

Regulations for admission to the International Maritime Management Master's course

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Regulations for eligibility for and admission  
to the  
postgraduate Master's course in  
**International Maritime Management**  
at Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth

On 14 March 2017, the Senate of Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth passed the following regulations pursuant to Section 18 (8) of the Niedersächsisches Hochschulgesetz (NHG) of 26 February 2007 (Lower Saxony law gazette p. 69), as amended by Art. 1 of the law of 15 December 2015 (Lower Saxony law gazette p. 384) and Section 7 of the Lower Saxony Higher Education Admission Law (NHZG) of 29 January 1998 (Lower Saxony law gazette p. 51), as amended by Art. 2 of the law of 15 December 2015 (Lower Saxony law gazette p. 390):

**1**

**Scope**

- (1) These regulations regulate eligibility for and admission to the Master's course in International Maritime Management.
- (2) Admission requirements are based on Section 2
- (3) If more applicants meet admission requirements than places are available, the places will be allocated based on the University's own selection process (Section 4). There is no selection process if the number of applicants meeting the admission requirements does not exceed the number of places available.

**2**

**Admission requirements**

- (1) In order to be eligible for the postgraduate Master's course in International Maritime Management, applicants must either have
  - acquired a Bachelor's degree with 210 credit points or an equivalent degree from a German university or a university associated with one of the Bologna signatory states, or
  - have acquired an equivalent degree from another foreign university (the equivalence is determined based on the ratings proposed by the centre for foreign education at the secretariat of the conference of the ministers of education - <http://anabin.kmk.org>);
  - have practical professional experience of at least one year, and
  - have acquired the degree or the practical experience in a maritime logistics context.
- (2) If the applicant has a bachelor's degree with less than 210 credit points, 30 points may be awarded for relevant practical experience if this experience exceeds the practical experience required in paragraph 1 above by 6 (six) months.
- (3) Notwithstanding the provisions of Paragraph 1, applicants will be admitted on a provisional basis under the following circumstances:

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- if their Bachelor's degree or equivalent degree is not yet available at the time of the application
  - at least 150 credit points were awarded where the total number of credit points is 180, or
  - at least 180 credit points were awarded where the total number of credit points is 210, and
  - it can be assumed that the Bachelor's degree or equivalent degree will be obtained no later than by the end of the first semester. An average grade will be determined based on the previous examination results. This average grade will be taken into account in the selection process according to Section 4 of these Regulations, regardless of whether the result of the Bachelor's examination is different.
- (4) Applicants must demonstrate English language skills based on the B2 level of the Common European Reference Framework (CEFR). Compliance with linguistic admission requirements must be demonstrated by:
- School certificates demonstrating at least five years of the foreign language until obtaining the degree entitling the applicant to attend university;
  - At least two years of attending a postgraduate education institution where English is the primary teaching language; or
  - One of the following language certificates  
(Other certificates will be reviewed on a case to case basis):
    - Test of English as a Foreign Language (TOEFL, 0 – 120 points), at least 87 points
    - International English Language Testing System (IELTS exam, scale 1 – 8), at least scale 5.

### **3**

#### **Start of studies and application period**

- (1) The International Maritime Management Master's course begins in summer and winter semesters. Applications must include the documents required in Paragraph 2 and must be received by the University by 15 July (exclusion period) for the winter semester or 15 January (exclusion period) for the summer semester. Applications must be made electronically via the University's online portal. Applications for admission outside the official allocation process and the defined admission numbers must be received by the University by 1 February (exclusion period) for the summer semester and 1 August (exclusion period) for the winter semester. Applications according to sentence 3 only apply to places allocated for the relevant application deadline. The University is not obliged to check whether the information provided by applicants is correct.
- (2) Applications according to paragraph 1, sentence 4 must be accompanied by the following documents (certified copies of certificates must be provided, and certified translations must be provided if the originals are not in German or English):
- a) The final exam of the Bachelor degree course, or, if this is not yet available, a certificate regarding academic achievements, credit points and average grades;
  - b) CV,
  - c) Documents showing practical professional experience until the time of application according to paragraph 1 of Section 2;
  - d) Documents showing English language knowledge according to paragraph 4 of Section 2;

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- e) Other documents which may be required for checking compliance with admission requirements/performance of the selection process.
- (3) Applications which are incomplete, do not meet formal requirements or are not received by the relevant deadline are excluded from the review process. The University will not return applications.

**4**

**Admissions process**

- (1) Admissions decisions are made based on a ranking system. This ranking is based on points resulting from the table below:

<b>Admissions criterion</b>		<b>Ranking points</b>
a) Relative final grade of the degree course required for eligibility	A	3
	B	2
	C	1
	from D	0
b) Maritime logistics degree course required for eligibility	Yes	1
	No	0
c) Professional experience in the maritime logistics field	Yes	1
	No	0

- (2) If no relative grades based on the ECTS system are available, the absolute grades are calculated based on the German school system as follows: Grades 1.0 - 1.3 are considered equivalent to the ECTS grade A; grades 1.4 - 2.0 are considered equivalent to ECTS grade B and grades 2.1 – 2.7 are considered equivalent to ECTS grade C. All other grades fall into the "from grade D" range.
- (3) Based on the points calculated in this way, a ranking is formed. Applicants with a higher point score are given preference over applicants with a lower point score. If applicants have the same rank, the decision is made by random selection.
- (4) The selection is made by the head of studies.
- (5) In all other respects, the university's enrolment regulations shall apply. Applicants who have enrolled and who have to provide evidence of practical professional experience according to paragraph 1 of Section 2 will lose their enrolment status if they culpably fail to provide the necessary documents by 31 March for the summer semester or by 30 September for the winter semester. Applicants will also lose their enrolment status if they culpably fail to provide evidence of having successfully completed their Bachelor's degree or equivalent degree according to Paragraph 3 of Section 2 by 1 April (enrolment for the previous winter semester) or by 20 October (enrolment for the previous summer semester).

**5**

**Confirmation of admission, succession procedure, completion of procedures**

- (1) Applicants who can be admitted will receive a written confirmation of admission from the university. The letter of admission includes a deadline by when the applicant must state whether she or he will accept the place. This can be done online or by post. If this declaration is not received by the University on time or does not meet formal requirements, the confirmation of admission will become invalid. The confirmation of admission must include a reference to this legal consequence.
- (2) Applicants who cannot be admitted will receive a letter which specifies the applicant's rank and the rank of the applicant admitted last. The letter of refusal of admission must include a statement regarding legal remedies available. It also includes a request for the applicant to declare within a specified period whether she or he is still interested in being admitted. If the applicant does not provide a statement to that effect in a timely manner or an appropriate form, she or he may not participate in the succession procedure. The letter must include a reference to this legal consequence.
- (3) The succession procedure is carried out according to the ranking based on paragraph 1 of Section 4.
- (4) The admission procedures are completed no later than two weeks after classes have started. Any places still available at that time will be distributed by random selection upon informal application. The application period for this begins two weeks before classes start and ends when the process is completed.

**6**

**Admission to a higher semester**

- (1) Available places in a higher semester with restricted admission will be awarded to applicants in the following sequence:
  - a) Applicants for whom denial of admission would mean an undue hardship;
  - b) Applicants who are or were enrolled in the same or a similar course
    - i. at a different German university or university of a different European Union member state or a different signatory state of the Agreement on the European Economic Area;
    - ii. at a foreign university, having German nationality or having the same status as an individual having German nationality;
  - c) Applicants stating other reasons.
- (2) In each of the three groups listed in Paragraph 1, the results of the Bachelor's or equivalent examination decide on the admission. In case of identical results, the social reasons (in particular, family-related or economical reasons) for selecting the university will decide. If identical cases are still left after all of these criteria have been applied, random selection will decide.

