

# Admission Regulations for the Master's Degree Programmes "Information Systems" and "Information Systems (Part-time)" FH Aachen - Faculty of Electrical Engineering and Information Technology, Faculty of Business Studies Start of Studies from Winter Semester 2024/25 of 29 April 2024

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Based on Section 2 para. 4 sentence 1 in conjunction with Section 49 of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz - HG) of 16 September 2014 (GV. NRW. p. 547), last amended by Article 2 of the Act of 5 December 2023 (GV. NRW. p. 1278), and the General Examination Regulations for the Bachelor's and Master's degree programmes at FH Aachen of 16 August 2023 (FH-Mitteilung No. 63/2023), last amended by the Amendment Regulations of 17 April 2024 (FH-Mitteilung No. 21/2024), the Faculty of Electrical Engineering and Information Technology as well as the Faculty of Business Studies have issued the following Admission Regulations:

## Section 1 | Scope of Application

These Admission Regulations (ZO, Zugangsordnung) apply in addition to the General Examination Regulations (APO, Allgemeine Prüfungsordnung) of FH Aachen for the Master's degree programmes "Information Systems" and "Information Systems (Part-time)" at FH Aachen.

## Section 2 | Application Deadlines

(1) The application deadline for the selection procedure will be announced in due time on the FH Aachen website.

(2) An application for admission may also be submitted if the certificate for a first university degree in accordance with Section 3 para. 1 is not yet available by the dates specified in paragraph 1. In this case, the required degree (in accordance with Section 3 para. 1) for registration in accordance with Section 12 APO must be submitted to the Registrar's Office by 15 October at the latest for the winter semester and by 15 April at the latest for the summer semester.

## Section 3 | Admission Requirements

(1) In addition to the general requirements for registration, admission to the Master's degree programmes "Information Systems" and "Information Systems (Part-time)" requires the completion of a degree programme relevant to the subject with a standard period of study of at least six semesters and a minimum of 180 credit points according to the European Credit Transfer and Accumulation System (ETCS), which has been successfully completed with a Bachelor's degree or another professionally qualifying degree (Diplom etc.). A relevant subject within the meaning of sentence 1 is a degree in Business Information Systems, Informatics, Business Studies or in the field of Digital Economy from a German or foreign university.

(2) Applicants who have not obtained their study qualification at a higher education institution in a member state of the European Higher Education Area EHEA must provide proof of successful completion of a Graduate Record Examination (GRE) - General Test (computer-based).

(3) The prerequisite for admission to the degree programme is proof of special aptitude for the degree programme in accordance with Section 4. In order to attend the aptitude test, the study requirements specified in paragraphs 1 and 2 must be proven.

(4) All applicants must also provide proof of English language proficiency by means of a Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS) or the Cambridge Certificate in English (FCE). The following minimum scores are required:

-IELTS 6.5 (min. 6.0 for each subtest)

- TOEFL
- paper based 580+ with TWE 4.5+
- internet based overall score 92  
(at least 20 per sub-area)

-Cambridge Certificate in English (FCE), Grade B2

English language skills can also be recognised by submitting equivalent proof. The selection committee decides on equivalence.

(5) Applicants whose native language is English or who have completed their first professionally qualifying university degree at an English-speaking university or in an English-speaking degree programme are exempt from the requirement to provide proof of English language proficiency.

(6) German language skills do not have to be proven, but are recommended. As part of the curriculum, some compulsory elective modules are only available in German. Students without German language skills therefore have a limited choice of elective modules. Nevertheless, the overall structure of studies is designed in such a manner that a full course of study is possible in English without further restrictions.

## Section 4 | Proof of Special Aptitude Through Aptitude Test

(1) The determination of special aptitude shall be made

- a) for applicants who have obtained their study qualification within a member state of the European Higher Education Area EHEA, by the assessment of the final grade of the degree in accordance with Section 3 para. 1,
- b) for applicants who have not obtained their study qualification within a member state of the European Higher Education Area EHEA, by the assessment of the GRE test score in accordance with Table 1 in the Annex as well as for all applicants
- c) through the assessment of the subject-specific relevance (study content) of the final degree in accordance with Section 3 paragraph 1.

(2) The assessment of subject-related relevance is carried out according to the following scheme:

The modules completed as part of the first professionally qualifying degree, the knowledge of which is an important subject-related prerequisite for the Master's degree programme, are taken as a basis. The competences acquired as part of the first professionally qualifying university degree should correspond to the learning outcomes of a maximum of seven of the modules listed below. These modules are

- Higher Mathematics 1 (\*, \*\*\*)
- Basics of Informatics/Programming (\*, \*\*, \*\*\*)
- Databases & Web Technologies (\*, \*\*, \*\*\*)
- Introduction to Information Systems (\*)
- Information Management (\*)
- Business Information Systems (ERP) (\*)
- Software Lifecycle (\*)
- Digital Transformation (\*\*)
- Customer Discovery & Innovation (\*\*)
- Marketing of Digital Products (\*\*)
- Digital Business Models (\*\*)
- Basics of Business Administration/Accounting (\*\*\*\*)
- Introduction to Controlling/Financial Management & Controlling (\*\*, \*\*\*\*)

each in accordance with the Examination Regulations for the Bachelor's degree programme "Business Information Systems" (\*) dated 30 January 2023, as amended from time to time, the Examination Regulations for the Bachelor's degree programme "Digital Innovation and Business"(\*\*) dated 25 April 2023, as amended from time to time, as well as the associated module descriptions, the Examination Regulations for the Bachelor's degree programme "Informatics" (\*\*\*) dated 19 March 2021, the Examination Regulations for the Bachelor's degree programme "Business Studies" (\*\*\*\*) dated 3 February 2022, as amended from time to time, as well as the associated module descriptions, available at [www.fh-aachen.de](http://www.fh-aachen.de) on the pages of the individual degree programmes.

The more modules are proven, the higher the degree of subject-related coverage, whereby a maximum of

seven modules are taken into account. The degree of coverage is calculated by dividing the number of modules proven as equivalent by the applicants by the seven modules to be considered as a maximum, and expressed as a percentage. The degree of coverage calculated in this way is converted into a subject-related aptitude grade in accordance with Table 2 in the Annex.

In case of doubt, the selection committee decides on the equivalence of modules with comparable content. It is imperative that module descriptions are uploaded to the Application Portal and clearly assigned. (see Section 5 paragraph 2).

The assessment grade is calculated from the subject-related aptitude grade and the final grade of the first professionally qualifying degree or the GRE equivalent grade. The final grade of the first professionally qualifying degree accounts for 2/3 and the subject-related aptitude grade for 1/3 of the assessment grade. The aptitude for the degree programmes mentioned in Section 1 shall be deemed proven if the assessment grade is at least 2.0. The aptitude test is documented.

In the case of foreign study qualifications in accordance with paragraph 1a, the final grade or the provisional grade in accordance with Section 5 paragraph 3 is converted in accordance with the principles laid down by resolution by the Faculty Councils of the Faculties of Electrical Engineering and Information Technology and Business Studies.

## Section 5 | Application Procedure

(1) The application for participation in the application procedure must be submitted in full online via the FH Aachen Application Portal (accessible via <https://h1.fh-aachen.de>) within the deadlines announced in accordance with Section 2 (1).

(2) The following documents must be attached to the online application for admission to studies:

- Curriculum vitae in tabular form, showing the sequence of the relevant educational stages.
- Written confirmation or certificates of the previous academic education issued by the respective examination office with a provisional average grade or final grade and a complete overview of subjects and grades (Transcript of Records).
- Module descriptions of the relevant modules completed for the first professionally qualifying degree as defined in Section 4 para. 2.
- In accordance with Section 3 para. 2, written confirmation of the results achieved in the Graduate Record Examination Test (GRE) for applicants who have not obtained their study qualification in a member state of the European Higher Education Area (EHEA).
- Completed table for the assessment of subject-related aptitude (in the Application Portal)
- Proof of sufficient English language skills in accordance with Section 3 para. 4.

In the case of admission, certificates and written confirmations must be submitted as officially certified copies in German or English. In case of doubt, the university will make a final decision as to whether the proof is sufficient.

(3) In cases pursuant to Section 2 para. 2, in which the previous university studies have not yet been fully completed by the application deadline, the missing certificate documents can initially be replaced by a Transcript of Records certified by the university stating a provisional average grade, with the date of issue no more than four weeks before the end of the application deadline. At the application deadline, a maximum of 40 credit points may be missing until graduation.

In the application procedure, the average grade is improved by 0.2 grade points in accordance with Section 4 para. 1 in the event that the Transcript of Records does not list a final thesis including colloquium or defence, but all other examinations have been completed. In this case, the determination of special aptitude is only provisional. In order to determine final eligibility, the complete Transcript of Records must be submitted in observance of the deadlines in accordance with Section 2 para. 2.

## Section 6 | Examination Board, Selection Committee

(1) The Examination Board of the Faculty of Electrical Engineering and Information Technology is responsible for the organisation of the aptitude test and for the tasks defined by these regulations. It shall ensure observance of these admission regulations. Further details on the composition and election of the Examination Board are regulated by the APO. The Examination Board appoints a selection committee made up of members of the two faculties involved to determine special aptitude.

(2) The selection committee shall determine the details of the procedure for determining special aptitude in accordance with these regulations and shall ensure that it is carried out properly.

(3) The selection committee consists of a chairperson and at least two other members. The chairperson is elected for a four-year term by the members of the selection committee from the group of professors. The members are appointed from the group of professors and academic staff by the Examination Board of the Faculty of Electrical Engineering and Information Technology. A deputy is elected for the chairperson within the selection committee. The term of office of the members is four years. Reappointment is permitted.

(4) The selection committee shall be convened by the chairperson at least once in the run-up to the new academic year.

(5) The meetings of the selection committee are not public. The members of the selection committee are subject to official secrecy.

## Section 7 | Conclusion of the Procedure

The Examination Board will provide information on the determination of special aptitude and any conditions in accordance with Section 5 para. 2 and 3 in electronic form immediately after the end of the procedure. The Examination Board shall decide on any objections.

## Section 8 | Failure and Deception

(1) If an applicant has deceived in a procedure for determining special aptitude, special aptitude is deemed not to have been proven. If this fact only becomes known after the confirmation has been issued in accordance with Section 7, the selection committee shall revoke the determination of special aptitude and inform the Registrar's Office accordingly.

(2) Decisions of the selection committee must be communicated to the applicant in writing without delay.

## Section 9 | Entry into Force and Publication

(1) These Admission Regulations shall enter into force on the day after their publication in FH Aachen's official Gazette (FH-Mitteilungen).

(2) Issued on the basis of the resolutions of the Faculty Council of the Faculty of Electrical Engineering and Information Technology of 14 December 2023, the Faculty Council of the Faculty of Business Studies of 11 December 2023 and the legal review by the Rectorate in accordance with the resolution of 24 April 2024.

## Conversion Tables

Table 1: Conversion of GRE Test Score to Final Grade

The decisive factor is the sum of all score-percentiles achieved in the GRE test in the categories "Verbal Reasoning", "Quantitative Reasoning" and "Analytical Writing", whereby at least the 70th percentile must be achieved.

Determination of Grades	
Sum of all score percentiles 300	Final grade
300	1.0
285	1.1
270	1.2
255	1.3
240	1.4
225	1.5
210	1.6
195	1.7
180	1.8
165	1.9
150	2.0
135	2.1
120	2.2
105	2.3
90	2.4
75	2.5
< 75	Failed

Table 2: Conversion of the Degree of Coverage into a Subject-Related Aptitude Grade

Degree of Coverage	Subject-Related Aptitude Grade
100 %	1.0
from 90 %	1.3
from 80 %	1.7
from 70 %	2.0
from 60 %	2.3
from 50 %	2.7
from 40 %	3.0
from 30 %	3.3
from 20 %	3.7
from 10 %	4.0
less than 10 %	5.0

