

**Entry and admission regulations for the international continuing education master's program in Building Sustainability – Management Methods for Energy Efficiency at TU-Campus EUREF of the Technische Universität Berlin**

**October 30, 2015**

On October 30, 2015, the TU-Campus EUREF Joint Decision-Making Committee of the Technische Universität Berlin adopted the following entry and admission regulations for the international continuing education master's program in Building Sustainability – Management Methods for Energy Efficiency in accordance with section 18, paragraph 1, item 1 of the *Grundordnung der Technischen Universität Berlin* (TU Berlin University Charter), with section 71, paragraph 1, item 1 of the *Gesetz über die Hochschulen im Land Berlin* (act governing higher education institutions in the state of Berlin – BerlHG) in the version of July 26, 2011 (Berlin law gazette - GVBl., p. 378), and in conjunction with section 10a of the *Gesetz über die Zulassung zu den Hochschulen des Landes Berlin* (Berlin higher education admissions act) in the version of June 18, 2005 (GVBl., p. 393), last amended by article 1 of the *Gesetz zur Einführung einer Sportprofilquote bei der Studienplatzvergabe* (act to introduce a quota for allocating university places to competitive athletes) of June 26, 2013 (GVBl., p. 198).<sup>\*\*)</sup>

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**I. General regulations**

**1 - Scope of application**

These entry and admission regulations apply to the entry, admission and selection modalities of the international continuing education master's program in Building Sustainability – Management Methods for Energy Efficiency, in conjunction with the *Satzung der Technischen Universität Berlin über die Durchführung hochschuleigener Auswahlverfahren in zulassungsbegrenzten Studiengängen* (the University's regulations regarding its own selection procedure for programs with restricted admission – AuswahlSa) as amended.

**2 – Entry into force**

(1) These entry and admission regulations enter into force on the day after they are published in the Technische Universität Berlin's *Amtliches Mitteilungsblatt* (official gazette). They apply for all application procedures for admissions as of the 2016/2017 winter semester.

(2) The admission regulations for the continuing education master's program for working professionals in *Energieeffizientes Bauen und Betreiben von Gebäuden* (energy-efficient construction and building management) of May 23, 2011 (TU official gazette of August 20, 2012, p. 207) will no longer apply once the present entry and admission regulations take effect.

**II. Entry**

**3 - Entry requirements**

In addition to the general entry requirements set out in sections 10 to 13 of BerlHG, applicants must have:

1. A bachelor's or equivalent university degree
2. Following this degree, practical professional experience of generally no less than one year

**III. Admission**

**4 - Admission application**

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<sup>\*\*)</sup> Approved by the Berlin Senate Department for Education, Youth and Science on March 4, 2016.

The application for admission must be submitted to the responsible office of the Technische Universität. The following must be included with the application:

1. The documents required in the application form - either originals or officially certified copies. The form the applications must take is set by the responsible office of the Technische Universität.
2. A certified copy of the transcript of records that shows all work done at government-recognized institutions of higher education, including credits attained for each module (for non-modular curricula, another appropriate form may be used, e.g. detailing hours of work per week).
3. Evidence of the requirements set out in section 3, item 2 and of the criteria given in section 6.
4. Letter of motivation (approx. one side of A4). Applicants should state the particular reasons for choosing the program and its location, present possible aims for their future development and careers, and demonstrate their personal ability to successfully complete the master's degree in Building Sustainability – Management Methods for Energy Efficiency.
5. CV with information about academic and professional experiences.

## **5 - Selection criteria**

Applicants are selected based on the following criteria:

1. Overall grade of the previous degree
2. Subject-specific eligibility of the previous degree
3. Further qualifications attained outside university courses

## **6 - Selection procedure**

- (1) The number of applicants participating in the selection process can be limited by the grades achieved. The selection committee takes the decision on the threshold at the start of the selection process.
- (2) In the selection process, the selection committee allocates up to 100 points for the criterion in section 5, item 1 according 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 subject of the previous degree provides information about the student's subject-specific eligibility. Up to 100 points are awarded for the criterion set out in section 5, item 2 as follows:
  1. 100 points for subjects in the fields of industrial engineering and management (specialization in construction), civil engineering, building technology, urban and land-use planning, and architecture

2. 75 points for subjects in the fields of economics and business studies, industrial engineering and management with other specializations than that mentioned in item 1, and sustainability studies
  3. 50 points for subjects in other fields with at least 25% of the curriculum comprising modules related to economics, engineering, law or environmental studies
  4. 0 points for all other subjects
- (4) The selection criterion given in section 5, item 3 could include language skills and completed relevant vocational education or training, work as an assistant at a university or research institution, regular work related to studies, and relevant practical professional experience. These must relate to the content and aims of the master's program in Building Sustainability – Management Methods for Energy Efficiency. The selection committee allocates up to 100 points for these according to the following system:

1. For evidence of English language competency 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 each practical professional experience (for which evidence has been provided) lasting six months and following on from a bachelor's or equivalent university degree. In the following fields:

Building and project planning (technical, architectural, urban planning)	40 points
Real estate	40 points
Building or project management	30 points
Energy sector	30 points
Sustainability and environmental management	30 points
Fields not mentioned above	0 points

(5) The selection committee ranks the applicants in order of preference, giving reasons. For each applicant, the points attained for the individual criteria in section 6 are added together.

## 7 - Admission decision

- (1) After the selection process is completed, the responsible office of the Central University Administration takes the decision on selection on the basis of the points allocated in the selection procedure and the list of preferred applicants.
- (2) Selected applicants receive prompt notification along with a deadline for providing written acceptance of the place on the program and for enrollment. If the applicant does not accept the place within the deadline, it is offered to the next candidate on the list.
- (3) Applicants who are not admitted to the program receive notification of rejection, with reasons.