

Regulation of Access and Admission to the Advanced Training International Master Program “Energy Management”

*Zugangs- und Zulassungsordnung für den weiterbildenden internationalen
Masterstudiengang “Energy Management” (EM) am TU-Campus EUREF der
Technischen Universität Berlin vom 23. Januar 2015,
non-official translation*

On January 22nd 2015, the Joint Commission with Authority to Decide TU-Campus EUREF of the Technical University Berlin enacted the following Regulation of Access and Admission to the Advanced Training International Master Program “Energy Management”, according to §18 para. 2 no. 1 of the *Grundordnung* of Technical University Berlin, §71 para. 2 no. 1 of the *Berliner Hochschulgesetz* (BerlHG) as of May 20th 2011, and §8 para. 3 in combination with §10a of the *Gesetz über die Zulassung zu den Hochschulen des Landes Berlin in zulassungsbeschränkten Studiengängen* (BerlHZG) as of May 20th 2005.

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1 General Part

§1 Scope of application

This Regulation of Access and Admission to the Advanced Training International Master Program regulates access, admission, and selection procedures for the advanced training international master program “Energy Management”, according to §10 para. 5 sent. 2 of BerlHG, §10a BerlHZG in combination with the Statutes of the Technical University Berlin on the University’s own Selection Procedures in Access Regulated Programs (AuswahlSA) in their respective current forms.

§2 Legal effect, annulment

(1) This Regulation of Access and Admission comes into force the day after its publication in the Official Journal of the Technical University Berlin. It shall be in force for all application procedures starting with Winter Term 2015/16.

(2) The Regulation of Admission to the Advanced Training Master Program “Energy Management” in the form of Oct. 22nd 2013 (AMBl. TU S. 244) becomes invalid as soon as this Regulation of Access and Admission comes into force.

2 Access

§3 Access requirements

In addition to the general access requirements according to §§10 to 13 BerlHG, the following qualifications are required for access:

1. a first qualifying university degree,
2. post-study practical professional experience of generally at least one year.

3 Admission

§4 Application for admission

The Application of Admission is to be sent to the responsible office of the Technical University. Required attachments are:

1. papers required by the admission form, either originals or certified copies. The exact form of the application is to be determined by the responsible office of the central administration of the University.
2. a certified copy of the Transcript of Records for all achievements at officially approved institutions of higher education, showing the exact credit points achieved in each module (where the curriculum is not structured in modules, this may e.g. be done by transcript of hours per week and semester), and
3. proof in document on the additional access criteria according to §3 no. 3 and admission criteria according to §6 no. 3 and 4.
4. Motivation letters (ca. one page A4): The specific reasons for choice of program and place of study, possible aspirations for future career, and specific personal qualification for successfully absolving of the master course “Energy Management” are to be explained.
5. A curriculum vitae in table form with information on academic and professional experience.

§5 Selection criteria

The selection is based on the following criteria:

1. grade of prior academic qualification,
2. subject related qualification (subject or subjects of study) of prior academic qualification, and
3. additional qualifications acquired outside academia.

§6 Selection procedure

(1) The number of participants may be restricted by rank of qualification. The decision on such a restriction is made by the Selection Committee (*Auswahlkommission*) at the beginning of the selection procedure.

(2) In the framework of the selection procedure, the Selection Committee shall give up to 100 points for the criterion stipulated in §5 no. 1 in accordance with 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 the prior academic qualification shows qualification for the specific subject. Up to 100 points are given for the criteria stipulated in §5 no. 2, according to the following rule:

1. for business or economics: 100 points,
2. for scientific engineering: 100 points,
3. for of law: 75 points,
4. for all other fields which include modules on economics, business, engineering, law or environment, 50 points, and
5. for all other disciplines: 0 points.

(4) The level of proven command of English, and fitting practical professional experience relating

to the contents and qualification aims of the master program “Energy Management”, may in addition be chosen as criteria stipulated in §5 no. 3. The Commission gives up to 100 points according to the following rule:

1. For proven command of English according to the Common European Framework of Reference for Languages:

C2 or higher	60 points
C1	40 points
B2	20 points
B1 or lower	0 points

2. For every practical professional experience of a duration of six months in the areas:

energy technologies	40 points
energy business and economy	40 points
grid and energy industry	30 points
energy and environmental law	30 points
other areas	0 points

§7 Decision on admission

(1) The Selection Committee creates a ranking based on the points determined according to the selection criteria.

(2) The ranking shall be transmitted to the Central Administration Office of the University.

(3) Applicants selected for admission are immediately given notice, in which a deadline for the commitment to the place in the program shall be given. If this deadline is missed, the place will be given to another applicant according to the ranking in a procedure of moving up (*Nachrückverfahren*).

(4) Applicants who have not been admitted shall receive a notice of rejection with reason given.