

Article 1
Purpose and Time of the Aptitude Test, Application

(1) As defined in Article 3, Section 1, No. 6 of the Examination Regulations for the Master's Degree Programme, enrolling for the Master's degree programme Management of Textile Trade and Technology at the Hochschule Niederrhein requires passing an aptitude test to determine the suitability of applicants in accordance with the provisions of these Aptitude Test Registrations. The provisions governing provision of evidence to fulfil additional enrolment conditions remain unaffected.

(2) During the aptitude test applicants must provide evidence that they have the necessary suitability to complete a degree programme successfully.

(3) An aptitude test is carried out before each enrolment deadlines. The written documents required for the aptitude test (Article 2 Section 1 Nos. 1 to 3) must be submitted to the Student Office of the Hochschule Niederrhein within the generally applicable application deadline (by 15 July for the winter semester, 15 January for the summer semester). The aptitude testing proceedings commence immediately after the end of the application period. Applicants who have not submitted complete documentation by the deadline and those who do not meet one of the other enrolment criteria are not permitted to take part in the aptitude testing proceedings.

Article 2
Content of the Aptitude Testing Proceedings

(1) The suitability of the applicant is determined by a process in which the following indicators are evaluated:

1. First university degree as a professional qualification,
2. Letter of motivation with curriculum vitae,
3. Outline of a research and development project on a set topic.

(2) The suitability indicators given in Section 1 are evaluated each on a scale of 0 to 20. The points are added so that the applicant can be assigned a maximum total of 60 points.

(3) On the basis of the assigned points in compliance with Section 2 sentence 1 and the achieved number of points in compliance with Section 2 sentence 2, the decision is made as follows:

- a) Suitability is not awarded if the applicant obtains fewer than five points in one indicator or fewer than 31 points overall.
- b) Suitability is granted if the applicant obtains at least five points in each indicator and more than 31 points overall.

(4) Applicants who do not hold a degree that qualifies them to take up a profession as defined in Section 1 No. 1 by the set deadline can take part in the aptitude testing proceedings with a preliminary certificate instead of the final certificate. The preliminary certificate entitles the holder to take part in the aptitude test if it certifies that the applicant needs fewer than 30 ECTS points to graduate and that admission for the Bachelor's thesis has been accepted. The average grade applicable for the aptitude test proceedings must be determined on the basis of the previous examination results and stated in the preliminary certificate. When calculating the average grade, the individual grades must be weighted in the same manner as for calculating the overall grade.

(5) A decision based on a preliminary certificate is no longer valid if the applicant cannot provide a graduation certificate for enrolling for the winter semester by 31 August at the latest and for enrolment for the summer semester by the latest on the last day of February.

Article 3 **Aptitude Indicators, Criteria for Evaluation**

(1) In the case of Article 2 Section 1 No. 1, the points are awarded respective of the overall grade in accordance with the following scale:

Very good (1.0) = 20 points	Good (2.1) = 9 points
Very good (1.1) = 19 points	Good (2.2) = 8 points
Very good (1.2) = 18 points	Good (2.3) = 7 points
Very good (1.3) = 17 points	Good (2.4) = 6 points
Very good (1.4) = 16 points	Good (2.5) = 5 points
Very good (1.5) = 15 points	Satisfactory (2.6) = 4 points
Good (1.6) = 14 points	Satisfactory (2.7) = 3 points
Good (1.7) = 13 points	Satisfactory (2.8) = 2 points
Good (1.8) = 12 points	Satisfactory (2.9) = 1 point
Good (1.9) = 11 points	Satisfactory (≥ 3.0) = 0 points
Good (2.0) = 10 points	Satisfactory (4.0) = 0 points

In the case of Article 2 Section 4, the points are awarded respective of the average grade in accordance with the same scale.

(2) In the case of Article 2 Section 1 No. 2, the following applies for the letter of motivation with curriculum vitae:

1. Formal:
 - At most three pages
 - Page format A4
 - Left-hand margin 3.5 cm, right-hand margin 2 cm
 - Font Arial, font size 11 pt
 - Line spacing 1.5
2. Content:
 - First page (mandatory): Description of the motivation for the planned degree programme
 - Second page (mandatory): Brief curriculum vitae with information on the previous degree programme, in particular a summary of the dissertation as well as any professional activities
 - Third page (optional): Special achievements or awards

The letter of motivation with CV should provide evidence of written language skills as well as competencies both within and outside the field of specialisation. The following maximum points can be achieved in the individual fields of competence:

- Written language skills: 8 points
- Specialised competencies: 6 points
- Non-specialised competencies: 6 points

(3) In the case of Article 2 Section 1 No. 3 the applicant should provide an outline of a research and development project on a set topic. This outline should serve as a basis for examining the topic systematically and successfully. In addition the following specifications apply:

1. Formal:
 - At most two A4 sheets
 - Left-hand margin 3.5 cm, Right-hand margin 2 cm
 - Font Arial, font size 11 pt
 - Line spacing 1.5
 - Sworn statement of the applicant that the project outline was personally compiled and no other sources or aids were used apart from those listed with quotations
2. Content: Main categories:
 - Current state of the art, stating main literature sources
 - Description of the research goal
 - Means and methods for achieving the research goal

In each aptitude test three topics are offered for selection and announced on the website of the Faculty of Textile and Clothing Technology in good time, at the latest three months before the end of the application period. The project outline should provide information on the following competencies:

- Recognition and definition of a research goal and the respective issue
- Ability to research and explore a new topic
- Structured elaboration of a schedule for achieving this goal
- Selection of suitable methods for implementation

Article 4 Organisation of the Aptitude Test

(1) The examination board for the Management of Textile Trade and Technology Master's degree programme is responsible for the organisation of the aptitude test and ensures its correct execution.

(2) To carry out the aptitude test the examination board forms examination committees comprising two professors from the Faculty of Textile and Clothing Technology. Aptitude decisions must be made unanimously by the members of the examination committee.

Article 5 Written record of the test, announcement of the decision

(1) A written record must be made of the aptitude test proceedings which must contain the date and location of the decision, the names of the members of the examination committee, the name of the applicant as well as the decision and the reasons for the decision.

(2) The applicant will be informed of the decision by the examination committee. Reasons must be given for negative decisions together with information on the candidate's statutory rights.

Article 6 Retaking the Test

Applicants who are not considered suitable may only take part in the next aptitude test proceedings at the earliest at the next enrolment date. The applicants are permitted to take the aptitude test up to three times.

Article 7 Period of Validity and Acceptance of Test Results

(1) The aptitude decision generally applies for the three enrolment dates after the decision has been made. In special cases the committee can extend the period of validity.

(2) Aptitude tests taken for other degree programmes and at other universities can be recognised fully or partly upon application, if there is no major difference between the acquired competencies and those that are to be replaced.