

Admissions Regulations for the Master's Programme "Mathematics" (MSc)

**Admissions Regulations
for the Master's Programme "Mathematics"
at the University of Münster
of 11 February 2020**

This is a translation of the original German text and is intended for your information only. Under German law only the official German version of the "Zugangs- und Zulassungsordnung für den Masterstudiengang „Mathematics“ an der Westfälischen Wilhelms-Universität Münster vom 11. Februar 2020" is legally binding. It was published in the *Amtliche Bekanntmachungen* (AB Uni; "Official Announcements") on 11 February 2020, pp. 139 to 144.

In accordance with § 2 (4), § 49 (6) and § 64 (1) of the Higher Education Act of the Federal State of North Rhine-Westphalia (HG NRW) in its version of the Act on the Future of Higher Education (*Hochschulzukunftsgesetz*) of 16 September 2014 (GV. NRW 2014, p. 574), most recently amended on 12 July 2019 (GV. NRW, p. 425), in the corrected version of 24 September 2019 (GV. NRW, p. 593), the University of Münster (WWU) has issued the following regulations:

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§ 1

Scope

The following regulations define the admissions process for the master's programme "Mathematics" (MSc) at the University of Münster.

§ 2

Selection Committee

- (1) The faculty board (*Fachbereichsrat*) of the Faculty of Mathematics and Computer Science (FB 10) forms a selection committee of full-time faculty members to be responsible for conducting the selection process.
- (2) The selection committee consists of a chairperson and deputy chairperson, both of whom must belong to the group of university professors, a third university professor and a member of the academic staff. A substitute must be appointed for each member of the selection committee. The term of office for all members is one year. Re-appointment is possible.
- (3) The selection committee has a quorum when at least three members, including the chair or his/her deputy, are present. In the event of a tie, the vote of the chair or, if he/she is unable to attend, of the deputy decides.
- (4) Meetings of the selection committee are closed to the public. The members of the selection committee are obliged to maintain confidentiality.
- (5) Minutes are kept of the committee's deliberations and application assessments.

§ 3

Admissions Requirements

- (1) Apart from the general terms for university enrolment, the requirement for admission to the master's programme "Mathematics" is the successful completion of an undergraduate degree programme in a subject-relevant field of study with a minimum standard duration of six semesters. This degree programme must have resulted in a bachelor's degree or other (equivalent) degree of professional qualification (*Diplom, Staatsexamen* etc.) with a final overall grade of at least 3.0, or the applicant must have been among the best 40% of his/her graduating class. To be considered "subject-relevant" as put forth in sentence 1, the programme must comprise at least three years of study and 120 ECTS credits in mathematics courses in a mathematical degree programme at a German university or in a comparable degree programme at a university abroad. The selection committee may also admit students from other degree programmes, provided they are suitably qualified in mathematics. Such students may be offered admission to the master's programme on the condition they complete certain alignment studies which should correspond to the student's individual academic history and should not result in a significant increase in his/her workload. The academic work from alignment studies must be completed successfully before the topic of the master's thesis can be assigned. If there are doubts about the equivalence of a foreign degree, a notice of equivalence must be obtained from the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal Republic of Germany (*Kultusministerkonferenz*).

- (2) Applicants must further prove that their English skills are sufficient for actively participating in the courses of the degree programme. English-language competence is considered sufficient if the applicant has attained level B2 as defined by the Common European Framework of Reference for Languages (CEFR). Proof of language competence is not required for applicants whose native language is English, or for applicants who will have completed an English-language bachelor's programme prior to enrolling in the master's programme.
- (3) Applicants may not be admitted to the master's programme "Mathematics" at the University of Münster if they have permanently failed a university or state examination in a mathematics degree programme or in one whose subject is very closely related to mathematics.
- (4) Applicants may not be admitted to the master's programme "Mathematics" if they have permanently failed a degree-relevant examination (*Prüfungsleistung*) in a master's module completed during the bachelor's programme in mathematics in accordance with the "Examination Regulations for the Bachelor's Programme Mathematics at the University of Münster" of 4 February 2010. This applies only to mandatory modules of the master's programme "Mathematics" or elective mandatory modules for which no other module can be passed in substitution.

§ 4

Dates, Deadlines and Documents

- (1) The admissions and selection process is conducted prior to the beginning of both the winter and summer semester. For enrolment in the winter semester, applicants from EU countries must submit their application (*Antrag auf Zulassung*) to the Student Admissions Office (*Studierendensekretariat*) by 15 July and for the summer semester by 15 January. Applicants from non-EU countries¹ must submit their application by 31 May for the winter semester and by 30 November of the preceding year for the summer semester. The deadline for handing in the application is specified in the Regulations for the Allocation of Study Places in North Rhine-Westphalia (*VergabeVO NRW*) and in the Statute Regulating Admissions Issues at the University of Münster (*Satzung zur Regelung zulassungsrechtlicher Fragen in der Westfälischen Wilhelms-Universität Münster*). Applications must be submitted electronically via the University's online application portal. Applicants must submit (i.e. upload) the following documents with their application:
 1. certificate of general or subject-specific university entrance qualification
 2. proof of completion of an undergraduate degree or professional qualification (see § 3 (1)). If at the time of application, the degree certificate as stipulated in § 3 (1) is not yet available, then a provisional certificate must be submitted, listing courses worth a minimum of 120 credits (*Leistungspunkte*; ECTS) and a final grade of at least 3.3. In this case, the applicant is granted conditional admission which automatically expires if the final grade of the degree certificate is worse than 3.0. The degree certificate as put forth in § 3 (1) must be presented at enrolment in the master's programme.
 3. proof of sufficient language competence as put forth in § 3 (2).
 4. CV

¹ The deadlines for non-EU applicants given in this sentence are not valid anymore for master programmes. On 5 May 2020 the first amending regulations to the Statute Regulating Admissions Issues at the University of Münster was published (see *Amtliche Bekanntmachungen* (AB Uni; "Official Announcements") on 7 May 2020, p. 540). The later deadlines given there are valid now.

5. certificate listing completed required coursework (*Studienleistungen*) and degree-relevant examinations (e.g. transcript of records (ToR))
 6. completed admissions questionnaire for the master's programme "Mathematics" (MSc)
 7. documents proving that a specific case of hardship (*Härtefall*) exists as defined by § 6 (3) (e.g. certificate of disability (*Behindertenausweis*)), if applicable.
- (3) The admissions application will be rejected if it is not submitted on time. Moreover, the application can be rejected if the documents listed in § 4 (1) are incomplete.

§ 5

Fulfilment of the Admissions Requirements

- (1) The selection committee reviews the submitted documents and certificates to determine whether the requirements for admission to the master's programme "Mathematics" have been met and whether the completion of alignment studies is necessary.
- (2) If a degree certificate is not available at the time of application, it is sufficient if the provisional certificate (see § 4 (1) sentence 6 (2)) provides a final grade of 3.3 or better. In this case, the applicant is granted conditional admission which automatically expires if the final grade of the degree certificate is worse than 3.0.
- (3) If the selection committee determines that the applicant has not fulfilled the given requirements, then the reasons for the rejection must be documented.

§ 6

Admission, Hardship Cases

- (1) If admission to the master's programme is non-restricted, or the number of applicants who meet the admissions requirements does not exceed the number of places available in the event of a restricted-admissions procedure, then all eligible applicants are accepted without further evaluation.
- (2) If admission is restricted, and the number of applicants who meet the admissions requirements for the master's programme "Mathematics" exceeds the number of places available, applicants are selected according to the following procedure:
 1. The grade on the bachelor's degree certificate (or preliminary certificate, if applicable, as put forth in § 4 (1) sentence 6 (2)) is converted to a value ranging between 7 and 30 based on the formula point value = $(4 - \text{grade}) * 10$.
 2. Based on the submitted documents, the selection committee allots up to six additional points to each candidate to reflect the extent to which the candidate's substantiated prior knowledge and qualifications in mathematics meet the specific requirements of the master's programme "Mathematics" at the University of Münster.
 3. The points as calculated in § 6 (1) and (2) are added together. A ranking list is created on the basis of the calculated values.
 4. The available study places are then awarded to the applicants beginning with the highest-ranked candidates. In the case of a tie, the ranking order is decided by the drawing of lots.

- (3) In accordance with the Allocation Regulations NRW (*Vergabeverordnung NRW*), up to 2 % of the places available are assigned in advance by the Student Admissions Office to applicants who meet the admissions requirements and have documented a case of hardship. The ranking is determined based on the severity of hardship; in cases of doubt, final decisions are made by drawing lots.

§ 7

Conclusion of Admissions Process

- (1) If an applicant meets the admissions requirements and is admitted to the master's programme, the Rector issues a notification of admission (*Zulassung*) as soon as the selection process is completed. If the applicant holds a provisional certificate as described in § 4 (1) sentence 6 (2), he/she is granted admission on the condition that the degree certificate is submitted at the time of enrolment in accordance with § 3 (1).
- (2) If admission to the master's programme is made on the basis of a ranking list, the Rector sets a deadline by which the applicant must notify the University of his/her intention to accept the place offered. If the applicant declines the place, it is offered to the next candidate on the ranking list. If a candidate fails to notify the University of his/her intention (see § 7 (2,1)) by the given deadline, the place is considered declined.
- (3) If an applicant is not admitted to the programme, the Rector issues a letter of rejection, informing him/her of the decision and whether the admissions requirements were met. The letter of rejection must contain the reasons for being denied admission as well as information on the legal remedies available.
- (4) Enrolment at the University of Münster is only possible if the notification of admission is presented to the Student Admissions Office together with the enrolment application form (*Antrag auf Einschreibung*) within the designated time limit. The current version of the Enrolment Regulations (*Einschreibeordnung*) of the University of Münster applies.
- (5) If the applicant gains admission on the condition that he/she completes alignment studies in accordance with § 3 (1) sentence 4, the notification of admission states this fact explicitly.

§ 8

Deception

- (1) If an applicant acted dishonestly or submitted (or uploaded) false or forged documents (see § 3 and § 4) and if this is only discovered after the applicant has gained admission, then admission to the master's programme will be revoked. Revocation is only possible within a two-year period after these facts were made known.
- (2) Applicants must be immediately informed of decisions detrimental to them, along with the reasons for the decision and information on the legal remedies available. Before a final decision is made, the applicant must be given the opportunity to be heard.

§ 9

Coming into Force, Publication

- (1) These regulations (in their original German version) come into force on the day following their publication in the Official Announcements (*Amtliche Bekanntmachungen*) of the University of Münster. They shall apply for the first time to the admission of students in the winter semester 2020/21.
- (2) Once these regulations come into force, the Admissions Regulations for the master's programme "Mathematics" of the University of Münster of 17 May 2016 (AB Uni 14/2016, p. 814 f.) cease to be valid with the proviso that they remain valid until the conclusion of the admissions process for applicants seeking admission to the programme in the summer semester 2020.

Issued (in the original German version) upon resolution by the faculty board of the Faculty of Mathematics and Computer Science of the University of Münster on 15 January 2020. These regulations (in the original German version) are hereby announced.

Please note that in accordance with § 12 (5) of the Higher Education Act of the State of North Rhine-Westphalia (HG NRW) violations of procedural regulation as put forth by regulatory laws or other legal provisions pertaining to university autonomy may no longer be claimed within one year after this announcement, unless

1. the regulations were not properly announced,
2. the Rectorate previously raised an objection to the resolution passed by the deciding committee,
3. the University received a previous reprimand for the formal or procedural defect, and was informed of the violated legal provision and the fact that resulted in the defect,
4. the legal consequence of exclusion resulting from such reprimand was not included in the public announcement of the regulations.

Münster, date

The Rector

Prof Dr Johannes Wessels

Glossary of English-German translations

admissions application *Antrag auf Zulassung*
case of hardship *Härtefall*
credit *Leistungspunkt*
degree-relevant examination *Prüfungsleistung*
enrolment application *Antrag auf Einschreibung*

faculty board *Fachbereichsrat*
Head of faculty *Dekan*
notification of admission *Zulassung, Zulassungsbescheid*
required coursework *Studienleistung*
Student Admissions Office *Studierendensekretariat*

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