

**Regulations for the determination of aptitude according to § 49 section 7 HG for the
Master's study programme Economics with the degree "Master of Science"
at the Heinrich-Heine-University Düsseldorf
25.08.2020**

Based on § 2 section 4 and § 64 section 1 of the Act on Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) of September 16, 2014 (GV. NRW 2014, page 547), last amended by the Act Amending the Higher Education Act of July 12, 2019 (GV. NRW, page 377), Heinrich Heine University Düsseldorf has issued the following regulations:

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Article I

§ 1 Admission to the Master's programme

(1) Admission to the Master's program requires a Bachelor's degree with a grade of at least "2.5" in an accredited economic, social science or mathematical-analytical program. The total ECTS credits earned in the completed studies must be at least 180. At the end of the completed program, a thesis must have been written with a workload that led to the award of at least 10 ECTS credits.

(2) If the Bachelor's degree has not yet been completed in full, an application is possible if at least 75 percent of the credit points to be acquired or the achievements recognized as equivalent have been successfully completed and the knowledge required in § 2 has already been acquired in full. In this case, the result of the Bachelor's examination is replaced by the average grade of the examination performances already achieved, calculated and certified by the responsible examination office. Notification of the award of the special aptitude based on the successful completion of the examination will then be made with the proviso that the degree certificate is submitted in the first semester at

the latest by the time of registration for the final module examinations; Registration for the first final module examination requires enrolment in the Master's program.

If the Bachelor's examination is not completed with a grade of at least "2.5", the conditional determination of aptitude shall be revoked.

(3) If an applicant has definitively failed a comparable economics Bachelor's, Master's or Diploma degree programme at this or another higher education institution, admission to the Master's degree programme in Economics shall be refused.

§ 2 Subject of determination

The subject of the aptitude determination and thus the necessary prerequisites for admission to a Master's programme in Economics at the Faculty of Economic Sciences are in-depth knowledge in quantitative-methodical subjects [generally at least 18 ECTS points in mathematics and statistics] and sufficient knowledge in economics [generally at least 24 ECTS points in business administration and economics]. In addition, sufficient knowledge of the English language must be demonstrated. The following certificates are recognised:

- Test of English as Foreign Language (TOEFL) "Internet based" Test (IBT) with a score of at least 90 points,
- IELTS-Test with a score of at least 5,5,
- Cambridge Test – Certificate in Advanced English (CAE),
- First Certificate in English (FCE) with a grade of B or higher,
- A certificate proving English language skills at level B2 of the "Common European Framework of Reference (CEFR)". This proof is provided, for example, by presenting a German Abitur certificate showing that English has been taken continuously until the end of qualification phase 1 (year 11 in the case of G8 Abitur, otherwise year 12) and has been completed with at least sufficient performance,
- Placement Test by the language centre of the HHU at the level B2.

Reference is made to the language regulations of the Heinrich Heine University Düsseldorf.

§ 3 Selection committee

(1) The examination board of the Faculty of Economic Sciences forms a selection committee from the full-time lecturers of the faculty to determine the suitability.

(2) The selection committee shall determine the details of the procedure for determining the required aptitude, shall ensure that it is conducted properly and shall make the necessary individual determinations for admission to the procedure pursuant to § 5 and on the special aptitude.

(3) The selection committee consists of the chairperson, his/her deputy and one other member. The chairperson and his/her deputy shall be appointed from the group of professors, the other member from the group of academic staff. A deputy shall be appointed

for all members. The term of office of the members shall be one year. A repeated appointment is permissible.

(4) The selection committee has a quorum if at least two members are present. It decides by simple majority. In the event of a tie, the vote of the chairperson or, in his/her absence, the vote of his/her deputy shall be decisive.

(5) The meetings of the selection committee are not public. The members of the selection committee are subject to official secrecy.

§ 4 Dates and Deadlines

(1) The dates for the procedure to determine particular aptitude are set by the selection committee.

(2) The application for participation in the procedure must be sent to the chairperson of the selection committee together with the other application documents by the deadline set for the application.

§ 5 Admission to the procedure

(1) The applicant must register for the aptitude test via an online procedure. Information on the online procedure is posted on the website of the Faculty of Economic Sciences.

(2) The applicant must also submit the following application documents by the deadline:

- a completed application form,
- proof (officially certified copies) of the existence of the prerequisites according to § 1 section 1 and § 2.

(3) Admission shall be refused if the applicant fails to submit the documents according to section 1 and 2 or fails to submit them in time according to § 4.

§ 6 Proof of particular aptitude

(1) The examination of the application documents is carried out by the selection committee.

(2) The particular aptitude is proven if the selection committee determines by majority vote that the applicant fulfils the requirements according to § 1 and § 2.

§ 7 Completion of the procedure

(1) If the applicant is awarded the particular aptitude, he or she will receive a certificate from the selection committee immediately after the end of the procedure.

(2) If the particular aptitude of an applicant could not be established or is deemed not to have been established, the selection committee shall issue a written decision on this.

(3) Enrolment at Heinrich Heine University Düsseldorf can only take place if the notification of particular aptitude is submitted to the Student and Examination Administration together with the Bachelor's degree certificate and the application for enrolment in due time as defined in § 1 section 2. In the case of an admission restriction, the award procedure according to VergabeVO NRW must also be gone through. In all other respects, the enrolment regulations of the Heinrich Heine University Düsseldorf shall apply in the currently valid version.

(4) In deviation from section 3, enrolment for a Master's degree programme can also take place if the Bachelor's certificate is still missing, this absence is not the responsibility of the student and the average grade of the examinations taken so far corresponds to the BA grade specified in § 1 (1). In general, the student is not responsible for the absence of the admission requirements if all examination results have been passed before the beginning of the semester of enrolment.

(5) Enrolment in accordance with section 4 shall expire if proof of fulfilment of the admission requirements is not submitted within six months, calculated from the first day of the semester of enrolment.

§ 8 Deception

(1) If an applicant has been deceptive in the procedure for determining the particular aptitude and this fact only becomes known after the certificate according to § 7 has been issued, the selection committee shall revoke the determination of the particular aptitude and inform the student and examination administration accordingly.

(2) The applicant must be informed immediately in writing of any adverse decisions made by the selection committee and the reasons for such decisions must be given. The applicant shall be given the opportunity to be heard before the decision is taken.

§ 9 Repetition

The procedure for determining particular aptitude described in these regulations may only be repeated once if the underlying facts (subject of the determination pursuant to § 2) have subsequently changed significantly.

§ 10 Inspection of the procedure files

(1) After the procedure has been completed, the applicant will be granted inspection of the procedure files upon request.

(2) The application shall be submitted within one month after the issuance of the notice pursuant to § 7. The chairperson of the selection committee shall determine the time and place of the inspection.

Article II

§ 11 Effectivity and publication

These regulations shall enter into force on the day following their publication in the Official Announcements of the Heinrich Heine University Düsseldorf.

Issued on the basis of the resolution of the Faculty Council of the Faculty of Economic Sciences of 22.04.2020.