



## Official Bulletin

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for the Continuing Education Master's Degree Program "*Automotive  
Service Technology and Processes*"  
at Ostfalia University of Applied Sciences – University of  
Braunschweig/Wolfenbüttel, Faculty of Automotive Engineering

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## Regulations on Access and Admission

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### **Admission and entry requirements for the continuing education master's program “Automotive Service Technology and Processes”**

Faculty of Automotive Engineering

at Ostfalia University of Applied Sciences – Braunschweig/Wolfenbüttel

The Faculty Council of Automotive Engineering at Ostfalia University of Applied Sciences – University of Braunschweig/Wolfenbüttel (hereinafter referred to as “Ostfalia”) adopted the following regulations on January 26, 2022, in accordance with Section 18 (8) of the Lower Saxony Higher Education Act (NHG) and Section 7 of the Lower Saxony Higher Education Admission Act (NHZG):

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**Disclaimer:** This English translation is provided for informational purposes only. The legally binding documents are the original German versions of the Regulations on Access and Admission (Ordnung über den Zugang und die Zulassung).



### § 1 Scope of Application

- (1) These regulations govern admission and access to the continuing education Master's degree program "Automotive Service Technology and Processes."
- (2) The admission requirements are specified in § 2.
- (3) <sup>1</sup>If more applicants meet the admission requirements than there are places available, the study places will be allocated according to the results of a university-specific selection process (§ 4). <sup>2</sup>If fewer applicants meet the admission requirements than there are places available, no selection process will take place.

### § 2 Admission Requirements

- (1) <sup>1</sup>The prerequisite for admission to the continuing education master's program "Automotive Service Technology and Processes" is that the applicant
  - has obtained a bachelor's degree or equivalent qualification from a German university or a university belonging to one of the Bologna signatory states, or
  - has obtained an equivalent degree at another foreign university; equivalence is determined in accordance with the assessment proposals of the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs (<http://anabin.kmk.org>), and
  - can demonstrate at least one year of relevant professional experience in the field of engineering in full-time employment or in part-time employment with at least half of the regular working hours.

<sup>2</sup>The decision as to whether the professional experience is subject-relevant shall be made by the Enrollment Office; in cases of doubt, the Selection Committee shall decide. This determination may be accompanied by a condition requiring the completion of any missing modules within two semesters.

- (2) <sup>1</sup>The first degree must have a standard duration of 7 semesters with 210 credit points (CP) in accordance with the European Credit Transfer and Accumulation System (ECTS).
- (3) <sup>1</sup>Applicants must also have sufficient knowledge of the English language. <sup>2</sup>Proof of this is provided by
  - German university entrance qualification with English lessons at least in a basic course up to grade 12, or
  - the TOEFL test with a score of >75%, or
  - English as a native language, or
  - Successful completion of a previous degree program in English.
  - (4) Applicants who do not have a German university entrance qualification or who did not obtain their bachelor's degree at a German university must also have sufficient knowledge of the German language for their studies. Proof of this is provided by

- German as your native language,
- a school leaving certificate that corresponds to a German university entrance qualification,
- the German language test for university admission for foreign applicants at level 2 (DSH2),
- the Central Upper Secondary School Examination (ZOP) of the Goethe-Institut,
- the Goethe-Institut's Grand or Small Language Diploma, or
- proven German language skills at level B1 of the Common European Framework of Reference for Languages (CEFR) by the start of the program. Subject to proof before the start of the practical phase in the third master's semester, proof of CEFR language level A2 is sufficient at the time of enrollment.

### § 3 Start Date and Application Period

- (1) <sup>1</sup>The master's program "Automotive Service Technology and Processes" begins each winter semester. <sup>2</sup>Applications must be received by the university by April 15 (deadline) for the winter semester, as described in the online portal, with the required documents. <sup>3</sup>Applications must be submitted exclusively in electronic form via the university's online application portal. <sup>4</sup>Applications for admission outside the study place allocation procedure and the fixed admission numbers must be received by the university by September 20 for the winter semester. <sup>5</sup>The application or request referred to in sentence 4 shall only apply to the allocation of study places for the relevant application date. <sup>6</sup>The university is not obliged to verify the information provided by applicants ex officio.
- (2) The application or request referred to in paragraph 1, sentence 4 must be accompanied by the following documents in certified German or English translation, if the originals are not in English or German:
  - a) the final certificate of the bachelor's degree program,
  - b) a complete curriculum vitae,
  - c) evidence of relevant professional experience in accordance with § 2 paragraph 1,
  - d) evidence of sufficient knowledge of the English language in accordance with § 2 paragraph 3,
  - e) if applicable, evidence of sufficient knowledge of the German language in accordance with § 2 paragraph 4.
- (3) <sup>1</sup>Applications that are incomplete or not submitted in the correct form or by the deadline will be excluded from further consideration. <sup>2</sup>The submitted documents will remain at the university.

### § 4 Admission Procedure



- (1) <sup>1</sup>The selection decision is made as follows: A ranking list is drawn up based on the final grade in accordance with Section 3 (2) (a) and the duration of proven relevant professional experience in the field of engineering. <sup>2</sup>For each full year of activity, the grade is improved by 0.1 points, up to a maximum of 0.5 points. <sup>3</sup>In the event of a tie, the decision shall be made by lot.
- (2) <sup>1</sup>Apart from that, the general provisions for enrolment as set out in the university's enrolment regulations remain unaffected. <sup>2</sup>The enrolment of applicants who, according to § 2 (2), are required to complete missing modules will be revoked if the necessary evidence is not provided by the end of the second semester and the applicant is responsible for this failure.

#### **§ 5 Selection Committee**

- (1) <sup>1</sup>The Admissions Office is responsible for verifying the admission requirements in accordance with § 2, establishing the ranking in accordance with § 4 (1), and deciding on the admission or rejection of applicants. <sup>2</sup>In cases of doubt, the selection committee shall make the final decision in accordance with paragraph (2).
- (2) The selection committee consists of the examination board in accordance with the examination regulations for the Master's program "Automotive Service Technology and Processes" and the head of this degree program.

#### **§ 6 Notification, Succession Procedure, Conclusion of Proceedings**

- (1) <sup>1</sup>Applicants who can be admitted will receive a written letter of admission from the university. <sup>2</sup>This letter specifies a deadline by which the applicant must declare electronically whether they accept the study place. <sup>3</sup>If this declaration is not submitted in due time and proper form, the letter of admission becomes invalid. <sup>4</sup>This legal consequence must be stated in the letter of admission.
- (2) <sup>1</sup>Applicants who cannot be admitted will receive a rejection notice stating the rank they achieved and the rank of the last applicant who was admitted. <sup>2</sup>The rejection notice must include information on legal remedies. <sup>3</sup>It also includes a request to declare, within a specified deadline and electronically, whether the application for admission should be maintained for the waiting list procedure (Nachrückverfahren). <sup>4</sup>If the applicant fails to submit this declaration in due time or in the correct form, they will be excluded from the waiting list procedure. <sup>5</sup>This legal consequence must be pointed out.

- (3) The waiting list procedure is carried out based on the ranking list according to § 4 (1).
- (4) <sup>1</sup>The admission procedures are completed no later than two weeks after the start of lectures. <sup>2</sup>Any study places still available after this will be allocated by lottery upon informal application. <sup>3</sup>The application period for this begins two weeks before the start of lectures and ends with the completion of the procedure.

#### **§ 7 Admission to Higher Semesters**

- (1) The available study places in a higher admission-restricted semester are allocated to applicants in the following order:
- a) Those who are or were enrolled in the same or a comparable degree program
  - aa) at another German university or at a university in another member state of the European Union or another contracting state of the Agreement on the European Economic Area,
  - ab) with German citizenship or treated as equivalent to German citizens for admission purposes, enrolled at a foreign university,
  - b) Those for whom a rejection of admission for reasons personal to them would constitute particular hardship, or
  - c) Those who assert other reasons.
- (2) Within each of the three categories listed in paragraph 1, admission is decided based on the result of the bachelor's examination or an equivalent examination. If results are identical, social factors relevant to the choice of location, especially family and economic reasons, are considered. If cases are still indistinguishable, a lottery will ultimately decide.

#### **§ 8 Entry into Force**

This regulation comes into effect on the day following its official publication by the university and replaces the previous regulations on admission and enrolment for the continuing Master's program "Automotive Service Technology and Processes" (Official Gazette No. 31/2018).