

Admissions and Approval Regulations for the International Postgraduate Master's Degree Program "Sustainable Mobility Management" on the TU-Campus EUREF of the Technical University of Berlin

Zugangs- und Zulassungsordnung für den weiterbildenden, internationalen Masterstudiengang „Sustainable Mobility Management“ am TU-Campus EUREF der Technischen Universität Berlin vom 31. Oktober 2016

- Unofficial translation –

On October 31st, 2016 by the authority given by §18 para. 1 No. 1 of the Constitution of the Technical University of Berlin as well as § 71 para. 1 No. 1 of Berlin's Higher Education Act dated 26. July 2011 in conjunction with § 10a of the Admissions Law of the Universities of the State of Berlin, in the version dated the 18th of June 2005, and last amended on the 26th of June 2013 with Article I G introducing an athletic quota in the allocation of study places, the Joint Commission with Decision-Making Authority TU-Campus EUREF of the Technical University Berlin enacted the following Admissions and Approval Regulations for the international postgraduate master's program "Sustainable Mobility Management":

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I. General Section

- § 1 - Purview

These admissions and approval regulations govern, in conjunction with the statutes of the Technical University of Berlin, specifically, the implementation of the university's own selection processes for admission to restricted study courses in its current version, the access, eligibility, and selection procedures for the international, postgraduate Master's program "Sustainable Mobility Management".

§ 2 - Commencement and Expiration

- (1) These admissions and approval regulations take effect on the day following its publication in the official newsletter of the Technical University Berlin. It applies to all application procedures for approval starting for the winter semester 2017/2018.
- (2) The admission regulations for the part-time, postgraduate master's program "Energieeffiziente urbane Verkehrssysteme" dated 22 October 2013 (Official TU Gazette AMBI. TU 26/2014, p.294) expires and is replaced by the admissions and approval regulations noted here.

II. Admissions

§ 3 - Conditions of Admission

Admission requirements are:

1. a qualifying university graduate degree;
2. followed by no less than one year of professional experience in the field of study.

III. Admissions Approval

§ 4 - Application for Admission

The admissions application must be sent to the relevant admissions office of the Technical University. The application shall be accompanied by:

1. The required records, as stipulated in the application form, either as an original or officially certified copy. The application procedure is determined by the admissions office of the Technical University.
2. A certified copy of the records transcript for all state accredited university units, noting the acquired credit points per module. If credits are not used, other appropriate means, for example, using a breakdown of hours per week can be provided, and
3. Proof of the conditions set out in § 3 para. 2 as well as the criteria according to § 6.
4. A motivation letter (about one DIN-A-4 page in length): The letter should address the specific reasons for selecting the program and location as well as potential career goals for the future and specific personal suitability for the successful completion of master's program "Sustainable Mobility Management".
5. Curriculum vitae with information on academic and professional experiences.

§ 5 - Selection Criteria

Selection is made based on the following criteria:

1. the overall grade of the previous degree program,
2. subject-specific aptitude, such as fields of study taken during previous studies and
3. additional qualifications acquired outside of the university.

§ 6 - Selection Process

- (1) The number of participants eligible for selection can be limited by the level of qualification. The selection panel will determine the number of participants at the beginning of the selection process.
- (2) As part of the selection procedure, the selection committee will award up to 100 points for the criterion according to § 5 No. 1 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 or fields of study of the previous program provides information on the subject-specific aptitude. Up to 100 points are awarded for the criterion in §5 No. 2 according to the following rules:
 1. for programs in the fields of engineering or engineering economics (specializing in transportation, logistics or mobility), as well as non-engineering major in transportation and mobility sciences - 100 points,
 2. for programs in the fields of economics (specializing in economics or business administration), other engineering economic fields not listed in point 1, city and urban planning and sustainability sciences - 75 points,
 3. for programs within other fields, but with course content of at least 25% in the fields of economics, engineering, law or environmental studies in the curriculum - 50 points and,
 4. for all other programs - 0 points.
- (4) The following may qualify as a selection criterion in terms of § 5 No. 3: language skills; successful completion of relevant vocational training, student assistant, work-study or other relevant work experience, with each respectively related to the program content and skills objectives of the master's program "Sustainable Mobility Management". The selection committee awards up to 100 points according to the following guidelines:
 1. For the demonstrated level of English proficiency according to the Common European Framework for learning languages:

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

2. For each additional professional or practical experience demonstrated and related to the course program with a duration of twelve months in the following areas:

In the areas:	Depending on the relevance up to
Of mobility or project planning (technical, management, urban planning)	80 Points
Of mobility or project management	80 Points
Of the mobility economy	60 Points
Sustainability and environmental management	60 Points
Not listed here	10 Points

- (5) The selection committee creates a substantiated ranking. For this purpose, the points awarded for the individual criteria in accordance with § 6 are calculated for each candidate. In the case of a tie within the ranking list, the order is determined based on the motivational writing.

§ 7 - Admissions Decision

- (1) The admissions decision will be made according to the selection procedure, by the university admissions office on the basis of the results obtained during the selection process and the resulting ranking.
- (2) Selected candidates will immediately receive a notification. A deadline for the written acceptance of the program and enrolment will be set. Failure to comply with this deadline will result in loss of placement, the place will be awarded to the next applicant according to the ranking.
- (3) Candidates who are not admitted will receive a rejection notice with an explanation.