

The following is the unofficial faculty translation of the admissions regulations for the Master's degree program "Management Information Systems". Only the official German version is legally binding.

**Admission Regulations for the Master's Program "Management Information Systems"
at the University of Bremen
From October 19, 2022**

On October 25, 2022, the President of the University of Bremen has approved, in accordance with § 110 section 3 of the Bremen University Act (BremHG) in conjunction with § 33 section 6 BremHG in the version of the Announcement of May 9, 2007 (Brem.GBl. p. 339), last amended by Article 1 of the Act of March 29, 2022 (Brem.GBl. p. 159), and § 3 section 2 of the Bremen University Admissions Act in the version of the announcement of November 9, 2010. (Brem.GBl. p. 545), last amended by the Senate's allocation of responsibilities of October 20, 2020 (Brem.GBl. p. 1172), the admission regulations for the master's degree program "Management Information Systems" in the following version.

§ 1

Admission Requirements and Procedure

(1) Admission requirements for the Master's degree program "Management Information Systems" (short title "MIS") are:

a. a first professional university degree in one of the following:

- Business Informatics
- Computer Science
- Business Studies
- Economics
- Digital Media
- Industrial Engineering

or in a course of study that does not show any significant differences in content, scope and requirements to the aforementioned, with study achievements of at least 180 credit points (CP) according to the European Credit Transfer and Accumulation System (ECTS), or achievements which do not show any significant differences in content, scope and requirements to the aforementioned.

b. Evidence of at least 12 CP in the area of practical computer science and 12 CP in business studies fundamentals obtained in a prior degree program.

c. At the time of application, English language proficiency equivalent to at least level C1 of the Common European Framework of Reference for Languages (CEFR) must be proven. The language certificate can be omitted if applicants have completed their university entrance qualification or the most recent university degree in English.

(2) The selection committee shall decide on the recognition of academic achievements or courses of study in accordance with section 1 letters a and b.

(3) Applications may be submitted if the previous course of study has not yet been completed by the application deadline, but study and examination achievements of at least 130 CP have been obtained. If the application fulfills the further admission requirements according to § 1 section 1 letters a, b and c, admission may be granted on the condition that all study and examination achievements for the first degree qualifying the applicant for admission are completed no later than two weeks after the start of the course of the Master's program. The corresponding certificates and diplomas, including the proof of the final examination, must be submitted by December 31 of the same year at the latest.

(4) The Student Office shall verify if the application meets the formal admission requirements. If it does, the applicant shall be admitted to the course of study, provided that the number of applications does not exceed the number of admissions pursuant to § 4 section 1.

§ 2

Start of Semester

Applicants for the Master's degree program "Management Information Systems" are admitted to the University of Bremen in the winter semester. The start of the semester is October 1. Advanced students are admitted to the respective summer or winter semester. Semester start is April 1 for the summer semester and October 1 for the winter semester.

§ 3

Form and Deadline of Applications

(1) The application and the proofs according to § 1 must be submitted electronically by the application deadline. The website of the University of Bremen contains further details: <https://www.uni-bremen.de/en/master>.

(2) For enrollment, but no later than two weeks after the start of the course of the Master's program, the documents mentioned in section 3 must be submitted in paper form and, for copies of official documents, in officially certified hardcopy. Documents that are not written in German or English require officially certified translations. Only official certifications from German authorities are accepted. The translations must be made or verified by a sworn translation agency.

(3) The following documents must be submitted:

- Acceptance of the Study Place („Annahmeerklärung“),
- Proof of all admission requirements specified in § 1,
- proof of knowledge of English at level C1
- description of the course of studies so far (study and examination achievements with CP, Transcript of Records or comparable document),

(4) The application of an advanced student requires the proof of at least 10 CP for the Master's degree. For the summer semester, this is due January 15 in case of restricted degree programs, and two weeks after the beginning of the lecture period in case of non-restricted degree programs. For the winter semester, it is due May 31 in case of restricted programs, and two weeks after the beginning of the lecture period in case of non-restricted programs.

§ 4

Selection of Applicants

- (1) Admission may be limited and, if necessary, reassessed on an annual basis. If the number of applicants who meet the admission requirements exceeds the capacities according to § 1, an order of priority shall be established according to section 2, according to which the admission is granted.
- (2) A selection committee in accordance with § 5 shall evaluate the application documents on the basis of the evaluation scheme set forth in section 3.
- (3) The evaluation scheme for the ranking includes 100 points, distributed according to the following selection criteria:
- Max. 50 points: Overall grade of previous degree or grade point average achieved at the time of application (min. 130 CP). For this purpose grades are rounded up to one decimal place according to standard rounding rules and converted into points as follows
 - 1.0 – 1.5 50 Points
 - 1.6 – 2.0 40 Points
 - 2.1 – 2.5 30 Points
 - 2.6 – 3.0 20 Points
 - 3.1 – 3.5 10 Points
 - 3.6 – 4.0 0 Points
 - Max. 50 points: Evaluation of the relevance of the major field of study in the previous program and previous experience in the field of business information systems. The selection committee awards between 0 and 50 points with special consideration of projects.
- (4) The selection committee shall form a ranking order for admission according to section 3.
- (5) Selection on the basis of hardship is possible. The study places of the hardship quota (5 percent) shall be awarded upon application to applicants for whom non-admission would represent an exceptional hardship. Exceptional hardship is if there are special social or family reasons that make it absolutely necessary for the applicant to begin their studies immediately. The order of priority is determined by the degree of exceptional hardship.
- (6) The President decides on the admission to study programs and on appeals against rejections.

§ 5

Selection Committee

A selection committee carries out the tasks associated with these regulations. The members of the selection committee shall be appointed by the faculty council. The committee consists of

- 3 professors active in the study program,
- 1 academic staff member and
- 1 student.

The academic committee members are appointed for two years; the student member for one year. All members of the commission are entitled to vote.

§ 6

Entry into Force

These regulations shall enter into force on the day following their approval by the President. They shall be published in the Official Gazette of the University of Bremen and shall apply to admissions from the winter semester 2023/24. The admission regulations of July 21, 2021 shall cease to be in force when these regulations come into force.

Approved, Bremen, October 25, 2022

The President
of the University of Bremen