



Application and Admission Regulations for the Master's Program in Industrial Engineering and Management at Technische Universität Berlin

from July 16, 2014, last updated April 19, 2018

This version is an unofficial *reading version* in which changes and corrections have been included up to the date given above. The text published in the Official Notifications of Technische Universität Berlin continues to be the authoritative and legally binding version. You can find the latest version via www.gkwi.tu-berlin.de

Contents

I General Section	2
Sec. 1 Area of Applicability	2
Sec. 2 Entry into Force/Going out of Force	2
II Admission Requirements	2
Sec. 3 Application Requirements	2
III Admission	2
Sec. 4 Admission Application	3
Sec. 5 Selection Criteria	3
Sec. 6 Selection Procedure	3
Sec. 7 Admission Decision	4

Technische Universität Berlin's Joint Commission for Industrial Engineering and Management (GKWi) passed the following application and admission regulations for the consecutive, research-focused Master's degree program Industrial Engineering and Management according to Sec. 18 (1) no. 1 of Technische Universität Berlin's Charter, Sec. 71 (1) no. 1 of the Berlin Higher Education Act (Berliner Hochschulgesetz - BerlHG) in the version from July 26, 2011 (Berlin Law Gazette 2011 p. 378) in conjunction with Sec. 10 of the Berlin Higher Education Admissions Act (Berliner Hochschulzulassungsgesetz - BerlHZG) in the version from June 18, 2005 (Berlin Law Gazette 2005 p. 393), last amended by Art. 1 of the Act to Introduce a Quota for Allocating University Places to Competitive Athletes (Gesetz zur Einführung einer Sportprofilquote bei der Studienplatzvergabe, Berlin Law Gazette 2013 p. 198) on June 26, 2013:¹

I General Section

Sec. 1 Area of Applicability

In conjunction with Technische Universität Berlin's Charter on the University's selection procedure in degree programs with a limited number of spots (AuswahlSa) in the respectively valid version, these application and admission regulations set down the application, admission, and selection procedures for the consecutive Master's program Industrial Engineering and Management.

Sec. 2 Entry into Force/Going out of Force

(1) These regulations enter into force on the day after they are published in Technische Universität Berlin's Official Notifications. They apply for all application procedures as of the winter semester 2015/16.

(2) The admission regulations for the Master's program Industrial Engineering and Management from November 21, 2012 (TU Official Notifications 2013 p. 9) is no longer valid when these application and admission regulations enter into force.

II Admission Requirements

Sec. 3 Application Requirements

Besides the general requirements for admission according to Secs. 10-13 BerlHG, the specific application requirements for this program are

- a) a first university degree in an industrial engineering program or a related program in engineering or natural sciences,
- b) proof of knowledge in business and economics totaling at least 35 credit points, in the basics of engineering totaling at least 35 credit points and in mathematics and quantitative methods totalling at least 35 credit points (of which at least ten credit points must be in engineering mathematics, five credit points in statistics, five credit points in operations research, and five credit points in programming),
- c) for applicants whose native language is not English, proof of English proficiency at the level of B2 in the Common European Framework of Reference for Languages.

The examination committee decides on the subject content of the qualifications.

¹ confirmed by the Senate Administration for Education, Youth, and Science on February 10, 2015

III Admission

Sec. 4 Admission Application

The application for admission is to be submitted in writing to the responsible office at Technische Universität. The following must be included with the application:

- a) The documents required in the application form - either originals or certified copies. The form of applications is set by the responsible office of the Central University Administration.
- b) A certified copy of the transcript of records that shows all work done at universities recognized by the state for the credit points for each module (for non-module curricula in another appropriate form, e.g. by detailing the weekly contact hours) and
- c) relevant documentation of completed vocational training, work as a student assistant or as part of a work-study program as well as professional experience lasting at least six months according to Sec. 6 (4) if you have completed any.

Sec. 5 Selection Criteria

Students are selected according to the following criteria:

- a) the overall grade of previous studies that are to be continued with the Master's program (weighted with 60 of 100),
- b) the subject of previous studies (weighted with 20 of 100), and
- c) additional qualifications obtained outside of university studies (weighted with 20 of 100).

Sec. 6 Selection Procedure

(1) The number of students participating in the selection procedure may be restricted by the degree of qualification. The selection committee decides on restrictions at the start of the selection procedure.

(2) In the selection procedure, the selection committee allocates up to 100 points for the criterion according to Sec. 5 (a) using the following table:

Grade	Points
1,0	100
1,1	97
1,2	94
1,3	91
1,4	88
1,5	85
1,6	82
1,7	79
1,8	76
1,9	73
2,0	70
2,1	67
2,2	64
2,3	61
2,4	58
2,5	55
2,6	52
2,7	49

Grade	Points
2,8	46
2,9	43
3,0	40
3,1	37
3,2	34
3,3	31
3,4	28
3,5	25
3,6	22
3,7	19
3,8	16
3,9	13
4,0	10

(3) The subject of previous studies gives information about the student's aptitude in the subject. Up to 100 points for the criterion according to Sec. 5 (b) are allocated using the following system:

- a) for the degree program Industrial Engineering and Management 100 points,
- b) for degree programs in engineering 75 points,
- c) for all other subjects 0 points.

(4) Selection criteria for Sec. 5 (c) include completed, relevant vocational training, work as a student assistant or in a work-study program, and relevant professional experience, all of which must be related to the content and qualification goals of the consecutive Master's program in Industrial Engineering and Management. For this, the selection committee allocates up to 100 points according to the following system:

- a) for completed vocational training 50 points,
- b) for each full-time equivalent (corresponds to 80 hours per month) year of work as a student assistant at a university or as part of a work-study program in a company lasting at least six months, 25 points (or proportionally), and
- c) for each full-time equivalent year of professional experience lasting at least six months, 25 points (or proportionally).

(5) From the applications that were submitted fully and on time, the selection committee creates a ranking list with the points allocated using the selection criteria according to Sec. 5.

Sec. 7 Admission Decision

(1) After the conclusion of the selection procedure, the decision on admission is made by the responsible office in the Central University Administration on the basis of the results of the selection procedure and the ranking list resulting from the procedure as described in Sec. 6 (5).

(2) Selected applicants will immediately receive notification of admission in which a deadline is set for written acceptance of the university place and enrollment. If the applicant does not send in written acceptance of the university place by the deadline, the place is given to the next candidate on the ranking list as described in Sec. 6 (5).

(3) Applicants who are not admitted receive notification with reasons.