

**Admissions statutes of Ulm University for the continuing education English-taught master's programme in Artificial Intelligence for Connected Industries (AI4CI) for working professionals
of 27 February 2025**

On the basis of section 60 (2) no. 2, section 63 (2) and section 59 (1) and (2) of the Baden-Württemberg Higher Education Act (Landeshochschulgesetz - LHG) in the version dated 1 January 2005, amended several times and most recently by Article 24 of the Act dated 17 December 2024 (Law Gazette p. 114), the Senate of Ulm University adopted the following statutes for access to the continuing education English-taught master's programme in Artificial Intelligence for Connected Industries for working professionals at Ulm University on 12 February 2025.

§ 1 Scope of application

These statutes regulate the admission of applicants to the first semester of the master's programme in Artificial Intelligence for Connected Industries. In this master's programme, no admission quotas have been set according to the currently valid admission quotas ordinance (ZZVO universities); an entrance procedure takes place according to the following provisions.

§ 2 Deadlines

Admissions take place in the winter and summer semester. Ulm University must receive the application for admission to the winter semester by 15 July of the respective year, and the application for admission to the summer semester by 15 January of the respective year, including all required documents. These deadlines are legal deadlines; they are 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 programme in Artificial Intelligence for Connected Industries are announced on the relevant 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. 5, 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 she or he has failed at last attempt an examination required by the examination regulations at a domestic university 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. any additional documents mentioned in the current version of the statutes of Ulm University on admission and enrolment for studies, if applicable.

(3) In addition,

- the diploma supplement (if available),
- the transcript of records (ToR), an excerpt of grades or another document of the higher education institution indicating the final grade or average grade, and
- in the case of foreign certificates a grading scale with the best possible grade and the minimum passing grade for obtaining the higher education degree

must be submitted together with the application.

- (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) Requirements for entrance to the master's programme in Artificial Intelligence for Connected Industries are:

1. a first higher education degree
 - a) in a programme in computer science, computer engineering, communications engineering, automation technology, electrical engineering or industrial engineering or
 - b) in another degree programme that is meaningfully related to the Artificial Intelligence for Connected Industries degree programme,which is equivalent to at least seven semesters or at least 210 ECTS credits at a German or foreign university and
2. qualified practical professional experience of generally at least one year (e.g. as a professional, intern or project employee),
3. optionally, a written report of not more than two pages stating personal and subject-related reasons for applying for the chosen degree programme and explaining the choice of programme (letter of motivation),
4. the determination of the applicant's academic aptitude for this master's programme in accordance with paragraph 2 and
5. adequate English language skills according to § 3 (2) of the applicable Statutes on the required language skills for studying at Ulm University.

- (2) The admissions committee is responsible for determining subject-related aptitude in accordance with § 4 para. 1 no. 4, which is based on the following assessment components and their weighting:

1. overall grade of the higher education degree (assessment factor 3),
2. individual grades and scope of relevant academic achievements (assessment factor 5),

3. the existence of completed, relevant additional qualifications and professional experience exceeding the minimum level in paragraph 1 no. 2 (assessment factor 2),
4. motivation demonstrated in accordance with paragraph 1 no. 3 (bonus).

The assessment parts in nos. 2 and 3 are to be graded by each member of the admissions committee with a grade on a grading scale from 0 (insufficient) to 5 (very good). Intermediate grades and points deviating from full numerical values may not be awarded. For each part of the assessment, the arithmetic mean is calculated from the individual grades awarded by the members. The overall grade of the higher education degree and the results for the assessment parts according to nos. 2 and 3 are multiplied by the respective assessment factor. The result for assessment part 4 is then added to the sum of the individual results and an overall result is formed, which is divided by a factor of 10. Anyone who achieves at least 2.5 points in the overall result is deemed to be professionally qualified.

- (3) In addition to the formal quality, the evaluation of the motivation letter is based on the convincing demonstration of the applicant's interest in this master's programme as well as the presentation of their particular aptitude and motivation for this programme. Here, the extent to which she or he can meet the requirements of the master's degree programme and how promising participation in the master's degree programme is for her or him is assessed.
- (4) The admissions committee shall decide on the equivalence of the bachelor's degree and that of other degrees 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 any 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. If no final grade or average grade is documented and cannot be provided by the University, an average grade is calculated from the individual grades of the study and examination achievements shown in the ToR, excerpt of grades or in another document, taking into account their respective weighting, in particular percentages or ECTS points. The result of the average grade is reduced to one decimal place without rounding.
- (5) Notwithstanding paragraph 1 no. 1, applicants with fewer than 210 ECTS credits from their bachelor's programme may also be admitted to the master's programme by way of exception, provided that they can prove that they have at least one year of further qualifying professional experience in addition to the requirements of paragraph 1 no. 2.

§ 5 Admission and selection decision

- (1) Admissions are determined by the President based on the admissions committee's proposals. The decision on the academic suitability 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 were not submitted in due time within the meaning of § 2 or in due form and completely within the meaning of § 3,
 2. the requirements stipulated in § 4 have not been 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) The admission may be granted subject to reservations, in particular subject to a resolutive condition or subject to certain requirements. Under § 4 (6), sentence 5, admission is to be granted under the resolutive condition that the bachelor's degree and the requirements associated with it are proven within the deadline set by Ulm University. If this proof is not provided in due time, the admission expires. The conditions must be fulfilled by the end of the examination period of the first semester in the programme; if the student is not responsible for not fulfilling the conditions, they must be fulfilled by the end of the examination period of the second semester at the latest. The conditions are determined by the admissions committee.
- (4) If it is not possible for an applicant to provide proof of the bachelor's degree on 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 condition 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. 4. If proof is not provided by the deadline, enrolment will not take place or the re-registration application for the following semester will be denied.
- (5) 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. This notice must state the reasons for exclusion and provide information on their right of appeal.
- (6) In any other respect, the applicable provisions on admission stated in Ulm University's statutes on admission and enrolment remain unaffected.

§ 6 Admissions committee

- (1) The faculty board shall appoint an admissions committee. The admissions committee consists of two persons from the Faculty of Engineering, Computer Science and Psychology who are members of the full-time academic staff. At least one person must be a higher education teacher as defined in section 44 (1) no. 1 LHG. The faculty board may appoint an experienced professional practitioner to the admissions committee on the basis of section 2c p. 2 no. 6 of the higher education admissions act (HZG). The admissions committee constitutes a quorum if at least two members are present at the meeting. The members' term of office is two years. Reappointment is possible.
- (2) The admissions committee shall elect a chairperson from among the voting members.

§ 7 Effective date

These statutes come into effect on the day after their publication in the Official Bulletin (*Amtliche Bekanntmachungen*) of Ulm University. They first apply to winter semester 2025/26 admissions.

Ulm, 27 February 2025

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

Courtesy Translation