

General Note

Please note that the relevant admission procedure is described in the German document "Zugangsordnung für die Masterstudiengänge" edition dated November 2, 2021 (No. 106/2021). This translation is our best attempt to convert the document into the English language. We do not take any responsibility for the correctness of the translation.

Admission Procedure

for the Master's courses in Aerospace Engineering (3 or 4 semesters) and International Automotive Engineering (3 or 4 semesters) at the Faculty of Aerospace Engineering of Aachen University of Applied Sciences:

§ 1 | Field of application

This admission process is valid for the Master's courses in "Aerospace Engineering" (3 and 4 semester) and "International Automotive Engineering" (3 and 4 semester) at Aachen University of Applied Sciences.

§ 2 | Deadlines for the application

(1)

The deadline for admission to Master's courses beginning in the summer semester is 15th of January and for admission to the winter semester 15th of July for citizens of Germany and the EU/EWR.

For all other applicants, the deadline for the summer semester is 30th of November of the previous year, and for the winter semester is 31st of May of the current year.

Applications must be submitted using the online application portal.

If necessary, the department can provide an extension. The extension has to be announced online.

(2) An application for admission can also be made, if the degree certificate of a first University degree in accordance with § 3, paragraph 1 is not yet available on the dates specified in paragraph 1. In this case, the required degree (in accordance with § 3, paragraph 1) must be submitted to the Registrar's Office by October 15 at the latest for the winter semester or by April 15 at the latest for the summer semester as proof of special suitability, unless otherwise specified in the RPO. Further details are given in § 5, paragraph 3.

§ 3 | Entry requirements

(1) In addition to the general requirements for enrollment, a requirement for access to the Master's programmes is the completion of a relevant degree of at least 7 semesters' duration. It needs to be successfully completed with the award of *Bachelor* or any other qualifying degree (e.g. *Diplom*). Relevant in the sense of Theorem 1 is a degree programme with aerospace or automotive focus at a German or foreign University. In addition to programmes that have specifically those disciplines as an integral part, mechanical engineering courses with corresponding study focus are also acceptable. International students from Partner Universities have to prove, that they have accomplished the required courses that are stated in the cooperation contract.

(2) Applicants whose study qualification was achieved at a University outside the Bologna-countries must show a certified copy of the "Graduate Record Examination (GRE) - General Test" (computer-based) result before the application deadline. In case of a cooperation contract with a foreign Partner University, the commission could make an exception of the necessity of the GRE scorecard.

(3) A prerequisite for admission to the University is a course aptitude test in accordance with § 4. Eligibility for this aptitude test is based on the requirements mentioned in paragraph 1 and 2 of this section. These requirements must be fulfilled. In case of a cooperation contract with a foreign University, the commission could make an exception of the necessity of the aptitude test.

(4) All applicants have to submit proof of English language skills by passing either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) or the Cambridge First Certificate in English (FCE) examinations. The following minimum scores are required:

- (a) 6.5 overall band scores in the IELTS test (each part examination at least 6.0)
- (b) 580 points in the paper-based TOEFL with TWE 4,5+
92 points in the internet-based TOEFL (min. 20 points in each part)
- (c) Cambridge Certificate in English (FCE), Grade C

Other equivalent certificates of proficiency in English can also be submitted. The selection committee will decide upon the equivalence of the submitted proof of English skills. The proof of English skills must be submitted by the day of registration.

(5) Applicants whose native language is English or who hold a degree from an English-speaking University or a University degree which was taught in English, are exempt from the English proficiency requirement.

(6) Applicants, whose native language is not German or who do not hold a degree from a University where the language of instruction was German, have to prove their German language skills through the B1-level "Zertifikat Deutsch" examination.

In exceptional cases, the B1 proof can be submitted later, provided that the applicant can prove at least A2-level German language skills at the time of enrolment. In this case, the submission of the proof of German language skills on B1 level is a prerequisite for the registration of the master thesis. In the case of a cooperation contract with a foreign Partner University, the commission could make an exception of the necessity of the German language test.

§ 4 | Proof of study ability through the aptitude test

(1) The verification of the aptitude is based on the following:

- (a) for applicants holding a Bachelor's Degree from Germany, other EU-member states or EEA states through the evaluation of the final mark, according to § 3 (1).
- (b) for international applicants, through the evaluation of the GRE test result, according to Table 1 in the Annex.

For all applicants

- (c) through the evaluation of the relevance (course content) of the first University degree, according to § 3 (1)

(2) The evaluation is made in accordance with the following scheme:

The relevance is based on the completed modules of the first University degree that, together, are a basic requirement for entry to the Master's degree. The competences acquired within the first professional degree must correspond to the learning outcomes of a maximum of seven of the modules listed below.

These modules are:

For the Master's Programme in Aerospace Engineering (3 or 4 semesters)

- Aerospace Engineering
- Control and Simulation Technologies
- Aircraft Aerodynamics
- Combustion Technology
- Aircraft Propulsion
- Air Traffic and Maintenance
- Flight Performance/Flight Mechanics
- Aircraft and Flight Guidance Systems
- Turbomachinery
- Lightweight Structures
- Space Environment Physics
- Space Systems
- Space Propulsion
- Space Mechanics

- Dynamics of Machinery

For the Master's Programme in International Automotive Engineering (3 or 4 semesters)

- Vehicle Aerodynamics
- Vehicle Dynamics
- Automobile Electronics
- Transmission Technology
- Automotive Manufacturing
- Vehicle Body
- Car Body Technologies
- Energy Storage Systems
- Vehicle Integration
- Internal Combustion Engines
- Control and Simulation Technologies

in accordance with the examination regulations for the Bachelor's degree programmes "Luft- und Raumfahrttechnik", "Fahrzeug- und Antriebstechnik" and for the dual Bachelor's degree programme "Flugbetriebstechnik mit Verkehrspilotenausbildung" of 23 March 2016 (FH-Mitteilung No. 25/2016), as amended, and the associated module descriptions, available at:

- <http://www.fh-aachen.de/studium/luft-und-raumfahrttechnik-beng/studieninhalte-und-vertiefungsrichtungen>
- <http://www.fh-aachen.de/studium/fahrzeug-und-antriebstechnik-beng/studieninhalte-und-vertiefungsrichtungen>

In order to assess the relevance of the first professional qualifying degree, a maximum of seven of the subjects named in the respective list can be assigned in terms of content. The number of modules completed by the applicants in their first professional qualification from the corresponding list, after division by the maximum possible subjects, results in a degree of coverage in percent. The degree of coverage will be transferred, according to Table 2, into a grade reflecting professional aptitude.

In case of doubt, the selection committee decides on the equivalence of modules with comparable content. Module descriptions must be uploaded to the portal and clearly assigned.

The grade resulting from the professional aptitude and the final grade or the equivalent grade resulting from the GRE, together build a rating score. Therefore, the grade of the first professionally qualifying degree is weighted at 2/3 and the professional aptitude (cumulative study frequency) at 1/3. The evaluation grade must be at least 2.1 to be admitted to "Aerospace Engineering" and at least 2.2 for admission to "International Automotive Engineering". The aptitude test will be documented.

§ 5 | Application procedure

(1) The application for entry to study programs must be submitted within the deadlines specified in § 2 completely online to the FH Aachen, Faculty of Aerospace Engineering (<https://h1.fh-aachen.de/>)

(2) The online application must contain the following supporting documents including:

- a Curriculum Vitae (CV), which should contain relevant educational and professional experience qualifications.
- Certificates or transcripts of previous university education issued by the respective examination office with provisional average grade or final grade and a complete overview of subjects and grades (Transcript of Records).
- Module descriptions of the relevant completed modules of the first professional qualification within the meaning of § 4 Paragraph 2.
- Officially approved (according §3,(2)) copies or a direct attachment of the certificate of the Graduate Record Examination test (GRE) with results of the applicant who has not acquired their qualifications at a Bologna-University
- completed cumulative subject coverage form (example: Table 3)

In case of admission results and certificates must be presented as certified copies in the German or English language. Aachen University of Applied Sciences makes the final decision as to whether the qualifications are applicable or not.

(3) In case of §2 (2), in which the previous University study at the time of application deadline has not yet been completed, the missing documents can be replaced with a transcript of records, certified by the University dated no later than four weeks before the application deadline.

A maximum of 40 credit points may be missing until graduation at the time of application for Master's degree programmes with local admission restrictions.

In the application procedure, the average grade according to § 4 paragraph 1 is improved by 0.2 grade points in the case that the transcript of records does not show a thesis incl. colloquium or defense, but all other examination achievements have been completed. In this case, the determination of special eligibility is only preliminary. For the determination of the final suitability, the complete transcript of records must be submitted in compliance with the deadlines according to § 2 paragraph 2.

§ 6 | Admissions Committee

(1) The Examination Committee is responsible for organizing the aptitude test and for the tasks defined by these regulations. It ensures compliance with the admission regulations. Details on the composition and election of the examination board are regulated by the RPO. For the determination of the special aptitude, a selection committee consisting of full-time members of the teaching staff is appointed by the examination board.

(2) The selection committee shall determine the details of the procedure according to the admission regulations in order to ensure its proper implementation.

(3) The selection committee consists of a chairperson and at least two other members. The chairperson is elected for one year at a time from the group of professors by the members of the selection committee. The chairperson and at least one other member are appointed from the group of professors. Additional members may also be appointed from the group of scientific employees. A deputy is appointed for the chairperson within the selection committee. The term of office of the members is one year. A repeated appointment is permissible.

(4) The selection committee is called for meetings at least once prior to entry of the new cohort by the chairperson.

(5) Meetings of the selection committee are not public. The members of the selection committee are sworn to secrecy.

§ 7 | Completion of the procedure

Immediately after the end of the procedure, the Examination Committee will provide the applicants with information in electronic form about the determination of the special suitability and any conditions pursuant to § 5 (2) and (3).

The examination board decides on appeals.

§ 8 | Failure and deception

(1) If a candidate deceives in a process to determine their aptitude, the aptitude is deemed as not proven. If this fact is only known after the issuing of the certificate mentioned under § 7, the commission shall revoke the aptitude and inform the Student Registrar's Office accordingly.

(2) Decisions taken by the selection committee have to be communicated to the candidates immediately.

§ 9 | Commencement and Publication

(1) These admission regulations come into force the day after its publication. It is published in the document "FH-Mitteilungen".

Conversion Tables

Table 1: Conversion of GRE score into GRE equivalent grade. Decisive in the GRE test is the category "Quantitative".

GRE points	GRE equivalent grade
quantitative	
100	1
99 or above	1,1
98 or above	1,2
97 or above	1,3
96 or above	1,4
95 or above	1,5
94 or above	1,6
93 or above	1,7
92 or above	1,8
91 or above	1,9
90 or above	2
89 or above	2,1
88 or above	2,2
87 or above	2,3
86 or above	2,4
85 or above	2,5
84 or above	2,6
83 or above	2,7
82 or above	2,8
81 or above	2,9

Table 2: Conversion of subject catalogue into professional aptitude (CCL Course Comparison List).

Cumulative subject coverage	Aptitude grade
100 %	1,0
90 % or above	1,3
80 % or above	1,7
70 % or above	2,0
60 % or above	2,3
50 % or above	2,7
40 % or above	3,0
30 % or above	3,3
20 % or above	3,7
10 % or above	4,0
below 10 %	5,0