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On the basis of § 55 of the Higher Education Act/[Hochschulgesetz] of the State of Saxony-Anhalt (HSG LSA) dated 05 May 2004 (GVB LSA page 256) in the version of 14 December 2010 (GVBl. LSA No.28, page 600ff.) last amended on 13 June 2018 (GVBl. LSA pp. 72, 118) in conjunction with § 67 Para. 3 No. 4, No. 10 and § 77 Para. 2 No. 8 of the Higher Education Act of the Land Saxony-Anhalt (HSG LSA) as well as the Framework Regulations on Admission for consecutive Master's Degree Programmes at Harz University of Applied Sciences dated 28.02.2012

the Faculty Council of the Faculty of Automation and Computer Sciences as well as the Senate of the Harz University of Applied Sciences have decided the following

Regulations on Admission

for the Masters Programme in "Technical Innovation Management" and its programme option "Technology and Innovation Management"

on DD.MM.YYYY:

Revision date: **05.12.2018**

Contents

Regulations on Admission.....	1
Preamble.....	2
§ 1 Responsibility	3
§ 2 Application form and Deadlines.....	3
§ 3 Admission Requirements.....	4
§ 4 Admission Procedure.....	5
§ 5 Trigger-Based Admission	5
§ 6 Admission and Rejection Notice.....	6
§ 7 Admission to a Higher Semester.....	6
§ 8 Transferability.....	6
§ 9 Entry into Force and Expiry.....	6
Annex 1: Overview of internationally recognised certificates as proof of language ability to study in English – minimum requirement.....	8

Preamble

The Regulations on Admission regulate access to the Master of Science programme "Technisches Innovations-management" and its international programme option "Technology and Innovation Management" in the Faculty of Automation and Computer Science of the Harz University of Applied Studies and Research. The degree programme leads to the academic degree Master of Engineering (M.Eng.) over the four or three-semester programme track.

§ 1 Responsibility

- (1) The decision on admission to study in the programme option chosen by the applicants, as well as the assignment to programme tracks, is the responsibility of the Admission Board. It participates in the recognition of examination and study achievements.
- (2) The Faculty Board appoints a joint Admission Board for the Master's programme "Technisches Innovationsmanagement" and its international programme option "Technology and Innovation Management".
- (3) The Admission Board includes the member of the professors' group commissioned by the faculty with the coordination of the programme, as chair of the commission, and two other professors of the master's programme. In lieu of one of these two professors, a member of the group of scientific staff and teachers for special tasks can be appointed. The Admission Board may include a student member of the Bachelor and Master study groups (Industrial Engineering, Business Informatics, Technical Innovation Management) in an advisory capacity.
- (4) The Admission Board has a quorum if at least two voting members are present, including at least one of the professors. The term of office of the members of the group of professors and of the group of scientific staff and teachers for special tasks is three years, while the term of office of the student member is one year. The terms of office are automatically extended if the Faculty Board does not appoint any new members at the end of the term of office.

§ 2 Application form and Deadlines

- (1) Admission to the " Technisches Innovationsmanagement " programme and its programme option "Technology and Innovation Management" takes place in the winter and summer semesters.
- (2) Applications for admission must be received in full by the admission board on the dates officially announced by the university. Applications not received in due time and applications with incomplete documentation at the end of the exclusion period are excluded from further proceedings.
- (3) Applications for the admission of applicants with degrees obtained abroad must first be submitted to the Work and Service Office for International Student Applications at uni-assist e.V, the working service point for international student applications provides processing and evaluation for international student applications, by the published deadlines.
- (4) Application forms from applicants with a German Certificate of Aptitude for Higher Education and university degrees issued at German higher education institutions must be submitted using the online form provided by the university. The application form must be completed online, printed and personally signed by the applicant. The following must be enclosed with it:
 - a. Proof of satisfaction of the admission requirements in accordance with § 3 Para. 1 in an officially certified copy or in certified German or English translation, if the original is not in English or German.
 - b. A statement signed by the applicant, declaring that so far the examination claim in the chosen study programme has not been lost. The decision on the comparability of study programmes is the responsibility of the Admission Board.

- c. A tabular curriculum vitae in German or English with a meaningful description of their educational path.
 - d. Formulation of a letter of motivation in German or English for the Master's degree programme: the application should describe what the particular interest in the degree programme is and where their own qualification for this degree programme is envisaged.
 - e. Proof of language knowledge according to § 3 Para. 8.
 - f. Additional evidence of examinations already passed from other Master's degree programmes and/or proven practical experience in the main areas mentioned in § 3 Para. 2, if these are available.
- (5) The application documents must be sent to the following address:

Harz University of Applied Sciences
Admission and Registrar's Office
Friedrichstraße 57-59
38855 Wernigerode

§ 3 Admission Requirements

- (1) The admission requirement for the Master's programme is a first academic degree – usually a Bachelor's degree or a comparable degree according to the Higher Education Act/[Hochschulgesetz] of the State of Saxony-Anhalt (HSG LSA)
- (2) The successfully completed university study, which provides a professional qualification, should have a focus on Business Administration and Engineering, Business Informatics, Technical Business Administration or another engineering orientation. If the first professional qualification degree has no such focus, additional experience or other qualifications will be considered. The decision is made by the Admission Board.
- (3) The admission of applicants with at least 210 ECTS credit points from a previous degree course is generally carried out in a three-semester programme track: the standard period of study is three semesters.
 - a. The admission of applicants with less than 210 ECTS credit points from a previous degree programme is subject to a four-semester programme track: the standard period of study is four semesters. In a Learning Agreement, compulsory elective modules amounting to a maximum of 30 ECTS credit points are considered to be binding for the individual programme track.
 - b. The Admission Board thus makes it a requirement to successfully complete the compulsory electives offered under suitable Bachelor's programmes at the Harz University of Applied Sciences until the Master's thesis has been registered. The programme coordinator and the Board of Examiners of the faculty decide on the recognition of study achievements already completed in elective modules.
- (4) The previous university study must have been completed with an above-average result, i.e. usually with a grade "good" or better. Exceptions are permitted where there are other qualifications. The decision is made by the Admission Board.
- (5) Applicants must provide evidence of at least 10 weeks of professional experience in the specialist field of the chosen degree programme pursuant to § 3 Para. 2.

- (6) For the German-speaking degree programme "Technisches Innovationsmanagements", sufficient knowledge of the German language must be demonstrated to the Admission Board if German is not the native language of the applicant. The requirements for the knowledge of German are those from the regulations on enrolment of the Harz University of Applied Sciences.
- (7) For the English-language programme option "Technology and Innovation Management", sufficient knowledge of the English language must be demonstrated to the Admission Board to least at level B2 of the Common European Framework of Reference for Languages with results in the upper point range. German language skills are recommended and are otherwise available for acquisition until the end of the course of study. One of the internationally recognised certificates mentioned in Annex 1 – or a higher grade one – must be submitted as proof of the language proficiency for study purposes in English. If it is clear from the results documents of the previous course of study that this was conducted in English, this diploma is also considered proof of ability to study in English.

§ 4 Admission Procedure

- (1) All applications are checked for completeness and compliance with deadlines. Incomplete or late applications no longer participate in the further selection process.
- (2) All applicants who meet the admission requirements under § 3 will be accepted, with a target of 40 students per academic year for the English-language programme option "Technology and Innovation Management". If the number of applications exceeds the number of participant places, the university carries out a selection procedure. For this purpose, the results of the Master's Degree Qualification (MZB) as well as the justified motivation of the applicants are used as criteria. 50% of the available university places are awarded to applicants with the best MZB results. The remaining 50% of available university places are awarded to applicants with an MZB ranking with the best justified motivation letters and their extracurricular commitment.
- (3) Admission is based on the application form to the degree programme "Technisches Innovationsmanagement" or in its programme option "Technology and Innovation Management". At the same time, candidates are assigned to the three-semester or four-semester programme track in accordance with § 3 Paras. 3 to 5, each of which is defined in a separate curriculum.
- (4) A record must be prepared by the Admission Board regarding the admission procedure and the selection decisions. The assignment of applicants according to § 3 Paras. 3 to 5 must also be indicated in the record.

§ 5 Trigger-Based Admission

- (1) Applicants according to § 2 (4) to the German degree programme "Technisches Innovationsmanagement", whose academic degree is not yet available at the end of the application period, may be granted a trigger-based admission, provided that for their current course of study successful completion is expected within four months of the beginning of the semester. Further details are laid down in the Framework Regulations on Admission for consecutive Master's programmes at the Harz University of Applied Sciences. If proof of the conclusion of the study is not provided in a timely manner, enrolment will be cancelled.

- (2) If an admission takes place according to § 3 (5) or the evidence of study cannot be clearly assessed or if in the previous university studies professional services, which are an essential prerequisite for the Master's programme, were not provided, admission may take place subject to conditions. The admission board sets conditions in the form of additional study credits and a timetable as part of a Learning Agreement. If the requirements are not met by the student, the admission can be revoked.

§ 6 Admission and Rejection Notice

- (1) Applicants selected according to § 4 will receive a written admission notice. Applicants selected according to § 5 will receive a written admission notice stating the trigger condition or with the notice of the requirements and their legal consequences.
- (2) The rectorate of the university determines a period within which the applicants admitted must declare in writing that they accept their university place. The letter of acceptance becomes invalid if the accredited candidate does not submit the declaration in the correct form and on time. This legal consequence must be pointed out in the admission notice. In justified exceptional cases, the acceptance period may be extended by the university.
- (3) Admitted applicants must enrol in accordance with the enrolment regulations of the Harz University of Applied Sciences. Otherwise, the admission notice will become ineffective and the university place will be re-awarded in the follow-up procedure. This legal consequence must be pointed out in the admission notice.
- (4) Applicants who are not accepted will receive a rejection letter with information on legal remedies.
- (5) In the case of non-admission, it is possible to apply again for the next application deadline.

§ 7 Admission to a Higher Semester

- (1) Applicants in the German-language degree programme "Technisches Innovationsmanagement" can be admitted to a higher semester on request, provided equivalent examination results from a related Master's degree programme from another German higher education institution are demonstrated. This assessment of equivalence and the crediting of academic achievements is made by the admission board on the basis of the examination and study regulations for the degree programme.
- (2) Admission to a higher semester may be subject to conditions set out in a Learning Agreement.

§ 8 Transferability

There is transferability between the German-language programme "Technisches Innovationsmanagement" and its English-language programme option "Technology and Innovation Management", where modules with the same content and competence goals are recognised without further equivalence examination.

§ 9 Entry into Force and Expiry

These Regulations on Admission come into force after approval by the rector with their

publication in the Official Bulletin of the Harz University of Applied Sciences. At the same time, the Regulations on Admission for the Technical Innovation Management (TIM) programme dated 9.8.2016 and their amendments shall expire.

Issued on the basis of the decision of the Faculty Board of the Faculty of Automation and Computer Science dated 28.11.2018 and the Academic Senate of the Harz University of Applied Sciences dated DD.MM.YYYY.

Wernigerode,

DD.MM.YYYY

Prof. Dr. Folker

Roland

President of the Harz University of Applied Sciences Wernigerode

Annex 1: Overview of internationally recognised certificates as proof of language ability to study in English – minimum requirement

A. Language Tests

IELTS International English Language Testing System (6.0 and up),

TOEFL iBT (90 and up),

TOEFL CBT (230 and up),

TOEFL PBT (580 and up),

TOEFL ITP Level 1 (580 and up)

Cambridge FCE First Certificate in English (Grade B and up),

Cambridge IGCSE International General Certificate of Secondary Education – First language English (Grade C and up), Second language English (Grade C and up)

LCCI London Chamber of Commerce and Industry – EFB English for Business Level 3 ("pass with credit" and up),

TOEIC (Listening and Reading Test from 860 upwards, Speaking Test 165 and up, Writing Test 165 and up)

TELC B2 (240 and up),

Pearson Test of English PTE Academic (55 and up)

London Trinity College Integrated Skills in English ISE II Level B2 ("merit" and up)

UNICert II ("good" and up)

B. Admission Tests

GMAT Graduate Management Admission Test (500 and up),

GRE Graduate Record Examination (from VR140-QR150-AW3 and up)