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Regulations to conduct an eligibility assessment process for the Master study programs Data and Knowledge Engineering and Digital Engineering xx.04.2023

§ 1

Scope of application

These regulations govern the process of eligibility assessment for the Master's degrees in Data and Knowledge Engineering and Digital Engineering in the Faculty of Computer Science at Otto von Guericke University Magdeburg.

§ 2

Deadlines and submission process

(1) The following documents have to be submitted with the application for admission to the eligibility assessment process:

- Certificate of first qualifying university degree according to §6 of the study- and examination regulations
- Graduate Aptitude Test in Engineering (GATE) or Graduate Record Examination (GRE)
- Proof of practical experience in the area of Data and Knowledge Engineering and Digital Engineering: Internships, work experience, certificates (Microsoft Certified Professional, Oracle Certified Java Programmer, or comparable)
- Proof of placement in student competitions
- Bachelor or Master thesis
- Letter of recommendation
- Letter of motivation
- Scientific publications relevant to the area of the study course

(2) The complete application for the study program or the online application must have arrived at the admissions office of the Otto-von-Guericke-University Magdeburg (exclusion deadline) by May 15th for the winter term and by November 15th of the previous year for the winter term.

The application for admission to the eligibility process does not replace the study admission application.

§ 3

Eligibility assessment committee

(1) For assessing the eligibility for the Master's degrees Data and Knowledge Engineering and Digital Engineering the board of examiners establishes a committee according to the study and examination regulations. The committee consists of two university lecturers and one academic staff member. The board of examiners can appoint further members.

(2) The eligibility assessment committee is responsible for the organization and realization of the eligibility assessment process. It executes the tasks prescribed by these regulations.

(3) The members of the committee are bound to secrecy due to their employment. All members not in public service have to be sworn to secrecy.

§ 4

Eligibility assessment process

(1) Only applicants who submit a completed application in time, and fulfil the formal admission criteria as stated in the study and examination regulations are considered in the eligibility assessment procedure.

(2) The decision regarding whether or not an applicant is qualified based on the criteria in §5 shall be made by the eligibility assessment committee.

(3) For a positive eligibility assessment result, the applicants have to achieve at least 13 points.

(4) The eligibility assessment committee evaluates the applicants with points ranging from 0 to 40.

§ 5

Eligibility assessment details

(1) Assessment of an applicant's eligibility is based on the number of points, which is calculated in the following way:

   (a) Converted grade of the first qualifying university degree: (max. 9 points)

Final grade	Points
1,0 bis 1,2	9
>1,2 bis 1,5	6
>1,5 bis 2,0	3
>2,0	0

(b) Ability to do scientific work in general and in the area of the study course (max. 13 points):

aa) Ability to work scientifically in general and in the area of the study course (max. 11 points).

Proof by relative GRE score in the worldwide cohort in (Graduate Record Examination). The average of the percentiles of the three GRE areas will be considered.

GRE Test Result	Points
>95 %	11
90–95 %	10
80–90 %	8
70–80 %	6
60–70 %	4
50–60 %	2
<50	0

OR

Proof by relative GATE score (Graduate Aptitude Test in Engineering)

GATE Test Results	Points
>95 %	11
90–95 %	10
80–90 %	8
70–80 %	6
60–70 %	4
50–60 %	2
<50	0

bb) Quality of the Bachelor or Master thesis, considering the use of analytical and quantitative methods with relevance for the intended study course (BA 2–5 points, MA 2–5 points)

cc) Only for Digital Engineering: Relevant scientific publications in internationally recognized journals, conferences or workshop after a scientific (peer-) review process (5 points per publication, max. 10 points)

(c) Study relevant practical skills (max 10 points):

Practical Experience	Points
Internships	1 point per internship max. 3 points
Working experience	2 points per year
Internationally recognized certificates: e.g. Microsoft Certified Professional, Oracle Certified Java Programmer, or comparable.	1 point per certificate

Participation in study relevant competitions	1 point per competition

(d) Letter of recommendation of a university lecturer (max. 5 points)

	Min. points	Max. points
technical knowledge, and achievements of the applicant	0	3
specific skills of the applications compared to other alumni	0	2

(e) Letter of motivation (max. 500 words) to demonstrate the specific interest in the discipline (max. 3 points)

	Min. points	Max. points
Quality of the letter of motivation regarding study specific content	0	2
study course related career goals	0	1

(2) Applicants receive admission, if they fulfil the formal requirements and have achieved at least 13 of 40 points in total in the criteria (a) to (e).

§ 7

Ascertainment of result

(1) The result of the eligibility assessment process is announced to the applicant with the admission notification.
(2) The result of the eligibility assessment process is valid for one year.

§ 7

Effective date of regulations

These regulations takes effect on the day after they are published in the official announcements of Otto von Guericke University. Simultaneously, the regulations from 04.09.2019 expire. Issued by virtue of the resolutions of the Faculty Council of the Faculty of Computer Science dated 08.04.2021 and the Senate of Otto von Guericke University dated 21.04.2021.

Magdeburg, xx.04.2021.

Prof. Dr.-Ing. Jens Strackeljan
President of the Otto-von-Guericke-University Magdeburg