Information about the application-procedure

Regulations for applicants with a first degree

Admission requirements
The distance education programme “Nanotechnology” at the TU Kaiserslautern is designed for university graduates who have at least one year of related job experience subsequent to earning an undergrad degree in one of the natural or engineering sciences, pharmacy or medicine. All previous job experience up to the application deadline should be provided along with the respective documentation because in terms of course aims, content, didactics, and organization, the programme is designed for working persons. Job experience acquired after obtaining the undergrad degree may also include appropriate periods of time spent working for a PhD programme.

Needed documents for your application:
- Application form
- Officially certified copy of the certificate of your university degree (Diplom certificate (Urkunde) and Diplomzeugnis, state examination, bachelor or master certificate) incl. the list of subjects and grades
- Officially certified copy of evidence of professional activities (see “information about employer confirmation”)
- Declaration about coaching the Master’s thesis

Because of the Institution which will coach the Master Thesis:
As part of the application for admission to the correspondence course “Nanotechnology,” applicants must make a written declaration stating that an appropriate institution has agreed to enable the performance of a master’s thesis. The appropriate documentation from the facilitating institution is to be provided before the end of the fourth semester. If no documentation is received from the facilitating institution by this time, the student must contact the Distance & Independent Studies Center (DISC). This office will then examine the possibility, on the basis of exceptional circumstances, to complete the master’s thesis within the University of Kaiserslautern. Therefore, send this declaration with your application till latest the application deadline: http://www.uni-kl.de/en/studies/prior-to-enrollment/application/distance-learning/specific-information/

For the enrolment to this English-language Masters distance education programme a sufficient proof of English proficiency is necessary. These can be evidenced by:

a) Common European Framework of Reference for Languages with B 2,
b) Cambridge Certificate of Proficiency (CPE) with Grade B,
c) IELTS (International English Language Testing System) at 6.5,
d) TOEFL internet-based 72 points,
e) TOEFL paper-based with 543 points or
f) comparable qualifications.
For more information on the comparable qualifications, please refer to the respective examination regulations.

If you would like to have an acknowledgment of receipt, please add a stamped postcard with your application.

Application deadline:
From May till 15th of July each year (receipt at TU Kaiserslautern)

Regulations for applicants without a first degree (aptitude test):

Admission requirements
Applications are also accepted from those who do not have an undergrad degree:
1) A university entrance qualification, three years of relevant experience in a related job and the successful completion of an aptitude test
or
2) Professional training with a qualifying completion certificate (grade average of at least 2.5) followed by at least 2 years work experience, three years of relevant experience in a related job and the successful completion of an aptitude test
or
3) advanced professional qualification in the form of a master craftsman (German: Meisterprüfung) examination or an equivalent exam, three years of relevant experience in a related job and the successful completion of an aptitude test

In addition to that you need the mentioned work experience in accordance to the official admission requirements (see page 1).

Needed documents for your application („Portfolio“):
- Letter of Motivation justifying your study goals (max. length 3000 characters); This is a detailed presentation of the applicant’s previous educational development and is substantiated by qualifying attachments
- Curriculum vitae
- Descriptions of professional employment and areas of responsibility
- School and other training certificates
- Where applicable, certificates of successful participation in professional development classes
- Work evaluations or other references related to work experience.

Information about the aptitude test:
An aptitude assessment is performed to determine if the occupational training and subject matter knowledge of the applicant are equivalent to a completed undergrad degree. The aptitude test is an assessment of whether the applicant has acquired the required subject matter expertise to enable successful participation in the program.

The aptitude assessment consists of two parts:
1) the application portfolio
2) a written exam

After passing the aptitude test, you can apply for this distance education programme till latest the official application deadline (15th of July each year). Furthermore, the following documents are needed (see page 1):
- Application form
  - Declaration about coaching the Master’s thesis
  - a sufficient proof of English proficiency

If you would like to have an acknowledgment of receipt, please add a stamped postcard with your application.

Application deadline:
From November till latest 31 of January each year (receipt TU Kaiserslautern)
**General Information about the application:**

1. In case of academic title please provide relevant evidence (e.g. PhD certificate)

2. Should you be under 30 years of age when starting your studies a special certificate verifying your health insurance (for enrolling at a university) is necessary. You can get this certificate which is issued according to Student Health Insurance Act (Studentenkrankenversicherungs-Meldeverordnung) from your health insurance. This includes the following information: are you subject to compulsory insurance, not subject to compulsory insurance, exempt from insurance; when subject to compulsory insurance the code number for the health insurance is necessary (from the individual or the employer). When privately insured, you receive the certificate of health insurance from the public health insurance company you (or your family) were a member of last. If there is no past public health insurance company, then you can choose any public insurance company for the certificate. **Foreign applicants are excluded from this choice!**

3. In case of a change of name, please include the necessary certificates (e.g. marriage certificate) in the application.

**Information about the university degree:**

- The first degree is always relevant!
- Please submit a certified certificate and certified the record of academic achievement of your first degree.

**Certifications within the federal republic of Germany:**

The procedure of a certification is regulated in §33 of the so-called „Verwaltungsverfahrensgesetz“. The basis regarding the jurisdiction of a certification is derived from the state law on certification authority (Beglaubigungsbefugnis) established on 21 July 1978. According to this, the following people are allowed to authorize certifications:

- The mayor, the town leaders (Ortsvorsteher), the municipal administration without any associations, the city administration of the county borough and large district cities, the district administrations, the „Struktur- und Genehmigungsdirektionen“, the „Aufsichts- und Dienstleistungsdirektion“, the director and Judicial Director and presiding judges, the public prosecutors and Advocates Generals, the penitentiaries, the top regional authorities, the public health insurances that are not subject to state authorities, all other authorities within their respective jurisdiction.

The following authorities are not allowed to provide certifications:

Charities, church institutions, public corporations, interpreters, health insurances, banks, savings banks (Sparkassen), clubs, students unions.

Schools, public study colleges or universities are only allowed to certify certifications which they have issued. It is important that the copy of the original document is certified (and not a previously certified copy), the endorsement (Beglaubigungsvermerk) states, what is being certified, the date, place and signature of the certifying person and an official seal (usually includes an emblem) are added. If the document which is to be certified have both pages printed there are two options: 1. each side of the page needs to include an endorsement (Beglaubigungsvermerk) or 2. the endorsement (Beglaubigungsvermerk) on the front of the page must state that it includes the other side of the page. Is there more than one document to be certified they can be summarized in a „summarized certification“ (Sammelbeglaubigung). A note stating that this is a „summarized certification“ has to be included.

**Abroad**, the following institutions are able to certify documents: the diplomatic mission of Germany and authorities and notaries in the respective country.

**Should the documents concerning your university degree be neither in English or German they need to be translated:**

Certificates, which have been translated ABROAD can be certified with the „Beglaubigungsvorwurf“ “Gesehen in der Botschaft (im Konsulat) der Bundesrepublik Deutschland zu Legalisation...“ by the German embassy or consulate legalized by a notary with the „Haager Apostille“
Certificates, which have been translated in GERMANY have to be translated and certified by a judicial certified translator. The seal of the translator has to include the inscription "Öffentlich bestellter und vereidigter Übersetzer". The seal also has to show for which language the translator is allowed to translate according to law. The address of the translator has to be included in the translated document.

Foreign university & school certificates

Should you verify your university entrance qualification by foreign documents, please see the following information:

According to Nr. 1.4 of the attachment „Besonderen Gebührenverzeichnis“ of the state Rhineland-Palatinate the TU Kaiserslautern charges a fee of **50,00 Euro** for the evaluation and approval of foreign certificates and qualifying certificates. Thus, after sending the application you get an acknowledgement of receipt and a note requesting you to pay the appraisal fee of 50,00 Euro. Please only pay after you receive this request for payment to the account stated. Please also include you **application number** in the payment! Only after we receive the payment can your application be processed and checked. Therefore, we recommend you to apply early in the application process and not wait "until the last minute".

**Information about the employer confirmation**

In general, professional activity can also be proven by employers’ and interim references, job descriptions, assessments, etc. The following information **must** be made evident by the evidence provided:

- Time frame of occupation (from ... until ...)
- Full-time or part-time work, possibly the actual number of working hours have to be stated, as the employment needs to at least half of the regular working hours per week.
- Type of employment, as the relevance of the work experience has to be reviewed with regards to the study program.
- Date of the letter
- Submitting of the original letter or an officially certified copy
- No employment contracts!

**What do I have to submit when I am a freelancer / self-employed?**

Freelancer or self-employed people can prove their occupation with an own declaration. It is important that the duration (from ... until ..., amount of hours if applicable) and the type of work is mentioned. Additionally, relevant evidences, e.g. business registration, extract from the commercial register, certificate of the revenue office, **must** be submitted.

Declaration

Hereby I declare that I "name, surname" born on "date of birth" residing at "address" that I am / was working "from ... until ..." for "... hrs / week" as "type of work". Some of my work included/s:

- examples
  Date, Signature

**What should I consider by my occupation?**

It has to be a qualified occupation. This means, that no occupation as a working student, internships, and honorary offices can be acknowledged as an occupation necessary for the study program.

When reviewing the existence of relevant work experience, **internships** generally do not count towards this; except the examination regulations says something different. An internship does not represent an occupation
since there is no employment contract according to §611 ff. BGB and occupational safety laws do not apply. According to German jurisdiction interns are not employees (Bundesarbeitsgericht (BAG), Urteil vom 5. August 1965, 2 AZR 439/64). The internship exists to provide first practical experience within a study program or an apprenticeship.

Additionally, "marginal employment" (geringfügige Beschäftigung) will only be acknowledged partly. This is the case because marginal employment (also called "minijob", "mikrojob" or "450-Euro-Job") is an occupation with a very low income or an occupation with a short duration according to German insurance law (Sozialversicherungsrecht). For this reason, it can only be acknowledged according to the length (hrs / week) of the occupation.

A so-called Referendariat (teaching internship) cannot be acknowledged because it is part of the education process.

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**Until when do I have to provide evidence of the necessary occupation?**

When applying for a study program with **free admission** evidence of the necessary occupation has to be provided after your first degree until the end of the application period, latest till the **start of the respective study program** (October 1).

When applying for a study program with **restricted admission** evidence of the necessary occupation has to be provided after your first degree until the **end of the application period** of the respective study program.

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**Why does only an occupation AFTER finishing the first study program count?**

According to the respective examination regulations for **postgraduate** distance study programs at the TU Kaiserslautern an occupation after finishing the first study program is always necessary. In general, an occupation before the first study program can therefore not be taken into account.

The distance study programs of the TU Kaiserslautern are postgraduate programs. These types of study programs require practical experience of one year minimum after completing the first study program unlike consecutive postgraduate study programs. The contents of these study programs are supposed to take practical experience into account and use them (see also Ländergemeinsame Strukturvorgaben für die Akkreditierung von Bachelor- und Masterstudiengängen, Beschluss der Kultusministerkonferenz vom 10.10.2003 i.d.F. vom 04.02.2010 Abschnitt A 4, Ziffer 4.2).

These study programs were built as postgraduate distance study programs and are accredited as such. Part of the accreditation process is to ensure that there is a minimum occupation requirement of one to two years, which is determined by the examination regulations under section "Zugangsvoraussetzung". In the examination requirements no exception to this rule is provided.