

Regulations to conduct an eligibility assessment process for the Master study programs Data and Knowledge Engineering and Digital Engineering
04.09.2019

**– English courtesy translation.
The German version is legally binding. –**

Inhalt

- § 1 Scope of application
- § 2 Deadlines and submission process
- § 3 Eligibility assessment committee
- § 4 Eligibility assessment process
- § 5 Eligibility assessment criteria
- § 6 Eligibility assessment details
- § 7 Effective date of regulations

§ 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

The complete application for the study program or the online application must have arrived by the prescribed date at the admissions office of the Otto-von-Guericke-University Magdeburg (exclusion deadline). The certified copy of the admission qualification of a master's degree or the proof of already existing course achievements (complete transcript of records), as well as further proofs needed for admission according to the regulations (e.g. letter of motivation or English language certificate) also have to have arrived by the prescribed date in the admissions office.

§ 3

Eligibility assessment committee

For assessing the study eligibility for the Master's degrees Data and Knowledge Engineering and Digital Engineering the faculty of computer science establishes a committee. It consists of two university lecturers and one academic staff member. The board of examiners can appoint further members.

§ 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) Furthermore, the general admission regulations of the Otto-von-Guericke-University Magdeburg are not affected.

§ 5

Eligibility assessment criteria

- (1) Assessment of an applicant's eligibility is based on the points awarded according to § 6 regarding the following criteria:
 - a. Ability to do scientific work.
 - b. Study relevant practical skills.
 - c. Letter of recommendation.
 - d. Letter of motivation to demonstrate the specific interest in the discipline.

§ 6

Eligibility assessment details

- (1) Assessment of an applicant's eligibility is based on the number of points, which is calculated in the following way. The criteria stated in § 5 are evaluated as follows:
 - a. Ability to do scientific work in general and in the area of the study course (max. 13 points). The following will be considered (cumulatively):
 - i. Relevant scientific publications in internationally recognized journals, conferences or workshop after a scientific (peer-) review process (2-10 points per publication)
 - ii. 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)

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- iii. Either relative GATE score (Graduate Aptitude Test in Engineering) in a study relevant discipline, or relative GRE score in the worldwide cohort in (Graduate Record Examination). (max. 11 points: <50% 0 points, 50–60% 2 points, 60–70% 4 points, 70–80% 6 points, 80–90% 8 points, 90–95% 10 points, ab 95% 11 points)
The average of the percentiles of the three GRE areas will be considered.
 - b. Study relevant practical skills (max 5 points). The following will be considered (cumulatively):
 - i. Internships (except curricular internships) with a duration of at least 5 months in total (max. 1 point per internship)
 - ii. Working experience of at least one year (2 points per year)
 - iii. Internationally recognized certificates: e.g. Microsoft Certified Professional, Oracle Certified Java Programmer, or comparable. (max. 3 points each)
 - c. Letter of recommendation (max. 5 points)
Relevant letter of recommendation of a university lecturer, which contains information on specific technical knowledge, and achievements of the applicant regarding goals and content of the intended study course, as well as general statements on specific skills of the applications compared to other alumni.
 - d. Letter of motivation (max. 500 words) to demonstrate the specific interest in the discipline (max. 3 points)
Quality of the letter of motivation regarding study specific content and study course related career goals.
- (2) The committee will split the applicants in two groups depending to the points received according to (1):
- a. Applicants with 0–12 points cannot be considered eligible for the study course.
 - b. Applicants with 13–26 points are considered eligible for the study course.

§ 7

Effective date of regulations

- (1) These regulations shall apply to all students who enrol in the course Data and Knowledge Engineering or Digital Engineering from the summer semester 2020.
- (2) These regulations shall enter into force on the day after they are published in the official announcements of Otto von Guericke University. Issued by virtue of the resolutions of the Faculty Council of the Faculty of Computer Science dated 04.09.2019 and the Senate of Otto von Guericke University dated 18.09.2019.

Magdeburg, 25.09.2019.

Prof. Dr.-Ing. Jens Strackeljan
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