

**Entry and Admission Regulations for the consecutive international Master's program in Information Systems Management (Wirtschaftsinformatik) of Faculty IV Electrical Engineering and Computer Science of Technische Universität Berlin**

**READING VERSION**

**Status: as of September 2017**

*(Please note that only the original German Version is legally binding! This version is an unofficial reading version. The text published in the Official Gazette of Technische Universität Berlin is the authoritative and legally binding version.)*

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Unofficial Reading Version in consideration of:

New Version, [Amtliches Mitteilungsblatt Nr. 22/2017](#)

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*On January 18, 2017, the Faculty Council of Faculty IV Electrical Engineering and Computer Science of Technische Universität Berlin enacted the following Entry and Admission Regulations for the consecutive international Master's program in Information Systems Management in accordance with Section 18, paragraph 1, no. 1 of the University Charter of Technische Universität Berlin, with Section 10, paragraph 5 of the Act on Higher Education Institutions in the State of Berlin (Berliner Hochschulgesetz, BerlHG) in the version of July 26, 2011 (GVBl. [Berlin Gazette of Laws and Ordinances], p. 378), last amended by Article 4 of the law on May 9, 2016 (GVBl. p. 226), and in conjunction with Section 10 of the Act on the Admission to Higher Education Institutions in the State of Berlin in Cases of Studies with Restriction on Admission (Berliner Hochschulzulassungsgesetz, BerlHZG) in the version of June 18, 2005 (GVBl., p. 393), last amended by Article 1 of the Act on the Introduction of a Sports Profile Quota in the Allocation of Study Places (Gesetz zur Einführung einer Sportprofilquote bei der Studienplatzvergabe) of June 26, 2013 (GVBl. p. 198).\**

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I. General Section

**Section 1 – Scope of Application**

These entry and admission regulations apply to the entry, admission and selection modalities of the consecutive international Master's program in Information Systems Management, in conjunction with the Statutes of Technische Universität Berlin on the Implementation of University-Internal Selection Procedures for Courses with Restricted Admission (Satzung der Technischen Universität Berlin über die

Durchführung hochschuleigener Auswahlverfahren in zulassungsbeschränkten Studiengängen, AuswahlSa) as amended.

**Section 2 – Entry into Force**

These entry and admission regulations enter into force on the day after their publication in the Official Gazette (Amtliches Mitteilungsblatt) of Technische Universität Berlin. They apply for all application procedures starting from the winter semester of 2017/2018.

II. Entry

**Section 3 – Entry Requirements**

Entry requirements, in addition to the general entry requirements according to Sections 10 to 13 of the Act on Higher Education Institutions in the State of Berlin (BerlHG), applicants must have:

1. A first university degree that qualifies for a profession in the field of Information Systems Management or a similar, related course of study. The responsible examination board decides on equivalence and subject-related eligibility. A course of study is generally considered similar or related as stated above when the degree includes the following elements:
  - at least 15 credits in Mathematics,
  - at least 20 credits in the field of Computer Science,
  - at least 10 credits in the field of Information Systems Management and
  - at least 10 credits in the field of Economics and Business.
2. A further entry requirement is evidence of English proficiency at level B2 according to the Common European Framework of Reference for Languages (CEFR). The responsible examination board decides on the validity of the evidence of acquired English skills. The examination board provides information about valid evidence of language skills.

III. Admission

**Section 4 – Application for Admission**

The application for admission must be submitted to the responsible office in the Central University Administration of Technische Universität Berlin. 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 in the Central University Administration.
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 the weekly contact hours), and
3. Evidence of the additional requirement set out in Section 3, paragraph 2,
4. Evidence of completed vocational education and

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\* confirmed by Executive Board of Technische Universität Berlin on July 17, 2017 and by the Senate Chancellery for Science and Research on July 14, 2017.

training, work as an assistant at a university or research institution, regular work related to studies, and practical professional experience, as set out in Section 6, paragraph 4, where available.

### Section 5 – Selection Criteria

Applicants are selected based on the following criteria:

1. Overall grade of the previous degree (weighting of 55%) plus
2. The field(s) of study of the previous degree (weighting of 35%) plus
3. Further qualifications attained outside university courses (weighting of 10%).

### Section 6 – Selection Procedure

- (1) The number of applicants participating in the selection process can be limited by the level of qualification achieved. The selection committee takes the decision on the limit 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 field of study 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 Information Systems Management,
  2. 75 points for Industrial Engineering and Management with a specialization in Computer Science,
  3. 75 points for Computer Science,
  4. 50 points for economics-related courses,
  5. 30 points for all other engineering subjects, and
  6. 0 points for all other subjects.
- (4) The selection criterion given in Section 5, item 3 could include 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 Information Systems Management. The selection committee allocates a total of up to 100 points for these as follows:

1. 50 points for a completed thematically related vocational education and training course,
  2. 25 points (or proportionately allocated) for each thematically related job as an assistant at a university or in a course-related role in a company in a full-time equivalent position (i.e. 80 hours per month) lasting at least six months, and
  3. 25 points (or proportionately allocated) for each thematically related practical professional experience in a full-time equivalent position lasting at least six months.
- (5) The selection committee ranks the applicants in order of preference, giving reasons. Firstly, the points allocated to each of the applicants for the selection criteria are weighted as indicated in Section 5. Then the figures obtained for each of the criteria are added together.

### Section 7 – Admission Decision

- (1) After the selection process is completed, the responsible office of the Central University Administration takes the decision on admission on the basis of the points gained and the list of preferred applicants explained in Section 6, paragraph 5.
- (2) Selected applicants receive prompt notification of admission 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 according to Section 6, paragraph 5.
- (3) Applicants who are not admitted to the program receive notification of rejection, with reasons.