in Computational Sciences in Engineering (CSE), which were published in the university on 15 August 2013 (TU Gazette no. 905) shall cease to be in force.