

**Note: The English translation is a service. In case of any doubts, the official German document is binding.**

## **Specific regulations concerning access and admission for the "Sustainable Engineering of Products and Processes" course with the qualification "Bachelor of Science" at the Faculty of Mechanical Engineering of the "Technische Universität Carolo-Wilhelmina zu Braunschweig"**

As a supplement to and possibly as a deviation from the General Admission Regulations for basic courses at the Technische Universität Braunschweig, publ. of 11.05.2006 (TU Publication Journal no. 414) in the version of 02.06.2007 (TU Publication Journal no. 489), the Faculty Council of the Faculty of Mechanical Engineering resolved the following Specific Regulations concerning access and admission to the "Sustainable Engineering of Products and Processes" course with the qualification "Bachelor of Science" on 03.02.2021:

### **§ 1**

#### **Scope of application, enrolment date**

(1) These regulations regulate the access and the admission to the Bachelor course in "Sustainable Engineering of Products and Processes" as a supplement to the General Admission Regulations of Technische Universität Braunschweig (Allg. ZO).

(2) Admission to the "Sustainable Engineering of Products and Processes" Bachelor course is in the winter semester for the first subject semester.

### **§ 2**

#### **General matters and preconditions for admission**

(1) In the application, proof of the successful completion of an eight-week advance internship is to be rendered according to the internship guidelines of the examination regulations of the "Sustainable Engineering of Products and Processes" Bachelor course. In connection with the application for admission to studies, an application can be made to catch up on the internship to be done according to sentence 1 at a later point in time. In such a case, the admission award is to contain reference according to § 6 subsection 2 that admission to examinations will be rejected if the proof of completion of the aforementioned internship has not been rendered by the end of the 4<sup>th</sup> semester.

(2) Alongside the entitlement to attend university, language proofs of knowledge of German (see subsection 3) and knowledge of English (see subsection 4) are demanded as preconditions for access.

(3) Applicants who have neither a German university entitlement nor at least two years of education in the German language must possess knowledge of the German language sufficient for the studies. An exception shall be formed by applicants who prove that they took German as a school subject in the last eight years before acquiring the entitlement to attend university; the acquisition may not be more than three years in the past.

The proof of language knowledge is to be rendered by a DSH 1 (at least 57 % in the overall outcome) or a Test-DaF 4 x 3 (at least 3 points in each area) or an equivalent test.

In the individual case, the selection commission can decide via a subsidiary stipulation that the proof of sufficient knowledge of the German language can be postponed to a later time (see § 3 subsection 8). The precondition for this is that the applicant possesses preliminary knowledge of the language which is proven via taking of German as a school subject for at least 1 year, confirmation of successful completion of a language course at least on level A 1 or an equivalent test.

(4) Applicants who neither have a university entitlement from an English-language country nor have concluded a section of education for at least two years in the English language must additionally possess knowledge of the English language sufficient for the studies. An exception shall be formed by applicants who prove taking of English as a school subject in the last eight years before acquisition of the university entitlement; in this context, the acquisition of the university entitlement may not be more than three years in the past.

Proof is to be rendered by an internationally acknowledged test or equivalent performances, in particular

- (a) "Test of English as a Foreign Language", internet-based test (TOEFL iBT), at least 85 points;
- (b) „Test of English as a Foreign Language“, paper-based test (TOEFL PBT), at least 550 points;
- (c) UNlcert: at least level II;
- (d) IELTS Academic (“International English Language Testing System”): at least 6.5;
- (e) “Cambridge English: First” (FCE) at least with the grade A (175 points);
- (f) “Cambridge English: Advanced” (CAE) at least with the grade C (175 points);
- (g) “Cambridge English: Proficiency” (CPE) at least with “pass”;
- (h) “The Pearson Test of English Academic” (PTE Academic), at least 60 points;
- (i) DAAD language certificate: at least 3 x B2 and 1 x C1
- (j) English Language Proficiency Report of the Language Centre of TU Braunschweig: at least 3 skills B2 and one skill C1.

(5) If applicable, proof of specific performances of qualifications to be taken into account (see § 3 subsection 5 no. 3) is to be enclosed with the application - in the event of admission proceedings and intended attendance - alongside the documents according to the General Admission Regulations.

(6) Applications which are not complete, in the correct form or on time are excluded from the further proceedings. All proofs are to be submitted as originals or as officially certified copies. Documents which are not in the English or German language must be translated into one of the two languages by an officially appointed translator. The submitted documents remain with the university after the conclusion of the application and admission proceedings and are destroyed after the end of the archiving periods.

### **§ 3**

#### **Admission procedure**

(1) If more applicants fulfil the access preconditions than places are available, the study places are awarded according to the outcome of an internal university procedure according to performance. If less or just as many applicants fulfil the access preconditions as places are available, a selection procedure does not take place.

(2) As a result of the international alignment of the "Sustainable Engineering of Products and Processes" course, the quota of foreigners in this course is 14% according to the Lower Saxony Universities Admissions Regulations (hereinafter: NHZVO) § 22 subsection 1 sentence 1 in conjunction with sentence 3. In this quota, study applicants of foreign nationality or stateless citizens who are not equated to Germans according to § 1 subsection 2 sentence 1 NHZVO are admitted. In addition, up to 2% of the study places are also awarded to the hardship quota, the professional qualification quota and the second study quota.

(3) The places available after the advance quotas are awarded to German study applicants and those equated to Germans according to § 1 subsection 2 sentence 3 NHZVO, this being 90% by performance and 10% by waiting time.

(4) For admission to studies, the requirements for basic courses of study contained in the General Admission Regulations apply. The selection is to be made in single-phase proceedings. Alongside the university entitlement, the outcome of a selection discussion (§ 4) and specific performances (§ 3 subsection 5 no. 3) by the applicants are taken into account. As a deviation from § 3 subsection 2 c) General Admission Regulations, a selection procedure according to subsection 5 is also held within the framework of the foreigners' quota. Within the framework of the second study quota and the professional qualification quota, the selection is done according to the degree of the qualification.

(5) The selection decision is made on the basis of a ranking formed by the grade of the university entitlement in combination with the assessment of the selection discussion (§ 4) and of the assessment of specific performances or qualifications.

In this context, the ranking is produced according to a points figure in which the criteria are included as follows:

1. The grade of the university entitlement is converted into a number of points according to the following table:

<b>Grade</b>	<b>Points</b>
1.0	30
1.1	29
1.2	28
1.3	27
1.4	26
1.5	25

1.6	24
1.7	23
1.8	22
1.9	21
2.0	20
2.1	19
2.2	18
2.3	17
2.4	16
2.5	15
2.6	14
2.7	13
2.8	12
2.9	11
3.0	10
3.1	9
3.2	8
3.3	7
3.4	6
3.5	5
3.6	4
3.7	3
3.8	2
3.9	1
4.0 and higher	0

The grade of a foreign university entitlement is converted into the matching German grade using the Bavarian formula and then the number of points is awarded. The number of points achieved is included in the calculation of the total number of points with an increased weighting, for which it is multiplied by a factor of 1.5 (with the result that a total of 45 weighted points can be achieved).

2. The selection discussion is also assessed on the basis of a points figure. 30 points can be achieved at the most; further details are in § 4. If an applicant does not attend the selection discussion, it is assessed with "0" as the number of points.

3. In the assessment, the members of the selection commission assess plausibly proven previous education, practical activities, extracurricular performances or extracurricular qualifications which manifest a particular subject-specific suitability on a scale from 0 to 5 points. As a result of the international alignment of the course aimed at global thinking and action, international experience of the applicant is taken into specific account, in particular a stay abroad exceeding 3 months within the framework of school education or a school exchange programme, an internship or a vocational activity. Exclusively or predominantly tourism stays are not taken into account. In addition, extracurricular prizes and awards are taken into specific account. Performances which are not proven or portrayed feasibly are assessed with "0" as the number of points.

(6) To produce the resulting ranking, the weighted points of the university entitlement according to subsection 5 and the points received from the selection discussion and due to specific performances are added. With the total of points found in this way, which can be 80 at the most, the study places available are awarded to the applicants in the order of the number of points achieved, starting with the maximum number of points and rank 1. In equality of points, the number of points achieved in the selection discussion according to § 4 decides on the ranking; if the number of points from the selection discussion is also identical, lots shall be drawn on the ranking, to the extent that a service according to § 16 NHZVO is not to be taken into account.

(7) The selection commission makes the decision in the internal relationship.

(8) Apart from this, the provisions of the enrolment regulations of the university generally valid for enrolment remain unaffected. If the selection commission has made catching up on the access precondition of knowledge of the German language possible in a decision in the individual case, the proof is to be rendered by no later than the end of the 3<sup>rd</sup> subject semester. If proof of knowledge of German is not presented within this period and if the applicant is answerable for the lack, the person shall be exmatriculated at the end of the period. The obligation to proof of catching up on language knowledge is to be stated explicitly as a subsidiary provision with the scope and dates in the admission award and reference is to be made to the legal consequence if § 6 subsection 3 is not fulfilled.

## **§ 4**

### **Selection discussion**

(1) The selection discussion is not public.

(2) It is held by at least one eligible member of the selection commission according to § 5 subsection 2 or at least one person appointed by the selection commission as an examiner according to § 5 subsection 3, in the presence of an observer or a further examiner according to § 5. The discussion is held individually with each applicant and is to last for at least 15 and no more than 30 minutes.

(3) In the discussion, no specific knowledge which is only to be taught in the "Sustainable Engineering of Products and Processes" course shall be relevant.

(4) The date of the selection discussion shall be notified to the applicants in good time at least one week before the appointment. The time of the selection discussions is to be notified to the applicants no later than two days before the selection discussions. The stipulated time for the discussion shall be complied with. Due to the high number of students from abroad to be expected, the discussions will customarily be held in the form of an interview by video conference, but also with presence. In substantiated cases, for example illness, a single postponement of the discussion to another date shall be possible. The application is to be addressed to the selection commission.

(5) The content of the discussion examines the following qualification features:

- a) fundamental knowledge of the natural sciences Mathematics, Physics and Chemistry and the ability to apply this knowledge to the solution of practical problems.
- b) language knowledge and argumentation skills in German and English
- c) ability to think critically, with an ethical foundation and with reflection.

(6) The discussion of the topics stated in subsection 5 is assessed as follows:

- a) 0 to 10 points: The applicant is in a position to answer simple natural science questions and to analyse simple problems critically and to solve them by application of fundamental knowledge of mathematics, physics or chemistry or also a combination of them.
- b) 0 to 10 points: The applicant is in a position to hold a profound subject-based discussion both in English and also in German. His/her linguistic reflection and expression skills are equivalent to the level necessary for the "Sustainable Engineering of Products and Processes" Bachelor course.
- c) 0 to 10 points: The applicant convincingly portrays his/her motivation for studies of "Sustainable Engineering of Products and Processes" and is in a position to represent the vision of sustainability and internationalisation for which the course stands comprehensibly on the basis of specific skills and interests.

(7) Each examiner assesses the selection discussion according to subsection 6. The overall assessment is obtained by adding up the individual points; in assessment by a number of examiners, the points awarded by the individual examiners for the individual criteria are added and the total averaged arithmetically, any decimal places are rounded up.

(8) Minutes, from which the day, duration and location of the selection discussion, the names of the members of the committee involved and the name of the applicant can be seen, are drawn up about the content of the selection discussion. In addition, the assessment and the topics of the discussion are to be shown. The content and the outcome of the selection discussion must be documented so extensively that subsequent verification at any time is guaranteed.

## **§ 5**

### **Selection commission**

(1) For the preparation of the selection decision, the Faculty of Mechanical Engineering forms a selection commission.

(2) The selection commission comprises at least four eligible members who must be part of the group of university teachers and employees, and one member of the groups of students with a consulting capacity. At least two members must be university teachers. The members are appointed by the Faculty Council of the Faculty of Mechanical Engineering. The selection commission is quorate if no less than two eligible members are present. The chair of the selection commission is taken by the Study Dean for Mechanical Engineering.

(3) The task of the selection commission is also organisation and implementation of the selection discussions. The selection commission can appoint further examiners for implementation of the selection discussions.

(4) The Matriculation Office or the International House audits the incoming applications for admission for formal correctness and forwards them to the selection commission.

After that, the selection commission becomes active as follows:

a) It examines fulfilment of the access preconditions and decides in individual cases on possibilities of later proof of the knowledge of the German language according to § 2, subsection 3,

b) It establishes suitability for studies and access entitlement on the basis of a),

c) It organises selection discussions according to § 4 for the applicants entitled to access and assigns individual examiners,

d) It produces an overview of the points achieved by the applicants according to § 3.

## **§ 6**

### **Granting awards, successor procedure, conclusion of the process**

(1) Applicants who can be admitted are given a written admission award by the university. The awards are issued by the Matriculation Office or by the International House on behalf of the Presidium.

(2) If a later internship has been applied for according to § 2 subsection 1 sentence 2, express reference is to be made in the award to the fact that proof of the internship is a precondition for admission to applications for examinations at the end of the 4<sup>th</sup> semester.

(3) The admission award is to make reference to the possibility of catching up on the proof of language knowledge (§§ 2 subsection 3; 3 subsection 8), in particular stating the scope and the deadlines. The consequences of a missing proof are explicitly to be made clear.



(4) Applicants who cannot be admitted receive a rejection award, in which the ranking achieved and the ranking of the last admitted applicant are stated. The rejection award is to be provided with instructions as to remedies.

(5) The succession procedure is carried out on the basis of the ranking formed.

(6) The admission proceedings are concluded no later than two weeks after the start of lectures. Study places available after then are awarded by lots following an informal application.

## **§ 7**

### **Effect**

These regulations take effect on the day after they are notified publicly in the university.