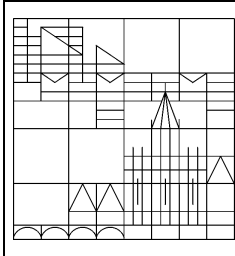|	**UNIVERSITY OF KONSTANZ**	
	Regulations of the University of Konstanz on the admission of applicants to the master's programme Computer and Information Science	**MA 1.7**

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

(Version: 05 March 2024)

§ 1 Application

(1) Applicants who do not need a visa for Germany can enrol either in the summer or winter semester. Applicants who need a visa for Germany can enrol in the winter semester only.

(2) In exceptional cases, applicants who need a visa for Germany may be admitted to the summer semester. This applies if they can submit a letter of admission documenting that they had been admitted to the master's programme Computer and Information Science for the previous winter semester.

(3) Application deadline for the winter semester for applicants who need a visa to study in Germany is 15 April. For applicants who do not need a visa, the application deadlines are: 15 January (summer semester) and 15 June (winter semester). The application for admission, including the required documents, must have been received by the University of Konstanz on the dates stated above.

(4) The application for admission must be submitted in the form requested by the university.

(5) Copies of the following documents have to be attached to the application:

    a. Verifiable documentation of the higher education degree as per § 3 para 1 a; if applicable: certified translation into German or English

    b. Transcript of records (official grade printout). (Applicants who acquired their degree at the Department of Computer and Information Science at the University of Konstanz only need an uncertified copy.)

    c. Verifiable written documentation of the preliminary final grade or the final grade.

    d. If the degree was not acquired in Germany, reference to the grading system of the respective university.

    e. Table on the equivalence between a previous study programme and the BSc programme 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)

    f. Verifiable documentation of English language skills as per § 3 para. 2.

    g. Curriculum vitae (CV) (max. 2 pages, in German or English)

    h. 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)].
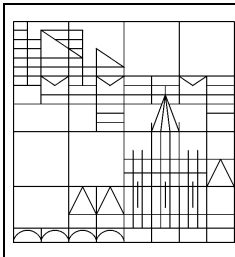
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> i. Result of the aptitude test (as per § 3 para. 1 e) (only applies to applicants for the first semester of the study programme who obtained their first university degree in a country that did not sign the Lisbon Treaty, see appendix 1)

(6) 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 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 their academic qualification within this time limit.

(7) 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 applicant's aptitude for the master's programme in 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:
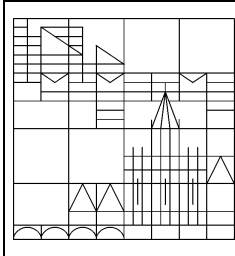
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a) Admission requirement is a degree with the grade satisfactory (3.0) or better of a three-year (or more) bachelor's programme or equivalent degree completed at a state or officially recognized institution of higher education or at a German "Berufsakademie". A degree completed with the grade 2.0 or better: 20 points, a degree completed with a grade between 2.0 and 2.5: 15 points, a degree completed with a grade between 2.5 and 3.0: 0 points, but the application remains in the admission process.

b) A 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 content of the previous study 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 programmes of type 1, the maximum number of points is allocated. In case the content is lacking conformity (less than 20 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 for the first semester of the study programme who obtained their university degree in a country that did not sign the Lisbon Treaty (see appendix 1) have to successfully pass an additional aptitude test. The admissions committee Computer and Information Science determines which tests are accepted and which criteria and passing thresholds have to be met. Which tests are accepted as well as further information on the admission process is published on the website of the Department of Computer and Information Science. 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 at least level B2 of the Common European Framework of Reference for Languages are required. These language skills must be verifiably documented by at least:

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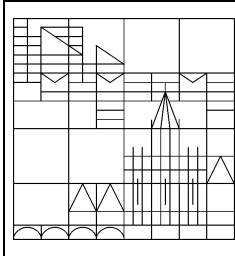
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a) Five years of continuous English lessons at a German secondary education school completed with the minimum grade "befriedigend" (satisfactory) (usually certified by the higher education entrance qualification)

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 appendix 2) or Switzerland

c) Successful completion of a minimum of three subject-related courses held in English in a previous study programme in the European Economic Area or Switzerland and the thesis written in English

d) Test of English as a Foreign Language (TOEFL-iBT): 90 points internet-based or better (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

g) Documentation of a secondary school degree or bachelor's degree acquired at an educational institution in one of the following countries, or at least one semester abroad spent there: USA, Canada, Great Britain, Ireland, Australia, New Zealand, South Africa.

Documentation and test results have to be submitted at the time of the application. The test results must not be more than three years old at the time of the application.

Study certificates of programmes held in English from countries other than the European Economic Area or Switzerland or the countries listed above under g) 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 has to be completed 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.

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If students have to fulfil such conditions, 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 Coming into effect

The German version of these regulations comes into effect the day after its publication in the "Amtliche Bekanntmachungen" (Official Announcements) of the University of Konstanz. It applies for the first time to the admission process for the winter semester 2024.

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 29 October 2019 (Amtliche Bekanntmachungen 47/2019) expires.
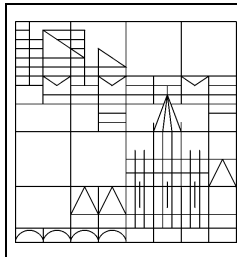
Appendix

Appendix 1: List of countries that signed the Lisbon Treaty (as of November 2023)

Appendix 2: List of countries of the European Economic Area (as of November 2023)

Note:
The German version of these regulations was published in the "Amtliche Bekanntmachungen" (official announcements) of the University of Konstanz No. 12/2024 on 05 March 2024.

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Appendix 1

List of countries that signed the Lisbon Treaty (as of November 2023)
(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, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, the Netherlands, New Zealand, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, United Kingdom, United States of America, Vatican

Appendix 2

List of countries of the European Economic Area (as of November 2023)
(source: Federal Foreign Office, www.europarl.europa.eu/fact-sheets/de/sheet/169/der-europaische-wirtschaftsraum-ewr-die-schweiz-und-der-norden

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, Romania, Slovakia, Slovenia, Spain, Sweden.