

**INFORMATION SHEET FOR THE APPLICATION AND ADMISSION
TO THE MASTER PROGRAM
“ENERGY MANAGEMENT AND ENERGY TECHNOLOGY
(MASTER OF ENGINEERING)”**

Qualification requirements / Admission requirements (§ 4 SPO EMT/HSAN-20111-3)

1. Admission requirement to the master program is a degree that qualifies for a profession (bachelor degree, German Diploma, master degree) as well as equivalent degrees with the overall grade of **2.5 or better (modification since summer semester 2017)** according to German grading. Minimum duration of study in study path, qualifying for a profession, needs to be at least six terms of prescribed period of study and additional written Bachelor-Thesis.
2. Qualified degree courses (§ 4 Para. 1, SPO EMT/HSAN-2011-2 (Study and Examination Regulations)) are Energy and Environment Technology, Mechanical and Electrical engineering, Process Engineering, Environment protection, Industrial engineering, Physics, mathematical-scientific course of study. Furthermore a course of study is qualified if its test achievements cover the test achievements of one study course mentioned in Para. 2 sentence 1 and if they are equivalent. The equivalence of the test achievements is verified by the board of examiners considering the Article 63 BayHSchG.
3. If you finished a course of study which is not mentioned above (point 2), you have to send your study and examination regulations of your course additionally. The professional qualification course must have a direct and professional relation to the master course Energy Management and Energy Technology.

Please note: the master course is designed as a three semester course with the total amount of 90 ECTS points. Because the Bologna-Process bases on 300 ECTS points in total (Bachelor- or Diploma + Master), students who finished a 6-semester Bachelor with 180 ECTS, have to make up for 30 ECTS. Graduates of a Diploma course or a 7 semesters Bachelor course don't have to make up for these 30 ECTS.

Application process (§ 5 SPO EMT/HSAN-2011-2)

Application and admission is possible for both, winter and summer terms. The application has to be on time, for winter term between 2nd of May until 15th of July. For summer term the application period is between 1st of December until 15th January.

During this period, the online application portal is open (<http://www.hs-ansbach.de/>). Your application can only be done in the regular form and within the application period described above.

Procedure:

1. Please click on the button "Online Bewerbung" on www.hs-ansbach.de.
 2. Follow the instructions and choose the study program which you want to apply for.
 3. Add all the documents to your application requested on the homepage.
 4. Submit a preliminary documentation of international accounts of uni-assist e.V. (www.uni-assist.de) in case of a bachelor degree, which was not acquired in Germany.
- Please note that the review by uni-assist e.V. might take up to 6 weeks!

Following documents have to be submitted simultaneously with the application:

- Your graduated certificate of the qualified study course following paragraph § 4 Abs. 1 (note important information page 2)
- The study and examination regulations of the qualified study course following § 4 Abs. 1 (if necessary, note point 3)

Important information: if you don't get your graduate certificate until the end of the application period, you have to hand it in until the 30th of September (for winter semester) or until the 14th March (summer semester). The document should include the diploma or an appropriate confirmation (including the final grade and the achieved ECTS-points). Otherwise there will be no admission!

Information for foreign students:

If you acquired your graduate certificate (diploma, certificates, ...) abroad, you have to present authenticated and into German translated copies to uni-assist e.V. for evaluation. You will find the application for evaluation [here](#) or at <http://www.uni-assist.de/>.

There you will also find more information about the evaluation process. A preliminary check of your documents can be done all the year. Please note that it takes up to 6 weeks checking the documents by uni-assist e.V. – so please hand in your documents early enough. An amount has to be paid directly to uni-assist. You have to hand in the **original** notification of the preliminary check documentation until the 1st of August (winter term) or 15th January (summer term).

Please add a copy of your valid ID card or your passport. Furthermore we need an evidence of existing German language skills. The University of Applied Sciences reserves the right to check the German language skills of foreign students. The equivalence of the foreign degrees is determined by the assessment commission, observing Art. 63 BayHSchG.

Admission procedure

Applicants, whom hand in their application and prove that all necessary qualification requirements are fulfilled, receive an admission.

Enrollment

If you receive an admission for the master course you will get an admission notification with further information.

The master course "Energy Management and Energy Technology" is a consecutive master course. Each semester 52.00 € have to be paid to the student services. You will find further payment terms in the notification.

Contact

Contact for content and technical questions:

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