

# **Admissions and Approval Regulations for the International Postgraduate Master's Degree Program "Building Sustainability – Management Methods for Energy Efficiency" on the TU-Campus EUREF of the Technical University of Berlin**

*Zugangs- und Zulassungsordnung für den weiterbildenden, internationalen Masterstudiengang „Building Sustainability – Management Methods for Energy Efficiency“ am TU-Campus EUREF der Technischen Universität Berlin vom 30. Oktober 2015*

*- unofficial translation –*

On October 30<sup>th</sup>, 2015 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 18<sup>th</sup> of June 2005, and last amended on the 26<sup>th</sup> 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 "Building Sustainability – Management Methods for Energy Efficiency":

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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 "Building Sustainability - Management Methods for Energy Efficiency".

§ 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 2016/2017.
- (2) The admission regulations for the part-time, postgraduate master's program "Energy-efficient construction and operation of buildings" dated 23.05.2011 (Official TU Gazette dated 20.08.2012, p.207) expires and is replaced by the admissions and approval regulations noted here.

## **II. Admissions**

### **§ 3 - Conditions of Admission**

In addition to the general requirements for admission in accordance with §§ 10 to 13 of Berlin's Higher Education Act, the conditions of admission 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 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 "Building Sustainability - Management Methods for Energy Efficiency".
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 economics (specializing in construction), construction engineering, building technologies, urban and regional planning, and architecture - 100 points,
  2. for programs in the fields of engineering economics (specializing in economics or business administration), other engineering fields not listed in point 1 and sustainability science - 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 "Building Sustainability - Management Methods for Energy Efficiency". 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	60 Points
C1	40 Points
B2	20 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 at least six months in the following areas:

Building or project planning (technical, architectural, urban planning)	40 Points
Real estate management	40 Points
Building and project management	30 Points
Energy management	30 Points
Sustainability and environmental management	30 Points
Areas not listed here	0 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.

#### § 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 enrollment 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.