The Rectorate’s regulations for the admission procedure pursuant to § 71e Universities Act (UG) for the master’s programme in Technical Chemistry

VO 94000 AEMT 091E-04

Graz University of Technology
Rechbauerstraße 12
A-8010 Graz
Phone +43 (0) 316 873 / 0

<table>
<thead>
<tr>
<th>Created</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vice Rector for Academic Affairs</strong></td>
<td><strong>Decision of the Rector</strong></td>
</tr>
<tr>
<td>12/07/2016</td>
<td>19/07/2016</td>
</tr>
</tbody>
</table>

This document is a translation from the German. Only the original version in German is binding.
‘The Rectorate’s regulations for the admission procedure pursuant to § 71e Universities Act (UG) for the master’s programme in Technical Chemistry’

Having received the statement by the University Senate, the Rectorates of University of Graz and Graz University of Technology have approved an admission procedure for applicants to the master's programme in Technical Chemistry pursuant to § 71e UG.

Area of applicability

§ 1. The regulations for the admission procedure shall apply for all applicants to the master's programme in Technical Chemistry at University of Graz and Graz University of Technology. Applicants are admitted in the respective academic year if they fulfill the admission requirements defined here and in the UG.

§ 2. The provisions for the admission procedure shall not apply for:

1. students who have completed the degree programme entitling them to be admitted to the master's programme in Technical Chemistry at University of Graz or Graz University of Technology, or

2. students who have already been admitted to the master's programme in Technical Chemistry at University of Graz or Graz University of Technology without a time limit within the meaning of § 63 para. 5 UG.

Number of study places

§ 3. In total, there are 15 study places per academic year for new students admitted to the master's programme in Technical Chemistry by having passed the admission procedure.

Admission procedure

§ 4. (1) Before being admitted to the master's programme in Technical Chemistry, an admission procedure shall take place. This admission procedure consists of a written application (§ 5) and a ranking by the selection committee (§ 7). The final authorisation for admission therefore requires that the applicant obtained a study place for the respective academic year according to the ranking (§ 11 para. 4) and that the prerequisites of §§ 63 et seqq. UG are fulfilled.

(2) It is not possible to admit applicants to the master’s programme in Technical Chemistry who do not fulfil the application criteria (§ 5) or who do not achieve the score (§ 11 para. 5 subpara. 3) required for a study place and/or cannot provide proof that they fulfil the admission requirements of §§ 63 et seqq. UG within the admission period.

(3) Even if the admission requirements named in para. 1 are fulfilled, there is the possibility that conditions will be imposed pursuant to § 64 para. 5 UG. These may also include courses offered only in German if no subject-related course is offered in English.

Application criteria

§ 5. The following documents shall be enclosed with the written application in electronic form:

1. Proof of the successful completion of a subject-related bachelor’s, master’s or diploma programme or of another equivalent degree programme at a recognised Austrian or foreign institute of higher education, for which knowledge in the areas of

   a. basics of natural sciences;
b. general, inorganic, organic, analytical and physical chemistry;
c. technological chemistry, and
d. basics of materials sciences

is given special attention when assessing the equivalence of the degree programme. The Rectorate makes a decision on the equivalence based on the expert assessment by the Dean of Studies or of the chair of the Curricula Committee for Technical Chemistry. The proof shall be submitted in German or English.

If applicants have not obtained a degree at the time of application, they shall submit proof of their academic work in the form of a transcript of records and the related curriculum in German or English.

2. Description of the specific motives for the application to the master's programme in Technical Chemistry (cover letter in English, max. two A4 pages)

3. CV which also shows any subject-related work experience and extracurricular activities (in English, max. three A4 pages)

4. Proof of knowledge of English by submitting either an Austrian secondary school leaving report or one of the following internationally recognised certificates which may not be older than two years at the beginning of the application period:
   - TOEFL iBT (score of at least 87)
   - IELTS (score of at least 6.5)
   - Cambridge English: Proficiency (CPE)
   - Cambridge English: Advanced (CAE) (score of at least 180/grade C or higher)

Applicants whose native language is English or who provide proof of their knowledge of English based on the completion of a degree programme in English may be exempted from providing the proof referred to above. The decision on this shall be made by the selection committee within the framework of the selection meeting pursuant to § 10 para. 1 after the end of the application period. If the selection committee does not approve the application, the language certificate may not be submitted subsequently, which shall exclude admission to the degree programme.

5. Proof of the general or special university entrance qualification within the meaning of §§ 64 and 65 UG.

Application periods

§ 6. (1) The application period for the admission procedure begins on 15 October and ends on 15 December of each calendar year. If studies are begun in the winter semester of the following calendar year or the summer semester of the next but one calendar year, the complete set of documents pursuant to § 5 subpara. 1 to 4 must be submitted in electronic form within this period. The period for submitting proof of the documents pursuant to § 5 subpara. 4 may, however, be extended by the Dean of Studies or of the chair of the Curricula Committee for Technical Chemistry if applicants provide comprehensible reasons.

(2) Applicants whose applications are received after the end of the application period may not take part in the admission procedure. It is not possible to extend the application period.

(3) Proof of the general university entrance qualification shall be submitted to the Rectorate by no later than 30 November for the winter semester and by no later than 30 April for the summer semester if the selection committee approves the application.

(4) Individuals to whom § 61 para. 4 UG is to be applied shall submit their complete application to the Rectorate for admission to the degree programme by no later than 5 September for the winter semester or by no later than 5 February for the summer semester if the selection committee approves the application.
Selection committee

§ 7.  (1) A selection committee makes a decision on the applications.

(2) The selection committee consists of four members with voting rights and corresponding substitute members and of two non-voting members with corresponding substitute members and is composed as follows:

1. Members with voting rights:
   a) the Dean of Studies at TU Graz responsible for the master's programme in Technical Chemistry
   b) of the chair of the Curricula Committee at University of Graz for Technical Chemistry.
   c) two teachers from the subject area of the master's programme in Technical Chemistry.

2. Non-voting members:
   a) two students from the subject area of the master's programme in Technical Chemistry.

(3) For 1c, each university should nominate one member if possible.

(4) The members of the Working Group for Equal Opportunities of University of Graz and Graz University of Technology shall each have the right to participate in meetings of the selection committee in twos, as a maximum. They shall be invited to every meeting of the selection committee in a timely manner. After expiry of the application period, the Working Groups shall be notified of the applications received and given the possibility of viewing the application documents. The same provisions shall apply as for respondents.

§ 8.  (1) The members and their substitute members according to § 7 para. 2 are appointed for the relevant selection committee by the Vice Rector for Academic Affairs.

(2) The members and their substitute members according to § 7 para. 2 subpara. 1 lit. c are nominated by the Dean of Studies responsible for the master's programme in Technical Chemistry.

(3) The members and their substitute members according to § 7 para. 2 subpara. 2 lit. a are nominated by the chairperson of the Student Union at University of Graz and Graz University of Technology in consultation with the responsible student representatives.

(4) The appointment of the members and of the substitute members shall be published in the University Gazette of University of Graz and Graz University of Technology.

§ 9.  (1) The members and the substitute members shall be nominated by the beginning of the application period named in § 6 para. 1.

(2) At the request of the selection committees, the meetings of several degree programmes in related fields may be combined, particularly if a relevant number of parallel applications for several of these degree programmes have been submitted by applicants.

(3) If meetings are held jointly, the members of the other selection committees shall be considered as respondents pursuant to § 10 para. 4 when making decisions on applicants.

(4) If meetings are held jointly, care must be taken beforehand to ensure that the members of all participating selection committees are given access to the relevant application documents for the selection meetings.
Procedure

§ 10. (1) After expiry of the application period, the Dean of Studies and the chair of the Curricula Committee shall call a meeting of the selection committee.

(2) The selection committee shall have a quorum if at least three members are present.

(3) The decisions of the selection committee shall be made by majority vote (simple majority).

(4) The non-voting members shall have a right of petition, but no voting right.

(5) A respondent of the Registration Office responsible for the administration of the admission procedure shall participate in the meeting of the selection committee. Other respondents may also be consulted. Respondents do not have any right of petition or voting rights.

(6) The meetings of the selection committee shall not be open to the public.

(7) The members and substitute members of the selection committee as well as the respondents are obliged to maintain confidentiality.

Credit points scheme

§ 11. (1) Applicants shall obtain a maximum of 25 credit points in total for the fulfilment of the application criteria pursuant to § 5 subpara. 1 and 2.

(2) These maximum credit points for the fulfilment of the application criteria pursuant to § 5 subpara. 1 and 2 shall be assigned according to the following scheme:

- subpara. 1: 20 credit points
- subpara. 2: 5 credit points

(3) Half credit points may also be assigned, provided that the maximum credit points are not exceeded.

(4) The credit points assignment and the resulting ranking of the applications shall be documented in the selection meeting.

(5) Applications are subject to the following exclusion criteria:

1. degrees that do not correspond to § 5 subpara. 1, or
2. insufficient knowledge of English pursuant to § 5 subpara. 4, or
3. less than 14 credit points in total.

(6) For particular specialist achievements, especially scientific publications, the selection committee may award additional points.

(7) In the event of a tie regarding the points, the selection committee may assure a study place for more than the number of applicants indicated in § 3; the number may not, however, be exceeded by more than 10%.

Decision

§ 12. The applicants are informed about the result of the admission procedure as well as the credit points obtained and about the number of credit points required for the respective academic year by no later than 1 February of the year following the application period.

Legal validity

§ 13. These regulations shall come into effect on the date that they are announced in the University Gazette and shall be applied for the first time for the admission procedure for the master's programme in Technical Chemistry for the winter semester 2017/18.
For the Rectorate: The Rector