

**Regulation for Admission to the
Master's Distance Study Programme in Business Systems
at the University of Wismar
University of Applied Sciences: Technology, Business and Design**

dated 13.07.2007

last amended by the Second Statute for the Amendment of the Regulation concerning admission to the Master's in Business Systems Distance Study Programme of the University of Wismar, University of Applied Sciences: Technology, Business and Design, dated 18.12.2015

**§ 1
Purpose of the regulation**

The Regulation governs the procedure for the admission to the postgraduate Master in Business Systems Distance Study Programme at the Faculty of Economic Sciences at the University of Wismar.

**§ 2
Application for admission**

(1) The application for admission must be submitted to the University of Wismar in writing within the current deadlines.

(2) The University specifies the type and form of the application for admission and the documents to be submitted. The University may allow an applicant to submit individual documents at a later date. The following documents are required for application for admission:

1. Application for Admission to a course of study (official form),
2. Sworn copy of first degree certificate and sworn copy of School Leaving Certificate,
3. Curriculum Vitae in tabular format,
4. Suitable evidence of relevant practical professional activities subsequent to the award of the first academic degree,
5. If required, evidence of sufficient knowledge of English.

(3) Applicants, who fail to submit their application for admission in due form or who submit an incomplete application for admission shall be excluded.

**§ 3
Selection procedure**

(1) Only applicants, who provide evidence in accordance with § 4 of the Examination and Study Regulations, shall be admitted to the selection procedure.

(2) If the number of applicants, who satisfy the admission conditions, exceeds the number of study places available, the Examinations Committee shall decide on admissions in the due execution of their discretion in accordance with the level of the first degree professional qualification.

**§ 4
Notification of approval, clearing, legal remedies**

(1) The Examinations Committee shall have the final decision in the selection and admissions procedure on the basis of examination results.

(2) Notifications of admission are sent out by the Student Registration Office. The decision also includes a preclusive period, within which the applicant admitted pursuant to the Enrolment Regulations of the University of Wismar must pay all the contributions, fees and charges, must register and submit any documents not yet submitted. If this period is not observed the decision to admit the applicant shall be rescinded.

(3) If allocated study places remain unfilled, these shall be assigned in commensurate number to the applicants under consideration (clearing). The selection procedure ends as soon as the clearing procedure has filled all the available study places, at the latest, however, one month subsequent to the start of the respective semester.

(4) Admission refusals are communicated and other onerous administrative acts in accordance with this Regulation are undertaken by the Student Registration Office. Admission refusals must be substantiated in writing and provided with information on the legal right to appeal.

§ 5
(Entry into force)