PROCESS DESCRIPTION

Name of the process	Admission procedure for the Master's programme Artificial Intelligence (MAI)
Responsible	Faculty of Computer Science and Business Information Systems
Person responsible for the process	Prof. Dr Frank-Michael Schleif
Target group of the process (users)	Student applicants
Process category	Support process
Publication	Programme Website
Objectives of the process	Uniform and transparent process description for the selection and admission process of MAI.
Process description	Application and enrolment process for MAI. A person (national/international) who wants to complete their Master's degree at FHWS applies online for MAI. (Description represents the normal case; special cases are handled individually).
Initial state	Online application by prospective student
Final state	Successfully enrolled student at FHWS
Sub-processes	• Reviewing application documents and checking for completeness • Issue notification of admission
Documents	• Annex 1: English language modules for the acquisition of missing competences

1. Online-Application

General information:

- Application period summer semester[1]: 15 October to 15 January each year.
- Applicants must enter their data and upload their documents by themselves.
- The application number is assigned automatically.

Process description of the online application:
All of the following steps are completed by the applicant in the FHWS online application portal APPLY.

a) Registration in the FHWS application portal APPLY
   (Step-by-step instructions for the APPLY online application portal can be found on the website of the Department of Student Affairs.)
b) Entering of application data
c) Upload of the required documents:
   - Completed, signed, and scanned MAI application form
   - School and university certificates (if acquired abroad: certified and translated copy in German or English)
   - Passport or identity card
   - Proof of language skills in English and German (see SPO)
   - A CV with all education/graduation certificates as well as the corresponding data
d) Result of preliminary examination documentation (VDP) from Uni-Assist (only applies to applicants with a foreign Bachelor's degree)
e) Submission of application

After the application has been submitted, it will be processed by FHWS. Applicants will be informed of changes in the processing status by e-mail.

2. Examination of the Application Documents

- Step 1:
  The International Office (HSIN) checks the application documents of international applicants for completeness and correctness.

  HSIN sends the checked applications to the Department of Student Affairs.

  The Department of Student Affairs checks the application documents of national applicants for completeness and correctness.

  HSST sends the checked applications (national as well as international) to the examination board of MAI during the application period (15.10. - 15.01.).

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[1] Studies in MAI can only be started in the summer semester.

- Step 2:
Review of the application documents and examination of the prerequisites by the examination committee (PK). The prerequisites for admission to the programme are determined in the [study and examination regulations](#) (section 1, § 3).

  Note:
  In addition to formal criteria (such as average grade, proven level of English and number of ECTS), the completed Bachelor's degree programme and its structure are examined on the basis of the completed application form and attached certificates. Among other things, it is checked whether a minimum of mathematics and computer science modules have been successfully completed.
  Mathematics and computer science skills are expected to correspond at least to the level of an elementary undergraduate degree in computer science. In mathematics, the most important skills are algebra, analysis and stochastics. Furthermore, application-ready skills in software development are required (including software engineering, project and team management, programming skills).

- Step 3:
PK sends a list of admitted and rejected applicants (including reasons) to the Department of Student Affairs (HSST).
HSST activates the corresponding status in the APPLY application portal.
The notification of admission/rejection is available for download in APPLY.

Note for applicants with less than 210 ECTS:
Applicants with at least 180 ECTS credits, but less than 210 ECTS credits may be admitted to the degree programme on a provisional basis. The missing qualification can be made up by completing certain relevant modules from undergraduate programmes of FHWS or equivalent modules (see Annex 1). The examination committee decides on a case-by-case basis on fulfilment of the admission requirements by taking into account the qualification individually missing.

3. Accepting the study place

All of the following steps are completed by the applicant in the FHWS online application portal APPLY.

If the admitted applicants wish to accept the study place, they must follow the following steps::

a) **Online enrolment/confirmation of admission**

  - Upload passport photo in the application portal. This will be used to create the FHWS card.

  - Enter health insurance data.
    Applicants with higher education qualifications obtained abroad should read the information on this topic provided by our [International Office](#).

- Confirmation of acceptance of the place of study and submission of the necessary declaration for enrolment by clicking on the field provided for this purpose.

- Click on the button "Enrolment" to apply for enrolment in the offered place of study.

b) **Transferring the [semester fee](#)**

- Applicants receive information about payment details in APPLY.

- Applicants must transfer the semester fee to the specified account as soon as possible. (Note: The payment of the semester fee is a prerequisite for successful enrolment!)

4. Enrolling for the Degree Programme

- HSST sets the status in APPLY to "Enrolled" after receiving payment of the semester fee.

- Students will receive an e-mail at the beginning of March informing them that the IT access data for our university is available for retrieval in APPLY. From this point on, students will be able to use the IT infrastructure of our university.

- The FHWS Card (student ID) will be sent to students by post if they have a German address.

- Students with a foreign postal address can pick up the FHWS-Card in person at the International Office.

Annex 1: English language modules for the acquisition of missing competences

Module name	Type of module	Language of Insruction	ECTS	Format	
Business Application Re-engineering – Legacy Systems Architectures and Modernisation for Digital Transformation	Elective	English	5	Online	Virtuelle Hochschule Bayern (VHB)
Engineering Mathematics 2	Mandatory module	English	5	On-site	Robotics
Foundations of Distributed Systems	Mandatory module	English	5	Hybrid	FIW
Information Security Management	Mandatory module	English	5	On-site	FIW
Introduction to Deep Learning	Elective	English	5	On-site	FIW
IT Security	Elective	English	5	On-site	FIW
Mathematics and Statistics	Mandatory module	English	6	On-site	FWIWI
Numerical Mathematics	Mandatory module	English	5	On-site	FM+FW
Programming in C++	Elective	English	6	Online	Virtuelle Hochschule Bayern (VHB)
Rust programming for safety-critical systems	Elective	English	5	Hybrid	FIW
Software Engineering I	Mandatory module	English	5	On-site	FIW

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Software Engineering II	Mandatory module	English	5	On-site	FIW
Statistics 1	Mandatory module	English	5	On-site	FWI
Statistics and Sensor Data Fusion	Mandatory module	English	5	On-site	Robotics
Sustainability in Digitalisation – Green-IT	Elective	English	5	Online	FIW
Tele-Experiments with Mobile Robots	Elective	English	6	Online	Virtuelle Hochschule Bayern (VHB)