



Admissions statutes of Ulm University for the consecutive English-taught master's programme in Cognitive Systems of 24 March 2023

On the basis of § 60 (2) no. 2, § 63 (2) and § 59 (1) and (2) of the Federal State Higher Education Act (Landeshochschulgesetz - LHG) in the version of 1 January 2005, repeatedly and most recently amended by Article 7 of the Ordinance of 21 December 2021 (law gazette 2022 p. 1, 2), the Senate of Ulm University on 15 December 2023 adopted the following statutes for entrance to the consecutive English-taught master's degree programme with restricted admission in Cognitive Systems at Ulm University.

§ 1 Scope of application

In the master's degree programme in Cognitive Systems, admission numbers have been set according to the applicable admission numbers ordinance (*Zulassungszahlenverordnung - ZZVO*, higher education); an entrance and admission procedure (selection procedure) takes place in accordance with the following provisions.

§ 2 Deadlines

Students are admitted once per year to the respective winter semester. Ulm University must receive the application for admission to the winter semester by 15 May of the respective year, including all required documents. This deadline is a cut-off deadline according to §§ 33 (1) p. 2, 20 (2) HZVO; it is announced on the website of Ulm University for this degree programme.

§ 3 Form of the application

(1) The form of the application follows the provisions on admission procedures in the applicable version of Ulm University's statutes on admission and enrolment. The documents to be submitted for the master's degree programme in Cognitive Systems are announced on the respective web pages of Ulm University.

(2) The following documents must be submitted together with the application:

1. Proof of the requirements specified in § (4) 1 no. 1 to no. 2; in particular in the case of § (4) 1 no. 1 a) and b) the bachelor's examination certificate or comparable proof and the bachelor's degree certificate,
2. declaration by the applicant stating whether he/she has failed at last attempt an examination required by the examination regulations at a German higher education institution in the same master's degree programme or in a related degree programme with essentially the same content or whether the right to examination no longer exists for other reasons,

3. the additional documents mentioned in the current version of the statutes of Ulm University on admission and enrolment for studies, if applicable.

(3) As a rule, the application must be accompanied by

- the diploma supplement (if available),
- the transcript of records (ToR) or an excerpt of grades indicating the final grade or average grade,
- in the case of foreign certificates, a grading scale with the best grade to be awarded and the minimum passing grade for obtaining the higher education degree, and
- an indication of the total number of credit points for the degree programme.

(4) The time for demonstrating the required language skills is regulated in § 6 of the Statutes on language skills required for studying at Ulm University.

(5) If these certificates and other documents to be submitted are not in German or English, an official translation into German or English must also be submitted.

§ 4 Entrance requirements

(1) Prerequisites for entrance to the master's degree programme in Cognitive Systems are:

1. a bachelor's degree in Cognitive Systems or at least an equivalent degree from a university, a university of applied sciences, a cooperative university or a recognised foreign higher education institution in the field of cognitive systems in a related or subject-specific course of study at the level of at least three years of study,
 - a) in a degree programme in cognitive science, psychology or computer science or
 - b) in a degree programme in which basic knowledge totalling at least 90 ECTS credits in one or more of the three topics relevant to cognitive sciences "Information Processing in Natural Systems", "Information processing in technical systems" or "Mathematical modelling" have been acquired and the applicant's subject-specific aptitude for this master's degree programme has been determined in accordance with the subject-specific additional information; this includes, in particular, degree programmes in biology with a focus on neuroscience, engineering sciences, physics or mathematics,in each case proven by an academic final examination with a bachelor's degree with an overall grade of 2.5 or better or, if a degree has not yet been awarded, by the previous study and examination achievements up to the time of submission of the application with an average grade of 2.5 or better,
as well as
2. adequate English language skills according to § 3 (1) of the applicable version of the Statutes on the required language skills for studying at Ulm University.

- (2) Subject-specific degree programmes within the meaning of paragraph 1 no. 1 are degree programmes for which applicants can prove that the requirements of the subject-specific additional information are fulfilled.
- (3) The assessment of the subject-specific aptitude within the meaning of § 4 (1) no. 1 b) or whether the degree programme fulfils the requirements of the subject-specific additional information according to § 4 (2) is the responsibility of the admissions committee. The individual assessment parts in the subject-specific supplementary information are to be graded by at least two members of the admissions committee with a grade on a grading scale from 0 (insufficient) to 5 (very good). Intermediate grades and scores deviating from full numerical values may not be awarded. The arithmetic mean of the individual grades is used to form a result for the respective assessment part; an overall result is then calculated from all the individual results for the assessment parts. The subject-specific aptitude is given or the subject-specificity of a degree programme is established if the applicant's subject-specific knowledge and competencies in the subject-specific additional information in at least one assessment part was assessed with at least 4 points in the result or if the overall result of all assessment parts is at least 3 points. Those who do not meet this requirement are considered unsuitable for the subject or the degree programme is not subject-specific.
- (4) The admissions committee shall decide on the equivalence of the bachelor's degree and the equivalence of other degree programmes not expressly mentioned in paragraph 1 no. 1. When recognising foreign degrees, the assessment proposals of the Central Office for Foreign Education (ZAB) at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) as well as the agreements within the framework of higher education partnerships must be observed. For degree programmes that are not subject to the ECTS regulations (ECTS grades and credit points), the admissions committee decides whether the requirements stated in paragraph 1 are met.
- (5) Deviations from §§ 2, 3 as well as § 4 (1) may arise for students who are in joint degree, double degree or structured exchange programmes. As a rule, the evidence is deemed to have been provided upon admission to the respective degree programme at the home university or selection by the respective cooperation programme. Insofar as contractual agreements exist in these programmes, they shall take precedence over the provisions of these statutes.
- (6) Admission to the master's degree programme can also be applied for if the bachelor's degree cannot yet be submitted by the expiry of the application deadline according to § 2 and if it can be expected that the applicant will complete the bachelor's degree programme in good time before the start of the master's degree programme on the basis of previous studies, in particular the previous study and examination achievements. In this case, the preliminary average grade according to § 4 (1) no. 1b can be considered for the decision on entrance.

§ 5 Admission requirements, ranking list

- (1) If the number of applicants who fulfil the entrance requirements of § 4, exceeds the admission number for the master's degree programme in Cognitive Systems specified in the ZZVO, ranking lists are formed for admission.
- (2) The selection and admission decision is based on the applicant's level of qualification. The level of qualification is determined by the average grade of the bachelor's degree or according to the average grade of the examination achievements up to the application deadline.
- (3) The ranking of the applicants is as follows: If a bachelor's degree has been awarded, applicants will be ranked according to the average grade of their bachelor's degree or equivalent degree. If no bachelor's degree has been awarded, the average grade of all programme-specific examinations of the bachelor's programme completed by the end of the application period will be used as the basis for the assessment. If there is a tie in the selection, the decision will be made by lot.

§ 6 Admission and selection decision

- (1) Admissions are determined by the President based on the admissions committee's proposals. The decision on the academic aptitude of the applicant as well as the evaluation of the documents is the responsibility of the admissions committee.
- (2) Admission shall be denied if
 1. the application documents have not been submitted in due time within the meaning of § 2 or in due form and completely within the meaning of § 3,
 2. the requirements according to § 4 are not met, or
 3. a previous admission in the same degree programme or a related degree programme with essentially the same content has lapsed because an examination was failed at last attempt or the right to examination no longer exists.
- (3) If it is not possible for an applicant to provide proof of the bachelor's degree in due time and if he or she is not responsible for this, provisional enrolment may be granted on the basis of a corresponding declaration by the applicant, subject to the requirement that the certificate of the first professional qualification or proof of all achievements required for the degree must be submitted by the end of the first semester at the latest. The same applies to the language certificate pursuant to § 4 (1) no. 2. If the proof is not provided by the deadline, enrolment will not take place and the re-registration application for the following semester will be denied.
- (4) Applicants who fail to prove that they meet the requirements of § 4 in due form and time shall be excluded from the procedure and shall receive a notice of exclusion. Applicants who are not admitted according to the degree of qualification pursuant to § 4 shall receive a notice of rejection. This letter must state the reasons for rejection and provide information on their right of appeal.

(5) In any other respect, the applicable provisions on admission stated in Ulm University's statutes on admission and enrolment remain unaffected.

§ 7 Admissions committee

- (1) The Faculty Board shall appoint an admissions committee. The admissions committee consists of at least two persons who belong to the full-time academic staff. Half of the members are from Psychology and half from Computer Science. At least one person must be a higher education teacher as defined in § 44 (1) no. 1 LHG. Furthermore, the Faculty Board may on the basis of § 2c sentence 2 no. 6 of the Higher Education Admissions Act (HZG) appoint an experienced professional practitioner to the admissions committee. The members' term of office is three years. Reappointment is possible.
- (2) The admissions committee shall elect a chairperson from among the voting members and a deputy chairperson.
- (3) At the request of the student members of the Faculty Council, a further student may join the committee in an advisory capacity. The term of office is one year.

§ 8 Effective date

These statutes come into effect on the day after their publication in the Official Bulletin (*Amtliche Bekanntmachungen*) of Ulm University. They will first apply to the admission procedure for the winter semester 2023/24. At the same time, Ulm University's admissions statutes for the consecutive, English-taught master's programme in Cognitive Systems of 1 July 2021, published in the Official Bulletin of Ulm University no. 18 of 6 July 2021, pages 178181 cease to have effect.

Ulm, 24 March 2023

signed

Prof. Dr.-Ing. Michael Weber
President of Ulm University