

UNIVERSITY OF KONSTANZ
**Regulations of the University of Konstanz on the
admission of applicants to the master's programme
Computer and Information Science**

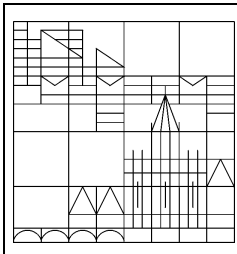
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The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

(as of 29 October 2019)

§ 1 Application

- (1) Enrolment takes place in the summer and winter semester.
- (2) Application deadlines for applicants who need a visa to study in Germany are 15 December (summer semester) and 15 May (winter semester). For applicants who do not need a visa, the application deadlines are 15 January (summer semester) and 15 June (winter semester). The application for enrolment, including the required documents, must have been received by the University of Konstanz on the dates stated above.
- (3) The application for enrolment must be submitted in the form requested by the university.
- (4) Copies of the following documents have to be attached to the application:
 - a) Certified documentation of the higher education degree as per § 3 para 1 a; if applicable: certified translation into German or English
 - b) Letter of motivation describing the academic education, the desired area of specialization and special subject-related activities (see template on the department website) [e.g. several years of professional experience, writing of papers, participation in conferences (documentation required)]
 - c) Detailed CV (max. 2 pages, in German or English)
 - d) Proof of English language skills as per § 3 para. 2
 - e) Certified transcript of records (official grade printout). Applicants who acquired their degree at the University of Konstanz's Department of Computer and Information Science only need an uncertified copy
 - f) Table on the equivalence between a previous study programme and the Bachelor of Science in Computer Science at the University of Konstanz (only for external applicants who have not completed their Bachelor of Science in Computer Science at the University of Konstanz)
 - g) Result of the aptitude test as per § 3 para. 1 e (only applies to applicants with a first university degree obtained in a country that did not sign the Lisbon Treaty, see attachment 1)
 - h) It is mandatory for students who apply for the one-year master's programme that they outline which research field from the Department of Computer and Information Science they plan to specialize in and that they name an academic supervisor (mentor). The last option to enrol for the one-year master's programme is in the winter semester 2023/24.
- (5) Students of a bachelor's programme who cannot present their examination certificate up to the end of the application deadline have to document their academic performance so far to prove that they will probably meet the admission requirements as per § 3. The entire final examination of the study programme which is the prerequisite for admission to the master's programme must have been completed before the start of



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the lecture period of the semester that was applied for. The examination certificate has to be submitted no later than two months after the start of the semester that was applied for. Enrolment can be granted with the provision that applicants document, within this time limit, that they have completed their qualifying degree.

- (6) Enrolment must be denied if the documents are not submitted by the due date or are incomplete.

§ 2 Competencies

- (1) The rector decides on admission to the master's programme based on the proposals of the admissions committee Computer and Information Science.
- (2) The Study Commission Computer Science will appoint an admissions committee to organize the selection process. This committee consists of two university teachers as per § 44 para. 1 no. 1 *Landeshochschulgesetz LHG* (state law on higher education) and one member of academic staff as per § 44 para. 1 no. 2 LHG. The members of the committee are appointed for two years. They may be re-appointed.
- (3) After the admission process has closed, the admissions committee reports back to the Study Commission Computer Science and offers suggestions for the continual development of the selection process.

§ 3 Admission requirements

- (1) Admission to the master's programme Computer and Information Science can be granted only if the applicant's aptitude for the study programme was assessed as positive. Based on the application documents, the admissions committee Computer and Information Science uses a scoring system to decide on the aptitude for the master's programme Computer and Information Science. Applicants with a university degree obtained in a country that signed the Lisbon Treaty need at least 60 points, other applicants at least 80 points in the assessment of their application. Points are allocated as follows:

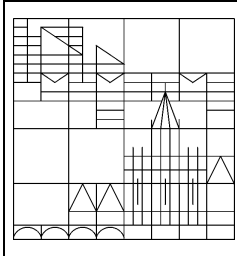
- a) Admission requirement is a degree with the grade satisfactory (3.0) or better of a three-year (or more) bachelor's programme or equivalent completed at a state or officially recognized institution of higher education.

Degree completed with the grade 2.0 or better: 20 points

Degree completed with a grade between 2.0 and 2.5: 15 points

Degree completed with a grade between 2.5 and 3.0: 0 points, but the application remains in the admission process.

- b) Further requirement is that the content of the previous study programme must provide a suitable basis for continuing with the master's programme Computer and Information Science. The table on equivalence is used to compare the previous study



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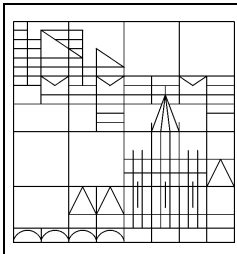
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programme to the Bachelor of Science "Informatik" (Computer Science) at the University of Konstanz. For each area (computer science and programming, systems, mathematics and theory, other courses in computer science) a maximum of 10 points will be allocated. Applicants who completed their Bachelor of Science "Informatik" at the University of Konstanz do not need to fill in this table. In case the bachelor's degree conforms to the recommendations of the German "Gesellschaft für Informatik e.V." for bachelor's study programmes of type 1¹, the maximum number of points is allocated. In case the content is lacking conformity (less than 10 points) enrolment must be denied for want of aptitude.

- c) Assessment of the letter of motivation (max. 10 points)
 - d) Bonus points (max. 15 points if several apply) are allocated for special qualifications, awards or characteristics of the previous study programme [e.g. several years of relevant professional experience, writing of papers and participation in conferences, double degree studies, studies abroad, DAAD scholarship (documentation required)].
 - e) Applicants with a university degree obtained in a country that did not sign the Lisbon Treaty (see attachment 1) must successfully pass an aptitude test. The admissions committee Computer and Information Science determines which tests are accepted and the passing thresholds. This information is published in the admission section of the master's programme in Computer Science on the department website. A maximum of 20 points is allocated for the aptitude test. The certificate of the aptitude test must not be more than three years old at the time of the application. If no aptitude test was taken, enrolment must be denied.
- (2) The study programme is taught in English. English skills of a high B2 level of the Common European Framework of Reference for Languages are required. These can be proved by:
- a) Five years of continuous English lessons at a German secondary education school completed with the minimum grade 'befriedigend' (satisfactory) (usually certified by the higher education entrance qualification)
 - b) Successful completion of a minimum of four subject-related courses held in English in a previous study programme (related to computer science) in the European Economic Area (see attachment 2) or Switzerland
 - c) Successful completion of a minimum of three subject-related courses held in English in a previous study programme (related to computer science) in the European Economic Area or Switzerland and the bachelor's thesis written in English
 - d) Test of English as a Foreign Language (TOEFL-iBT): 90 points internet-based or bet-

¹ <https://dl.gi.de/handle/20.500.12116/2351> (last checked 24.10.2019)



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ter (institution code, name and type: B226 U Konstanz Dept Comp/Info Sci)

- e) International English Language Testing System (academic IELTS), test result band scale 6.0 or better
- f) Cambridge First Certificate in English (FCE), grade C or better

The test results must be submitted with the application for enrolment (IELTS-TRF, FCE user ID and secure number), or they are sent directly to the university by the test institute (TOEFL-iBT). They must not be more than three years old at the time of the application.

Applicants with a secondary school degree, bachelor's degree or at least one semester abroad spent at educational institutions from the following countries do not have to document their English language skills: USA, Canada, Great Britain, Ireland, Australia, New Zealand, South Africa.

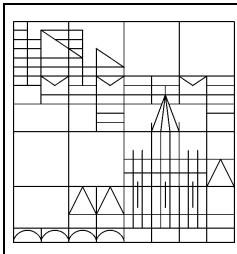
Study certificates of programmes held in English from countries other than the European Economic Area or Switzerland and the ones mentioned above are not sufficient. We cannot accept language test results from other institutions of higher education.

If the English language skills are not sufficient, enrolment must be denied for want of aptitude.

- (3) Furthermore, the admissions committee may impose certain conditions on enrolment if the previous bachelor's programme only had a low share of computer science. These conditions may require completing and documenting performance assessments in the areas of computer science, systems or mathematics and theoretical computer science amounting to a maximum of 30 ECTS credits. This post-qualification is based on the study plan of the bachelor's programme "Informatik" (Computer Science) at the University of Konstanz. The post-qualification must have been completed and documented by the beginning of the lecture period of the 3rd semester; otherwise enrolment may be revoked, unless the reasons for missing the deadline were beyond the student's control.

If such conditions must be fulfilled, the deadline for completing course-related performance assessments in the first year of studies is extended by one semester (§ 4 para 2, study and examination regulations of the master's programme Computer and Information Science).

- (4) If a student requests admission to a higher semester, the proof of English language skills is mandatory for enrolment. If a student wishes to directly enrol in the second semester, relevant performance assessments recognized for the master's programme Computer and Information Science amounting to at least 15 ECTS credits must be documented. Applicants who cannot document these achievements by the end of the application deadline must provide this documentation by the time of enrolment at the latest.



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§ 4 Coming into effect

These regulations come into effect the day after their publication in the "Amtlichen Bekanntmachungen (official announcements) of the University of Konstanz. They apply for the first time to the enrolment process for the summer semester 2020.

At the same time the previously valid version of the University of Konstanz regulations on the admission of applicants to the master's programme Computer and Information Science of 23 March 2015 (Amtliche Bekanntmachungen 17/2015) as amended on 21 July 2016 (Amtliche Bekanntmachungen 38/2016) expire.

Attachments

Attachment 1: List of countries that signed the Lisbon Treaty (as of April 2019)

Attachment 2 List of countries of the European Economic Area (as of April 2019)

Attachment 1

List of countries that signed the Lisbon Treaty (as of April 2019)

(source: European Council, <https://www.coe.int/de/web/conventions/full-list/-/conventions/treaty/165/signatures>)

Albania, Andorra, Armenia, Austria, Australia, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kirghiz, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, the Netherlands, New Zealand, North Macedonia, Norway, Poland, Portugal, Romania, the Russian Federation, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey, Ukraine, United Kingdom (Great Britain), United States of America, Vatican (Holy See)

Attachment 2

List of countries of the European Economic Area (as of April 2019)

(source: Auswärtiges Amt (Federal Foreign Office, <https://www.auswaertiges-amt.de/de/02-ewr-eu/606444>)

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Rumania, Slovakia, Spain, Sweden, United Kingdom.

Notes:

These regulations were published in the Amtlichen Bekanntmachungen (official announcements) of the University of Konstanz no. 47/2019 of 29 October 2019.