

**6.40.84 Directive on the Acceptance to the
Consecutive Master Studies Course in
Mining Engineering at the
Technical University Clausthal,
Faculty for Energy and Business Administration of
7 January 2014
Version of the 1st alteration of June 23, 2015**

The Faculty for Energy and Business Administration issued the following Directive according to § 18 sect. 8 NHG on 7 January 2014 (Off. Gaz. TUC 2014, p. 74).

**§1
Validity**

- (1) This Directive regulates the admission for the Master Studies Course in Mining Engineering.
- (2) The Admission Conditions are regulated by § 2.

**§2
Admission Conditions**

- (1) A candidate applying for the acceptance to a Master Studies Course in Mining Engineering is required to comply with the following conditions:

- a) The candidate
 - has either attained a Bachelor's degree or equivalent in any of the studies courses energy and raw materials and a closely associated discipline at either a German university or a university signatory to the Bologna treaty,
 - or has attained an equivalent degree at another foreign university in a studies course of Mining Engineering or any closely related studies course; the equivalence is to be determined according to the stipulations of the assessment proposals of the Central Bureau for foreign educational system at the Secretariat of the Federal Conference of Culture Ministers (www.anabin.de); and
- b) provides evidence of special suitability according to sections 2 - 5 below.

The decision whether a studies course is closely related is made by the Acceptance Committee (§ 4). Here it will be assessed if the applicant has achieved sufficient basic knowledge during a previous study course in the field of mining such as basic engineering, geosciences and mining. In case of missing basic knowledge, the acceptance

to the studies course can be linked to the condition that any missing qualifications amounting to no more than 30 ECTS points are achieved within the Masters studies course. The condition must be suitable to warrant an adjustment of the qualifications to those required for admission.

(2) The special suitability is based on the Bachelor degree according to section 4 which must have been completed with a grade of at least 3.0 (qualified degree).

(3) In deviation from section 2 a special suitability may be assumed if the degree from the previous degree has not yet been awarded but if at the point of application at least 83 % of the required performance has been completed successfully (i.e. at least 150 performance points have been achieved and the average grade of the previous exam results is at least 3.0). This average grade is taken into account according to § 4, regardless of whether the result deviates from the Bachelor exam.

(4) Applicants without a qualified Bachelor's degree or an equivalent degree according to sections 1 and 2 shall be considered as fulfilling the admission requirements if their Bachelor's degree has been graded with at least 3.5 or if they have achieved an average grade according to section 3 in case at least one of the following criteria a) to d) has been met and is applicable:

a) relevant professional experience or internship of at least eight weeks before, during or after the studies, or

b) the Bachelor's dissertation has been graded at least 2.0, with the dissertation completed no longer than one year before the time of application, or

c) relevant research activities (e.g. internship at research institutions, participation as a research student in larger research projects such as graduate colleges or specialized research fields) amounting to at least eight weeks before, during or after the studies, or

d) excellent publications in reviewed specialist literature,
and
the submission of a written application describing the suitability and motivation for the Masters studies and degree.

The Admission Acceptance Committee reserves the right to invite candidates not meeting the admission requirements to the full extent to a suitability interview according to § 5.

(5) Applicants whose mother tongue is not the English language and whose Bachelor's degree has not been achieved in the English language must provide evidence of sufficient English language skills. Sufficient English language skills can be assumed if the applicant has an IELTS grade of 6.5 or better, or has been awarded at least 79 TOEFL IBT points.

§ 3

Course Beginning and Application Deadline

(1) The Master studies course Mining Engineering starts at each winter term. The written application including the application documents according to section 2 must be submitted to the university no later than April 1. If not all required documents can be provided in time an extension of the submission deadline can be applied for. In case of delays in the receipt of the written application an admission cannot be claimed; the application is only valid for the placement at the respective application date and term and cannot be transferred.

(2) The application and reports and evidence in certified copy must be accompanied by the following documents in German or English:

- a) the Bachelor's degree, as far as this is already available,
- b) a transcript of records for the performance, including the performance points and the average grade (Transcript of Records),
- c) a CV,
- d) evidence according to § 2 sect. 5
- e)

(3) Applications received incompletely, with formal deficits or delayed may be excluded from further proceedings; all documents shall be retained by the university.

§ 4

Admission Approval Committee for the Master Studies Course Mining Engineering

(1) The Faculty for Energy and Business Administration will form a committee with the objective of preparing the suitability decision, which will examine the meeting of the requirements for the admission to the Master studies course in Mining Engineering (Z Committee).

(2) The Z Committee shall consist of three voting members from the university teaching and other staff, as well as one representative from the group of students with an advisory function. At least one member shall be from the university teaching staff. The members are appointed by the Faculty Council of the Faculty for Energy and Business Administration for a term of three years, with the student member appointed for only one year. Successive re-appointments are possible. The Z Committee shall reach its quorum if at least two voting members including at least one member of the university teaching staff are in attendance.

(3) The following tasks are assigned to the Z Committee:

- a) Examination of the admission applications received regarding their formal correctness,
- b) Examination of the admission conditions,
- c) Conducting the suitability interview according to § 2 sect. 4,
- d) Decision on the admission conditions of the applicants.

(4) The Z Committee reports to Faculty Council of the Faculty for Energy and Business Administration after the completion of the admission proceedings about the experiences made and provides, as appropriate, proposals for the further development of the admission procedure.

§ 5

Suitability Interview

(1) The purpose of the suitability interview is to check whether the following suitability conditions are satisfied:

- specific talents and skills as well as interests on the part of the applicant which can have a positive effect on the studies,
- an applicant's special motivation to pursue the Master studies in Mining Engineering,
- scientific as well as basic research and method-oriented working skills,
- knowledge and skills in scientific basics or the basic skills from the initial studies,
- as applicable, evidence of professional and / or internship work of at least eight weeks according to § 2 sect. 4.

(2) The following principles apply to the suitability interview:

Normally, the suitability interview is held on the campus of the TU Clausthal. In well-reasoned exceptional cases, remote interviews via video-conferencing are possible. The exact date/time and place for the interview will be announced in good time before the commencement of the interviews. Applicants will be invited to the suitability interview in time.

The Z Committee will conduct the interview with individual applicants only.

Minutes will be taken on the major questions, answers and the result of the interview, which will need to be signed by all present Z Committee members. The minutes must include place and date/time of the interview, the names of the Z Committee members, the applicant's name as well as the assessment.

§ 6

Decision Notice, Procedure Conclusion

- (1) Applicants meeting the admission requirements will receive a written admission notice from the university.
- (2) Applicants failing to meet the admission requirements will receive a written rejection from the university.
- (3) The admission proceedings will be concluded no later than two weeks after the beginning of lecture term.
- (4) The general matriculation conditions and requirements of the TU Clausthal applicable remain unaffected. The matriculation of applicants found to be especially suitable according to § 2 sect. 5 shall be null and void if the Bachelor degree required for the winter term is not submitted to the university by 1 December; this shall be the applicant's sole responsibility.

§ 7

Becoming Effective

This modification and amendment shall become effective directly upon its publication in the Official Gazette of the TU Clausthal.