



General Entry and Admission Regulations for Master's Degree Programmes at Technischen Universität Braunschweig

The following General Entry and Admission Regulations for Master's Degree Programmes were agreed on by the Faculty Council of the Carl Friedrich Gauß Faculty on 31 January 2024, the Faculty Council of the Faculty of Life Sciences on 21 November 2023, the Faculty Council of the Faculty of Architecture, Civil Engineering and Environmental Sciences on 21 November 2023, the Faculty Council of the Faculty of Mechanical Engineering on 22 November 2023, the Faculty Council of the Faculty of Electrical Engineering, Information Technology, Physics on 20 November 2023, the Faculty Council of the Faculty of Humanities and Education on 22 November 2023 and the Senate of TU Braunschweig on 14 February 2024.

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Section 1

Scope

- (1) These regulations set out the general requirements for the entry and admission procedure for Master's degree programmes at the Technische Universität Braunschweig.
- (2) In Special Entry and Admission Regulations, the faculties regulate in particular the proofs and documents to be submitted (digitally) with the application, the specific entry and admission requirements, the composition of any necessary selection committee and special criteria for the admission procedure. With the exception of Section 3 (1), the Special Entry and Admission Regulations take precedence over these regulations.

Section 2 Requirement of an Application for Admission

- (1) For all Master's degree programmes, applicants must submit an application for admission in the form specified in Section 3 and, if a place is allocated, an application for enrolment.
- (2) If later enrolment is excluded, the possibility of admission is cancelled.

Section 3

Application Documents

- (1) The application for admission must be submitted in the form of an electronic application via the TU Braunschweig website (TUconnect). This application must be supplemented digitally with the documents and evidence required in the Special Admission Regulations. TU Braunschweig reserves the right to randomly check uploaded documents and to ask for the original documents or verified documents to be presented. Applicants who can credibly demonstrate that they cannot reasonably be expected to submit their application in electronic form will be supported by TU Braunschweig in submitting their application during opening hours. The aforementioned digital application procedure applies to all applications regardless of the regulations in the Special Admission Regulations.
- (2) The application for admission must contain in particular
 1. surname, all first names, address, date and place of birth, all nationalities, gender as well as details of the desired degree programme and semester, declaration of the exact type of degree sought; further details are regulated by the Student Data Processing Regulations, and
 2. a declaration stating in which Master's degree programmes and for which study periods the applicant is or has already been enrolled for at other universities and whether an examination has already been definitively failed.
- (3) For applications with foreign educational certificates for the desired Master's degree programme, the following proofs must also be submitted via the web portal, unless otherwise stipulated in cooperation agreements:
 1. official or officially certified translation of foreign educational certificates for the desired Master's degree programme as well as other documents and proofs required in the Special Admission Regulations in German or English and

2. if applicable, proof of the payment of the fee in accordance with 1a) of the Fee Regulations of the International House of the TU Braunschweig (published on 2 November 2022 with TU promulgating publication no. 1460).
- (4) When applying for admission to a higher semester, a confirmation of all successful and unsuccessful examination attempts issued by the previous or current university must be submitted digitally via TUconnect.
- (5) The preceding subsections apply accordingly to applications outside the specified admission numbers (out-of-capacity applications). An out-of-capacity application presupposes that the applicant has already applied for a study place in the respective degree programme for the admission procedure through the standard admission procedure in due time and form in accordance with Subsections 1 to 4 and Section 4 and has provided corresponding proof of fulfilment of the entry requirements. Contrary to Subsection 1, the out-of-capacity application for admission must be submitted in writing. The application must be accompanied by all documents relating to the application under the regular allocation, whereby proof of an already completed academic degree must be submitted in officially certified form. In addition, a written assurance must be submitted for out-of-capacity applications that neither a final nor a provisional full or partial admission for the relevant or a related degree programme has been obtained for a university in the Federal Republic of Germany or in a member state of the European Union. The assurance must state the applicant's nationality. The Special Admission Regulations may provide for deviating regulations.

Section 4 **Application Deadlines**

- (1) The general entry and admission requirements as well as the deadlines to be observed can be found in the respective Special Admission Regulations for the respective degree programme.
- (2) Unless otherwise stipulated in the Special Admission Regulations, the following deadlines apply to out-of-capacity applications:
 1. for the summer semester by 05 February,
 2. for the winter semester by 05 August.

The deadlines apply as cut-off deadlines. A fax is not sufficient. The Special Admission Regulations may provide deviating regulations.

Section 5 **Higher Semester**

- (1) Unless otherwise stipulated in the Special Admission Regulations, students who change their place of study and students who re-enrol will always be enrolled in the next higher semester, regardless of their respective performance level. Skipping semesters or downgrading to a lower semester is generally excluded.
- (2) Notwithstanding Subsection 1, admission to degree programmes with restricted admission is only granted if there are free places in the relevant degree programme and in the relevant semester and the applicant can prove that they have the required level of performance for the

This translation is provided for information purposes only. If there is a discrepancy or inconsistency of meaning or interpretation between the English version and the original German version, the German version shall prevail.

degree programme in the higher semester. Furthermore, students cannot be placed in a semester that exceeds the standard period of study.

Section 6 Data Protection

In order to carry out the enrolment and application procedure, as part of the re-registration process and to fulfil associated tasks, personal data is collected and processed in accordance with Art. 6 (1) lit. c) and e) of the General Data Protection Regulation (GDPR) in conjunction with Section 17 of the Lower Saxony Higher Education Act (NHG). Further details are regulated by the Student Data Processing Ordinance which was adopted by the Senate in accordance with Section 17 of the Lower Saxony Higher Education Act (NHG).

Section 7 Entry Into Force

These regulations enter into force on the day after they are notified publicly in the university.