

Entry and admission regulations for the international continuing education master's program in Energy Management (EM) at TU-Campus EUREF of the Technische Universität Berlin of January 23, 2015

in the final version incorporating the

Amendment to the entry and admission regulations for the continuing education master's program in Energy Management (EM) at TU-Campus EUREF of the Technische Universität Berlin of October 31, 2016

On January 22, 2015, the TU-Campus EUREF Joint Decision-Making Committee of the Technische Universität Berlin adopted the following admission regulations for the international continuing education master's program in Energy Management in accordance with section 18, paragraph 1, item 1 of the *Grundordnung der Technischen Universität Berlin* (TU Berlin University Charter), with section 71, paragraph 1, item 1 of the *Gesetz über die Hochschulen im Land Berlin* (act governing higher education institutions in the state of Berlin – BerlHG) last amended by article 1 of the *Hochschulzugangsmo- dernisierungs- und Studiumsqualitätssicherungsgesetzes* (act governing the modernization of entry to higher education institutions and the assurance of degree course quality) of May 20, 2011 (Berlin law gazette - GVBl., p. 194), and in accordance with section 8, paragraph 3 in conjunction with section 10a of the *Gesetz über die Zulassung zu den Hochschulen des Landes Berlin in zulassungsbeschränkten Studiengängen* (act governing the admission to higher education institutions in the state of Berlin for programs with restricted admission - BerlHZG) in the version of June 18, 2005 (GVBl., p. 393), last amended by article 1 of the *Gesetz zur Modernisierung des Hochschulzugangs und zur Qualitätssicherung von Studium und Prüfung* (act governing the modernization of entry to higher education institutions and the assurance of degree course and examination quality) of May 20, 2011 (GVBl., p. 194).^{*1}

On October 31, 2016, the TU-Campus EUREF Joint Decision-Making Committee of the Technische Universität Berlin adopted the amendment to the entry and admission regulations for the international continuing education master's program in Energy Management of January 23, 2015 (TU official gazette 15/2015, p. 117) - as incorporated into the present version - in accordance with section 43, paragraph 3, item 3 of the *Grundordnung der Technischen Universität Berlin* (TU Berlin University Charter), with section 10, paragraph 5 of the *Gesetz über die Hochschulen im Land Berlin* (act governing higher education institutions in the state of Berlin – BerlHG) in the version of 26 July 2011 (GVBl. p. 378) last amended by article 4 of the act of May 9, 2016 (GVBl. p.226) and in accordance with section 10a of the *Gesetz über die Zulassung zu den Hochschulen des Landes Berlin in zulassungsbeschränkten Studiengängen* (act governing the admission to higher education institutions in the state of Berlin for programs with restricted admission - BerlHZG) in the version of June 18, 2005 (GVBl., p. 393), last amended by article 1 of the act of June 26, 2013 (GVBl. p. 198).^{*2}

Contents

I. General regulations

- 1 - Scope of application
- 2 – Entry into force

II. Entry

- 3 - Entry requirements

III. Admission

- 4 - Admission application
- 5 - Selection criteria
- 6 - Selection procedure
- 7 - Admission decision

I. General regulations

- 1 - Scope of application

These entry and admission regulations apply to the entry, admission and selection modalities of the continuing education master's program in Energy Management, in accordance with section 10, paragraph 5, sentence 2 of BerlHG and section 10a of BerlHZG, and in conjunction with the *Satzung der Technischen Universität Berlin über die Durchführung hochschuleigener Auswahlverfahren in zulassungsbeschränkten Studiengängen* (the University's regulations regarding its own selection procedure for programs with restricted admission – AuswahlSa) as amended.

- 2 – Entry into force

- (1) These entry and admission regulations enter into force on the day after their publication in the Technische Universität Berlin's *Amtliches Mitteilungsblatt* (official gazette). They apply for all applications from the 2015/2016 winter semester onward.
- (2) (2) The admission regulations for the continuing education master's program for working professionals in Energy Management of October 22, 2013 (TU official gazette, p. 244) will no longer apply once the present entry and admission regulations take effect.

II. Entry

3 - Entry requirements

In addition to the general entry requirements set out in sections 10 to 13 of BerlHG, applicants must have:

1. A bachelor's or equivalent university degree
2. Practical professional experience of generally no less than one year following the degree

III. Admission

4 - Admission application

The application for admission must be submitted to the responsible office of Technische Universität. The following must be included with the application:

1. The documents required in the application form - either originals or officially certified copies. The form the applications must take is set by the responsible office in the Central University Administration.
2. A certified copy of the transcript of records that shows all work done at government-recognized institutions of higher education, including credits attained for each module (for non-modular curricula, another appropriate form may be used, e.g. detailing the hours of work per week).
3. Evidence of having met the selection criteria outlined in section 6, paragraphs 3 and 4.
4. Letter of motivation (approx. one side of A4). Applicants should state the particular reasons for choosing the program and its location, present possible aims for their future development and careers, and demonstrate their personal ability to successfully complete the master's program in Energy Management.
5. CV with information about academic and professional experiences.

5 - Selection criteria

Applicants are selected based on the following criteria:

1. Overall grade of the previous degree
2. Subject-specific eligibility of the previous degree
3. Further qualifications attained outside university courses

6 - Selection procedure

- (1) The number of applicants participating in the selection process can be limited by the grades achieved. The selection committee takes the decision on the threshold at the start of the selection process.
- (2) In the selection process, the selection committee allocates up to 100 points for the criterion in section 5, item 1 according to the following table:

Grade	Points	Grade	Points
1.0	100	2.6	52
1.1	97	2.7	49
1.2	94	2.8	46
1.3	91	2.9	43
1.4	88	3.0	40
1.5	85	3.1	37
1.6	82	3.2	34
1.7	79	3.3	31
1.8	76	3.4	28
1.9	73	3.5	25
2.0	70	3.6	22
2.1	67	3.7	19
2.2	64	3.8	16
2.3	61	3.9	13
2.4	58	4.0	10
2.5	55		

(3) The field of study of the previous degree provides information about the student's subject-specific eligibility. Up to 100 points are awarded for the criterion set out in section 5, item 2 as follows:

1. 100 points for business studies or economics
2. 100 points for engineering subjects
3. 75 points for law subjects
4. 50 points for subjects where the curriculum included modules related to economics, engineering, law or environmental studies
5. 0 points for all other subjects

(4) The selection criterion given in section 5, item 3 could include proven English language competency and practical professional experience. These language skills and experiences must relate to the content and aims of the master's program in Energy Management. The selection committee allocates up to 300 points for these according to the following system:

1. For evidence of English language competency according to the Common European Framework of Reference for Languages.

C2 or higher	80 points
C1	60 points
B2	30 points
B1 or lower	0 points

2. For each practical professional experience (for which evidence has been provided) lasting at least 12 months and following on from a bachelor's or equivalent university degree:

Field	Depending on relevance, up to:
Energy technologies	80 points
Energy sector	80 points
Grid and energy industry	60 points
Energy and environmental law	60 points
Fields not mentioned above	10 points

7 - Admission decision

- (1) Based on the selection criteria, the selection committee ranks the applicants according to the number of points attained, giving reasons.
- (2) The ranking is forwarded to the responsible office of the Central University Administration.
- (3) Selected applicants receive prompt notification along with a deadline for providing written acceptance of the place on the program and for enrollment. If the applicant does not accept the place within the deadline, it is offered to the next

candidate on the list.

- (4) Applicants who are not admitted to the program receive notification of rejection, with reasons.

*1 Approved by the TU Berlin Executive Board on February 26, 2015 and by the Berlin Senate Department for Education, Youth and Science on March 5, 2015.

*2 Approved by the TU Berlin Executive Board on January 23, 2017 and by the Senate Chancellery for Science and Research on March 17, 2017.