

This is a courtesy translation: The sole legally binding document is the original *Zulassungsordnung der Albert-Ludwigs-Universität für den Studiengang Master of Science Informatik/Computer Science*, passed by the university senate on 20th November 2013.

Albert Ludwigs University Admission Regulations for the Master of Science Informatik/Computer Science Program

At its meeting of the 20th November 2013 the Senate of the Albert Ludwigs University, on grounds of section 29 paragraph 2 clauses 5 and 6 and section 63, paragraph 2 in connection with section 19 paragraph 1 clause 2 number 10 of the law on Baden Württemberg Higher Education Institutions (Landeshochschulgesetz – LHG) of 1st January 2005 (GBl. page 1), last amended by article 16 of the law dated 23rd July, 2013 (GBl. page 233), adopted the following statute.

1. Start of the Program

The Master of Science in Informatik/Computer Science program can be started in the winter and summer semester. Applications for admission to the program in the winter semester must be submitted to the Albert Ludwigs University by non-EU nationals by 31st May by EU nationals by 15th July. Applications for admission to the program in the summer semester must be submitted to the Albert Ludwigs University by non-EU nationals by 15th December by EU nationals by 15th January.

2. Admission Criteria

(1) Admission to the Master of Science in Informatik/Computer Science will be offered to those who

1. have gained an undergraduate degree with an average mark of at least 2.9 from a German university in a bachelor's program in computer science or in a comparable program of at least 3 years from a German or foreign university, which fulfills the requirements for the specified qualifications set out in paragraph 2,
2. have either a command of the German language which is equivalent to at least level C1 of the Common European Reference Framework for Languages and a command of the English language which is equivalent to at least level B2 of the Common European Reference Framework for Languages, or, have a command of the English language which is equivalent to at least level C1 of the Common European Reference Framework for Languages.

The grades of foreign educational certificates must be converted into the German grading system.

(2) The applicant must provide evidence that s/he has obtained at least 30 ECTS points during the course of her/his undergraduate degree (section 2 paragraph 1 clause 1), through academic achievements in computer science. In addition, 30 ECTS points must have been obtained in the fields of theoretical computer science or mathematics (e.g. computability, logic, analysis, linear algebra).

(3) If an applicant does not fulfill the requirements stated in paragraph 2, the admissions committee can define which modules from the fields of foundations in computer science and advanced computer science of the Bachelor of Science in Computer Science program at the Albert Ludwigs University, or which equivalent bridging courses in English, with a maximum total amount of 30 ECTS points s/he has to complete in the first and second semester. The respective examinations have to be passed at latest at the end of the second semester. Failed examinations can only be repeated once and have to be repeated at the next possible examination date.

3. Application

(1) The application for admission must be submitted on the application form specified by the Albert Ludwigs University for admission to the Master of Science Informatik/Computer Science program. The application form must be completed in full and signed. The application for admission must be accompanied by the following documents:

1. an officially certified copy of the undergraduate university degree certificate in accordance with section 2, paragraph 1, clause 1, number 1,
2. an officially certified copy of a comprehensive overview of all academic achievements of the undergraduate university degree in accordance with section 2 paragraph 1 clause 1 number 1 (Transcript of Records),
3. an officially certified copy of appropriate evidence of sufficient language knowledge in accordance with section 2 paragraph 1 clause 2,
4. a tabular format CV in German or English.

As evidence of sufficient knowledge of German at C1 level and English at B2 level (section 2, paragraph 1, clause 2) a German general or specialist university entrance qualification certificate is valid. If the required documents in accordance with section 3, paragraph 1, numbers 1 to 3 are not in German, English or French, an officially certified translation in German or English is necessary.

(2) If an applicant has completed an undergraduate university degree but cannot provide a copy of the certificate of her/his completed program (section 2, paragraph 1, clause 1) by the deadline for application in accordance with section 1 clause 2, it is sufficient for the application for admission to present a confirmation from the university that the program has been completed and with what final grade, and a transcript of records with details of individual marks and ECTS points awarded. The officially certified copy of the undergraduate degree certificate must be submitted to the Admissions Committee promptly, in any event at the latest upon matriculation.

(3) If an applicant has not yet completed an undergraduate university degree at the time of the application deadline in accordance with section 1 clause 2, s/he must provide a certificate from the university that s/he is expected to fulfill the admission requirements in accordance with section 2 paragraph 1, clause 1, setting out her/his achievements so far achieved (including marks and ECTS points awarded) as well as a confirmation from the University about the mark of the final thesis or, alternatively, of the successful submission, or at least the registration for the final thesis. In this case admission is based on the condition that the successful completion of the degree in accordance with section 2, paragraph 1, clause 1, will be submitted to the Admissions Committee promptly, in any event at the latest upon matriculation.

(4) The application documents required as specified under paragraph 1 must be submitted within the deadline (section 1 clause 2) to the Admissions Committee for the Master of Science program Informatik/Computer Science (postal address: Technische Fakultät, Albert-Ludwigs-Universität, Georges-Köhler-Allee 101, 79110 Freiburg).

(5) Originals of the certificates and proofs set out in paragraph 1, clause 3 numbers 1 to 3 must be submitted upon request by the Admissions Committee.

4. Admissions Committee and Procedure

(1) The Faculty of Engineering sets up an Admissions Committee. The Admissions Committee fulfills its allocated tasks in accordance with these Admission Regulations. It is in particular responsible for decisions taken in the context of the admission process.

(2) The Admissions Committee consists of three university professors of the Department of Computer Science. One of these professors may be replaced by an adjunct professor or a private lecturer who is primarily employed at the Department of Computer Science. Members of the Admissions Committee are appointed for two years; re-appointment is permitted. The chairperson of the Admissions Committee is appointed by the Faculty of Engineering. Decisions of the Admissions Committee will be taken by simple majority; in the event of a voting tie the chairperson has a casting vote. Members of the Faculty Council have the right to be present at the proceedings of the Admissions Committee; they do not, however, have a right to vote or speak.

(3) Only applicants who have applied for a seat in the program in due form and time will take part in the admission procedure. The Registrar's Office, respectively the International Admissions and Services department, issues the letters of acceptance, based on the decisions of the Admissions Committee. If admission is denied, the Admissions Committee issues the letter of rejection stating reasons and explaining the appeal procedure.

4) The Admissions Committee will report to the Faculty of Engineering on the development of student numbers and makes suggestions for the further development of the admission regulations.

5. Commencement

This admission regulation takes effect on 1st December 2013. It first applies to the admissions process for the summer semester 2014. At the same time the admission regulation for the Master of Science Computer Science program of 1st July 2011 (Official Proclamations vol. 42, no. 46, pp.424 - 426) ceases to be effective.