

**Translation\* of the entry and admission regulations for the international continuing full-time Master's Programme in Space Engineering at the Faculty V of Mechanical Engineering and Transport Systems of Technische Universität Berlin**

**9 July 2014**

Based on § 18 section 1 no. 1 of the Basic Regulations of the Technische Universität Berlin, § 71 paragraph 1 no. 1 of the Berlin Higher Education Act (Berliner Hochschulgesetz – BerlHG) dated 26 July 2011 (GVBl. p. 378), in accordance with § 10 of the Berlin higher education admissions law (Berliner Hochschulzulassungsgesetz - BerlHZG) in the version of 18 June 2005 (GVBl. P. 393), last amended by Article 1 of the Act on the Introduction of a Sports Profile Quota in the Allocation of Study Places (Gesetz zur Einführung einer Sportprofilquote bei der Studienplatzvergabe) of June 26, 2013 (GVBl. P. 198), the Faculty Council of the Faculty V of Mechanical Engineering and Transport Systems of the Technische Universität Berlin issued the following entry and admission regulations:<sup>1</sup>

**Contents**

**I. General section**

- § 1 - Applicability
- § 2 - Entry into force

**II. Entry**

- § 3 - Entry requirements

**III. Admission**

- § 4 - Selection committee
- § 5 - Application for admission
- § 6 - Selection criteria
- § 7 - Selection process
- § 8 - Acceptance decision
- § 9 - Capacity

**I. General section**

- § 1 - Applicability

These admission and acceptance regulations in conjunction with the constitution of the Technische Universität Berlin apply to the conduct of the university's own selection process for study programmes with restricted admission (AuswahlSa) in the version applicable from time to time in relation to the rules for admission, acceptance and selection of the international continuing Master's programme in Space Engineering.

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\* The version at hand is a non-official text in which changes and corrections are incorporated. Decisive and legally binding is the version in the Amtliches Mitteilungsblatt der Technischen Universität AMBl. TU 12/2015.

<sup>1</sup> Confirmed by the Senate Administration for Education, Science and Research (Senatsverwaltung für Bildung, Jugend und Wissenschaft) on 12 March 2015

**§ 2 - Entry into force**

These entry and admission regulations enter into force on the day after their publication in the Amtliches Mitteilungsblatt der Technische Universität Berlin. They apply for all application procedures starting from the summer semester of 2015.

**II. Entry**

**§ 3 - Entry requirements**

In addition to the general admission requirements in accordance with §§ 10 to 13 of the Berlin Higher Education Act (BerlHG) the admission requirements are:

1. a first university degree that qualifies for a profession,
2. relevant practical work experience of usually no less than a year completed after graduation.

**III. Admission**

**§ 4 - Selection committee**

On proposal of the Faculty Council, the Presidium of the Technische Universität Berlin installs at least one selection committee for preparation of the acceptance decision. § 13 Abs. 2 of the Berlin higher education admission regulations (Berliner Hochschulzulassungsverordnung - BerlHZVO) applies for its composition. The time in office of the members is two years. If the Faculty Council does not propose a selection committee, the members of the selection committee with examination authorization compose the selection committee.

**§ 5 - Application for admission**

The application for admission must be submitted to the responsible office. The required documents specified in the application form must be attached.

**§ 6 - Selection criteria**

Applicants are selected based on the following criteria:

1. the submitted documents (with a weighting of 50 out of 100) and
2. the results of an interview conducted by the university with applicants, that shall provide insight into their motivation and eligibility (with a weighting of 50 out of 100).

**§ 7 - Selection process**

- (1) The number of participants in the selection process can be restricted by the evaluation of the submitted documents according to the criterion in § 6 no. 1. The selection committee takes the decision on restriction at the start of the selection process.

- (2) Up to 50 points are allocated for the criterion in § 6 no. 1 in according to the following rules:
1. for the subject-related motivation and eligibility as well as additional qualifications due to previous studies or outside of higher education (practical experience) up to 40 points,
  2. for the quality of the application documents (for example layout, style, expression and spelling) up to 10 points.
- (3) The results of an interview conducted by the university with the applicants shall provide insight into their motivation and eligibility. Up to 50 points are allocated for the criterion in § 6 no. 2 in according to the following rules:
1. subject-related comprehension and eligibility up to 30 points,
  2. communication and social competence up to 10 points,
  3. subject-related motivation up to 10 points.
- (4) The selection committee prepares a ranking list, giving reasons, with the points achieved based on the selection criteria.
- (5) Applicants who are not admitted to the programme receive notification of rejection.

#### **§ 8 - Acceptance decision**

- (1) The relevant office of the central university administration takes the decision on acceptance after completion of the selection process based on the points gained in the selection process and the resulting ranking list.
- (2) Selected candidates will immediately receive notification of admission in which the deadline for written acceptance of the study place and registration are specified. If the candidate does not accept the place within the deadline, the place will be offered to the next candidate on the ranking list as in § 7 no. 5.
- (3) Candidates who are not accepted for the study programme will receive notification of rejection, giving reasons.

#### **§ 9 - Capacity**

- (1) The number of students accepted annually for the programme is usually set to a maximum of up to 60.
- (2) An intake may be cancelled if less than 15 suitable applicants can be admitted.
- (3) With the first intake (for summer semester 2015), the number of students may only be limited to a maximum of up to 30.