

Application and Admission Regulations for the International Continuing Education Master's Program in Building Sustainability – Management Methods for Energy Efficiency at TU-Campus EUREF of Technische Universität Berlin

of 23 October 2018

On 23 October 2018, the Joint Decision-Making Committee of TU-Campus EUREF of Technische Universität Berlin adopted the following Application and Admission Regulations for the continuing education master's program in Building Sustainability – Management Methods for Energy Efficiency (MBA) in accordance with Section 43 (3) no. 3 of the Constitution of Technische Universität Berlin and Section 10 (5) of the Berlin State Higher Education Act (*Berliner Hochschulgesetz – BerlHG*) in the version of 26 July 2011 (Berlin Gazette of Laws and Ordinances [GVBl.], p. 378), last amended by Article 6 of the same Act of 2 February 2018 (Berlin Gazette of Laws and Ordinances, p. 160), in conjunction with Section 10 of the Act on the Admission to Higher Education Institutions in the State of Berlin to Degree Programs with Restricted Admission (*Berliner Hochschulzulassungsgesetz – BerlHZG*) in the version of 18 June 2005 (Berlin Gazette of Laws and Ordinances, p. 393), last amended by Article I of the same Act of 26 June 2013 (Berlin Gazette of Laws and Ordinances, p. 198.)*

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I. General regulations

Section 1 – Scope of application

These Application and Admission Regulations – in conjunction with the Regulations Governing General Study and Examination Procedures (AllgStuPO) and the Statutes of Technische Universität Berlin Governing University Selection Procedures (AuswahlSa), as amended from time to time – govern the application, admission and selection modalities for the continuing education master's program in Building Sustainability – Management Methods for Energy Efficiency (MBA). The provisions of the AllgStuPO and AuswahlSa shall take precedence over the provisions of these Application and Admission Regulations unless exceptions are expressly permitted therein.

Section 2 – Entry into force/expiration

(1) These Regulations shall enter into force on the day after their publication in the Official Gazette of Technische Universität

Berlin. They shall be applied for the first time to the procedures of the 2019/2020 winter semester.

(2) The Application and Admission Regulations of October 30, 2015 (TU Official Gazette 14/2016, p.129) will no longer apply once the present regulations take effect.

II. Application

Section 3 – Application requirements

The entry requirements are

1. a bachelor's or equivalent university degree and
2. suitable practical professional experience of generally no less than one year following the degree

Section 4 – Procedure

The fulfillment of the admission requirements must be proven during the enrollment procedure in accordance with Sections 16ff. of the Regulations Governing General Study and Examination Procedures (AllgStuPO), in cases outlined in Section 15 of the AllgStuPO as part of the application for admission. Supporting documents must be submitted in the original or in an officially certified form.

III. Admission

Section 5 – Restriction of the number of eligible candidates

The number of eligible candidates for the selection process can be restricted. It must be at least double the designated number of admissions. The selection criterion for participation in the selection process is the applicants' qualification level. The selection committee decides on any restriction, the number of eligible candidates, and their selection at the beginning of the selection process.

Section 6 – Ranking criteria

(1) A ranking of applicants shall be prepared according to the following selection criteria:

1. overall grade in the study program in accordance with Section 3 no.1
2. Test result of the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) or assessment according to Section 6 (3), Sentence 7f
3. Subject-specific eligibility of the previous degree
4. For each practical professional experience (for which evidence has been provided) lasting at least six months and following a bachelor's or equivalent university degree:
5. Level of English language proficiency for which evidence has been provided
6. Motivation and reasons for applying for the master's program and overall impression of the application documents submitted

* approved by the Executive Board of TU Berlin on March 1, 2019 and by the Senate Chancellery for Science and Research on April 4, 2019

(2) For the criterion according to Subsection 1, no. 1, up to 100 points shall be awarded according to the following table:

Grade	Points	Grade	Points
1.0	100	2.6	52
1.1	97	2.7	49
1.2	94	2.8	46
1.3	91	2.9	43
1.4	88	3.0	40
1.5	85	3.1	37
1.6	82	3.2	34
1.7	79	3.3	31
1.8	76	3.4	28
1.9	73	3.5	25
2.0	70	3.6	22
2.1	67	3.7	19
2.2	64	3.8	16
2.3	61	3.9	13
2.4	58	4.0	10
2.5	55		

If it is not possible to determine equivalent grades for foreign university qualifications even after consulting the decisions on grade equivalence of the Central Office for Foreign Education at the Standing Conference of the Ministers of Education and Cultural Affairs, points will be awarded according to the following table:

Grade	Points
1.0 to under 1.5	100
1.6 to under 2.5	70
2.6 to under 3.5	40
3.6 to under 4.0	10

(3) For the criterion outlined in Subsection 1, no. 2, up to 100 points will also be awarded in accordance with the regulation in Section 6 (2).

The GMAT Total Score (GMATS) is converted into a grade according to the following formula:

$$\text{Grade} = (4 - 3 * (\text{GMATS} - 400) / 400)$$

For the calculated grade (rounded to the nearest tenth) points are awarded according to the table in Subsection 2. If the GMAT Total Score is below 400, the sub-grade is 4.0.

If a GRE test result is given, it will be converted into a GMAT Total Score. The conversion is carried out using the official conversion tool, the GRE® Comparison Tool for Business Schools.

If no test result is submitted, the selection committee will award a grade based on the scope and quality of previous academic achievements in the methodological subjects for which evidence is provided (mathematics, statistics, econometrics, microeconomics). This is based on the ECTS-weighted average grade of the methodological subjects.

(4) For the criterion outlined in Subsection 1, no. 3, points will be awarded in accordance with the following arrangement:

- up to 200 points for degree programs in industrial engineering (specialization in construction), civil engineering, building technology, urban and land-use planning, and architecture

- up to 150 for degree programs in economics, industrial engineering (in specializations other than those mentioned under 1) and sustainability sciences,
- up to 100 points for degree programs where the curriculum included modules related to economics, engineering, law or environmental studies,
- 50 points for all other degree programs

(5) For the criterion outlined in Subsection 1, no. 4, points will be awarded in accordance with the following arrangement:

- for each qualified professional activity in the fields of building or project planning and management (technical, architectural, urban planning), or real estate management: 40 points (for every 6 months)
- for each qualified professional activity in the fields of sustainability and environmental management: 30 points (for every 6 months)
- for each qualified professional activity in other technical, legal and/or economic fields: 10 points (for every 6 months)
- 0 points for all other professional experience.

(6) For the criterion outlined in Subsection 1, no. 5, points shall be awarded in accordance with the following arrangement:

Level according to the Common European Framework of Reference for Languages	Points
C2 and higher	80
C1	60
B2	40
B1	10
A2 or lower	0

(7) For the criterion outlined in Subsection 1, no. 6, up to 100 points will be awarded. The following aspects will be taken into account when awarding these points:

- Motivation or reasons for the application to the program in the form of a max. two-page letter of motivation. Up to 50 points can be awarded for this.
- Information on the focus of previous studies, the professional experience already gained and the academic and/or professional plans for the future. Up to 30 points can be awarded for this
- Overall impression of the application documents submitted, in particular with regard to the information provided in the curriculum vitae and other documents (letters of recommendation, etc.). Up to 20 points can be awarded for this.

Section 7 – Procedure

(1) Proof of fulfillment of the selection criteria must be provided when submitting the application for admission. To this purpose, applicants must include the following documents:

- The documents requested in the application form.
- Evidence that the admission requirements in accordance with Section 3 are met.
- Evidence of the areas of focus of the course of studies (where these are not stated in the certificate), generally in the form of a diploma supplement, transcript or module descriptions.
- Relevant evidence of the selection criteria outlined in Section 6 (in particular the letter of motivation, CV, level of English).

(2) For each selection criterion, the selection committee shall

award points in accordance with Section 6 (2) to (7).

(3) The selection committee shall rank the applicants in order of preference. The list documents the following for each participant in the selection process:

1. Number of points achieved for each criterion.
2. Total number of points.
3. Decision on selection (admission or rejection)

(4) Selected applicants receive prompt notification along with a deadline for providing written acceptance of the place in the program and for enrollment. If the applicant does not accept the place within the deadline, it is offered to the next candidate on the list.

(5) Applicants who are not admitted to the program receive notification of rejection, with reasons.

Section 8 – Capacity and application deadline

(1) The number of program places available is limited to 30 per year unless Technische Universität Berlin publishes other decisions on capacity in the Official Gazette of Technische Universität Berlin.

(2) The application deadline is April 30 of each year, unless Technische Universität Berlin publishes other deadlines in the Official Bulletin of Technische Universität Berlin.