

**Admissions Regulations
for the Master's Programme in Business
Chemistry at the University of Münster
of November 14, 2024**

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 Business Chemistry an der Universität Münster vom [...]*” is legally binding. It was published in the *Amtliche Bekanntmachungen* (Official Announcements – AB Uni) on 14 November 2024, on pages 1917–1925.

On the basis of § 2 (4), § 49 (6) and § 64 (1) of the Higher Education Act of the Federal State of North Rhine-Westphalia [*Hochschulgesetz – HG*] as amended by the Act on the Future of Higher Education [*Hochschulzukunftsgesetz – HZG NRW*] of 16 September 2014 (GV. NRW. p. 547), as amended most recently by the Act of 5 December 2023 (GV. NRW. p. 1278), the University of Münster has issued the following Regulations:

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§ 1

Scope

These Regulations (*Zugangs- und Zulassungsordnung*) regulate the admissions process for the Master's programme in Business Chemistry at the University of Münster.

§ 2

Dates, Deadlines and Documents

- (1) The admissions process takes place before the beginning of the winter semester. Admissions applications (*Antrag auf Zulassung*) for the Master's programme in Business Chemistry are to be submitted to the Student Admissions Office (*Studierendensekretariat*) of the University of Münster. The deadlines for submitting applications are governed by the Regulations for the Allocation of Study Places in North Rhine-Westphalia [*Verordnung über die Vergabe von Studienplätzen in Nordrhein-Westfalen – VergabeVO NRW*] and the Regulations of Admissions Procedures at the University of Münster [*Ordnung zur Regelung zulassungsrechtlicher Fragen in der Universität Münster*]. Applications must be submitted via the online application portal of the University of Münster. Applicants must submit/upload the following documents with their application:

1. Proof of a general university entrance qualification or of an appropriate subject-specific university entrance qualification.
Applicants who did not obtain their university entrance qualification from a German-speaking institution must also provide a German or English translation of their university entrance qualification. If the grading system of a university entrance qualification obtained outside the Federal Republic of Germany does not correspond to the grading system used in German schools, the applicant must also indicate the German school grade that corresponds to that of their university entrance qualification.
2. Proof of completion of an undergraduate degree in accordance with § 3 (1).
If, at the time of application, the degree certificate in accordance with § 3 (1) is not yet available, a provisional certificate must be submitted that lists the grades received for at least the first five semesters (a minimum of 120 credits (*Leistungspunkte*)).
The provisional certificate must state the average grade obtained at the time of application.
A certificate as referred to in No. 3 is also considered to be a preliminary certificate if it meets the content requirements of sentences 2 and 3 and is signed by the responsible head of faculty (*Dekan*in*) or a person authorised by the head of faculty.
The degree certificate in accordance with § 3 (1) must be presented at enrolment in the case of admission to the master's programme.
Applicants who did not obtain their undergraduate qualification from a German-speaking institution must also provide a German or English translation of the above documents.

If the grading system of the undergraduate qualification presented by an applicant does not correspond to the grading system of § 19 (4) of the Examination Regulations for the Master's Programme in Business Chemistry, the applicant must also indicate which grades in the certificate – overall grade and grades of the individual degree-relevant examinations (*Prüfungsleistungen*) – correspond to those in the aforementioned grading system. If the credit system used in the programme leading to the undergraduate qualification is not in line with the European Credit Transfer System (ECTS), the applicant shall also indicate which ECTS point value the required coursework and degree-relevant examinations (*Studien- und Prüfungsleistungen*) listed in the certificate correspond to.

3. Proof of all required coursework and degree-relevant examinations (e.g. Transcript of Records) completed within the programme as defined in § 3 (1) No. 1 (including elective modules and, if already known, the title of the bachelor's thesis), stating the number of credits and the average grade achieved at the time of application. If the names of the elective modules and the title of the bachelor's thesis cannot be found in the technically generated Transcript of Records, they must be listed in another document or in the CV.
 4. Proof of adequate language proficiency as per § 3 (2).
 5. If applicable, proof of the subject-specific knowledge referred to in § 7 (1) No. 2 in the form of documents which, in addition to the documents to be submitted in accordance with No. 2, contain an adequate description of the relevant course content successfully completed (e.g. examination regulations of the qualification and/or module descriptions and/or a Diploma Supplement in accordance with the recommendations of the German Rectors' Conference (HRK)). This proof may be dispensed with if the qualification referred to in § 3 (1) was obtained at the University of Münster.
 6. CV (tabular format) with details of the qualifications referred to in § 7 (1) No. 3, if applicable.
 7. If applicable, other documents substantiating fulfilment of the criteria set out in § 7 (1) nos. 2 and 3.
 8. If applicable, documents proving a specific case of hardship (*Härtefall*) as defined by § 7 (5) (e.g. certificate of disability (*Behindertenausweis*)).
- (2) The admissions application must be rejected if it is not submitted on time.² The application may be rejected if the documents referred to in § 2 (1) are incomplete.

Part 1: Requirements for Admission to the Master's Programme

§ 3

Admission Requirements

- (1) Apart from the general terms for enrolment at the University of Münster, the requirement for admission to the Master's programme in Business Chemistry is the successful completion of an undergraduate degree programme in a 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 professional qualification (*Diplom, Staatsexamen*, etc.) with a final grade of 3.3 or better or the applicant must have been among the best 40% of their graduating class. A degree programme in chemistry, business chemistry, biochemistry, food chemistry or chemical engineering at either a German university or a university abroad is considered to be in a relevant field of study as indicated in sentence 1. The selection committee (*Auswahlkommission*) may also admit students from other degree programmes if they have the prerequisite chemistry skills. This is particularly the case if at least 90 credits of chemistry have been earned as part of the degree programme. The Student Admissions Office shall determine if degrees conferred from universities outside the European Union are equivalent. If there is any doubt as to the equivalence of a foreign degree, an appraisal of equivalence is to be obtained from the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).

If it is not clear from the submitted documents in accordance with § 2 (1) whether the minimum number of credits in the subject area of chemistry has been achieved, and if there is sufficient likelihood that the applicant can contribute to clarifying the matter, the head of faculty (or a full-time member of the faculty authorised by the head of faculty) may conduct a personal interview with the applicant.

- (2) A further requirement for admission to the Master's programme in Business Chemistry is proof that the applicant has sufficient knowledge of English to participate actively in the courses. English language skills equivalent to level B2 of the "Common European Framework of Reference for Languages" (CEFR) are considered sufficient. Evidence of sufficient knowledge of English may be provided by the submission of a recognised certificate. Examples of recognised certificates are TOEFL, IELTS and CAE tests, and comparable supporting documents. Applicants whose first language is English, applicants who have completed a bachelor's programme taught in English at the time of enrolment, and applicants with a German university entrance qualification including English with an average grade of "*befriedigend*" (satisfactory) or better, are not subject to this requirement. If, on the basis of the documents submitted, there is doubt as to whether the applicant has knowledge of the English language, the Dean (or a full-time member of the faculty authorised by the Dean) may conduct an interview with the applicant to determine whether they have the necessary command of English.
- (3) Applicants may not gain admission to the Master's programme in Business Chemistry if they have irrevocably failed a degree-relevant examination in a business chemistry or industrial chemistry degree programme or in a thematically related degree programme of similar content.

§ 4

Fulfilment of Admission Requirements, Admission

- (1) The Dean of the Faculty of Chemistry and Pharmacy (FB 12), or a full-time member of the faculty authorised by the Dean, examines the documents and certificates submitted with the admissions application in order to determine whether the applicant meets the admission requirements as defined in § 3.
- (2) All eligible applicants are granted admission to the degree programme.² If an applicant is considered not to meet the admission requirements, the reasons for the rejection must be documented.

Part 2: Admission to the Master's Programme

§ 5

Admission without a Selection Process

If the Master's programme in Business Chemistry is non-restricted or if the number of applicants who meet the admission requirements does not exceed the restricted number of places available, the applicants who qualify for admission are to be admitted without further examination.

§ 6

Selection Committee

- (1) If admission to the Master's programme in Business Chemistry is restricted and the number of applicants who meet the admission requirements exceeds the number of places available, the faculty board (*Fachbereichsrat*) of the Faculty of Chemistry and Pharmacy (FB 12) must set up a selection committee consisting of full-time members of the faculty to carry out the admissions process.
- (2) The selection committee is made up of a chair and a vice-chair, both of whom must be professors, one other member of the group of professors, and one member of the academic staff. With the exception of the chair and the vice-chair, a substitute is appointed for each member of the selection committee. The term of office for selection committee members is two years. Re-election is possible.
- (3) The selection committee is quorate if at least two members are present, including the chair or vice-chair. In the event of a tie, the chair or, in their absence, the vice-chair has the casting vote.
- (4) Meetings of the selection committee are not open to the public. Selection committee members are bound by official secrecy.

- (5) Minutes are taken to document the selection committee's application assessments and deliberations.

§ 7

Selection Process

- (1) If admission to the Master's programme in Business Chemistry is restricted and the number of applicants who meet the admission requirements exceeds the number of places available, applicants are selected on the basis of the following criteria:
1. The grade stated in the certificates as per § 2 (1) sentence 5 no. 2 is assigned points between 10 and 40 in accordance with § 7 (2) and then multiplied by a factor of 0.6.
 2. For other qualifications relevant to the Master's programme in Business Chemistry at the University of Münster, the selection committee can assign additional points with appropriate discretion as follows:
 - a) up to five points for occupationally or research-relevant work placements,
 - b) up to five points for relevant professional experience, or up to five points for special prior training programmes, practical experience, non-academic achievement or non-academic qualifications which demonstrate the applicant's subject-specific aptitude.

In recognition of especially outstanding achievements, up to ten points may be awarded for one or several of the above criteria on a case-by-case basis, but the total points for all criteria may not exceed 15. The sum of the points awarded is then multiplied by a factor of 0.4.

- (2) The following system should be used for awarding points for grades in accordance with § 7 (1), where grades are involved:

Grade	1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0
Points	40	39	38	37	36	35	34	33	32	31	30

Grade	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	3.0
Points	29	28	27	26	25	24	23	22	21	20

Grade	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4.0
Points	19	18	17	16	15	14	13	12	11	10

- (3) The points multiplied by the relevant factor in accordance with § 7 (1) are added together. The scores form the basis of a ranking list.
- (4) Applicants are admitted to the available places beginning with the highest score achieved. In the event of a tie, lots are drawn to determine the position of the candidate on the ranking list.
- (5) Up to 2% of the places available are to be assigned in advance by the Student Admissions Office to applicants who qualify for admission on the basis of the hardship provisions of the Regulations for the Allocation of Study Places in North Rhine-Westphalia [VergabeVO NRW]. The ranking is determined by the level of exceptional hardship; in cases of doubt, lots are drawn.

Part 3: Final Provisions

§ 8

Conclusion of Admissions Process

- (1) If an applicant meets the admission requirements and is admitted to the master's programme, they receive notification of admission (*Zulassungsbescheid*), issued by the Rector, immediately after completion of the process. In the case of § 2 (1) sentence 5 no. 2, the applicant is to receive a notification of admission on the condition that the degree certificate referred to in § 3 (1) is submitted at the time of enrolment.
- (2) If the applicant is admitted to the master's programme on the basis of a ranking list, the Rector is to set a deadline by which the applicant must notify the University of their intention to accept the place offered. If the applicant declines the offer, the place is to be offered to the next applicant on the ranking list. If the applicant fails to notify the University in accordance with § 8 (2) sentence 1 by the given deadline, the offer is deemed to have been declined.
- (3) If an applicant is not admitted to the programme, the Rector is to notify them accordingly and state whether the admission requirements were met. The letter of rejection must specify the reasons for rejection as well as information on the legal remedies available.

- (4) The applicant can only enrol at the University of Münster if they present the notification of admission to the Student Admissions Office together with the enrolment application (*Antrag auf Einschreibung*) within the designated enrolment period. With regard to the other provisions, the current version of the Enrolment Regulations (*Einschreibungsordnung*) of the University of Münster applies.

§ 9

Deception

- (1) If an applicant has acted dishonestly in the admissions process or has submitted or uploaded false or fraudulent documents as per § 2 and § 3, and if this fact is only discovered after the applicant has been admitted, the offer of admission is to be revoked. Revocation is only possible within two years of the disclosure of these facts.
- (2) The applicant must be informed immediately of any decision adverse to them, together with the reasons for the decision and information on the legal remedies available. The applicant must be given the opportunity to be heard before a decision is made.

§ 10

Come into Effect

- (1) These Regulations (in the original German version) come into effect on the day following their publication in the *Amtliche Bekanntmachungen* (Official Announcements – AB Uni) of the University of Münster. They apply for the first time to admissions for the winter semester 2025/2026.
- (2) When these Regulations come into effect, the Admissions Regulations for the Master's programme in Business Chemistry at the University of Münster of 26 April 2021 (AB Uni 36/2021, p. 3420 f.) cease to apply.

Issued (in the original German version) upon the resolution of the faculty board of the Faculty of Chemistry and Pharmacy (FB 12) of the University of Münster of 23.10.2024. The above Regulations are hereby announced.

Please note that in accordance with § 12 (5) of the Higher Education Act of the Federal State of North Rhine-Westphalia [*Hochschulgesetz* – HG NRW], violations of procedural or formal requirements of the Higher Education Act of the Federal State of North Rhine-Westphalia [HG NRW] or of the University's regulations or other legal provisions pertaining to university autonomy

can no longer be asserted more than one year after this announcement, unless

1. these Regulations were not properly published,
2. the Rectorate previously raised an objection to the resolution passed by the deciding committee,
3. the University had already been given notice of a formal or procedural defect and had been informed of the legal provision that has been violated and of the fact giving rise to the defect, or
4. the legal consequence of a deadline for violation notifications was not included in the public announcement of the Regulations.

Münster, 14 November 2024

The Rector

Professor Dr Johannes Wessels

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Glossary of English-German translations

admissions application	<i>Antrag auf Zulassung</i>
Admissions Regulations	<i>Zugangs- und Zulassungsordnung</i>
case of hardship.....	<i>Härtefall</i>
certificate of disability	<i>Behindertenausweis</i>
credit	<i>Leistungspunkt</i>
degree-relevant examination	<i>Prüfungsleistung</i>
enrolment application	<i>Antrag auf Einschreibung</i>
Enrolment Regulations.....	<i>Einschreibungsordnung</i>
faculty board	<i>Fachbereichsrat</i>
German Rectors' Conference (HRK).....	<i>Hochschulrektorenkonferenz</i>
notification of admission	<i>Zulassungsbescheid</i>
dean	<i>Dekan*in</i>
required coursework and degree-relevant examinations	<i>Studien- und Prüfungsleistungen</i>
selection committee	<i>Auswahlkommission</i>
Standing Conference of the Ministers of Education and Cultural Affairs of the Federal Republic of Germany (KMK)	<i>Kultusministerkonferenz</i>
Student Admissions Office	<i>Studierendensekretariat</i>

Translation: Supportstelle Englisch, University of Münster, 2025