

APPENDIX: Guidance Sheet on Completing the “Form to Verify the Admission Requirements”

This Guidance Sheet provides further information and instructions how to fill in the *Form to Verify the Admission Requirements for the Computational and Data Science Master of Science (M.Sc.) at KIT*.

- 1 The form must be submitted together with the Transcript of Records as proof of minimum knowledge (see Admission Regulations §3, Section 2).
- 2 The European Credit Transfer and Accumulation System (ECTS) is a standard measure for comparing academic credits, considering learning outcomes and the required workload. A full academic year corresponds to 60 ECTS credits. A Bachelor's degree has a standard period of study of at least 3 years comprising 180 ECTS credits overall. For further information on ECTS see https://en.wikipedia.org/wiki/European_Credit_Transfer_and_Accumulation_System.
- 3 In Sciences, Engineering, Economics, you will study one of eight applied disciplines; prior knowledge in this discipline from a Bachelor's degree is essential. A change of the applied discipline is not intended.
- 4 The requirements concerning pre-qualification (*Mindestkenntnisse und Mindestleistungen* in German) are specified in the Admission Regulations §5, Section 1, no. 2.
- 5 In German Higher Education, the Bachelor's thesis (*Bachelorarbeit* in German) is a mandatory component of nearly all accredited Bachelor's degree programs. It has a defined scope of at least 6 ECTS up to 15 ECTS. The thesis is intended to demonstrate students' ability to work independently on an academic problem within a limited time, apply disciplinary methods, and present results according to established scientific standards.
- 6 Appropriate documentation must be submitted. A module handbook is an official document providing detailed information for each course, such as course contents, research methods, expected learning outcomes, workload, etc. It is published by the university offering the courses. If no module handbook is available, other official documentation confirming the same detailed information must be submitted.
- 7 In many European and international higher education systems, students complete a final academic thesis or project that serves a purpose similar to a Bachelor's thesis (e.g., an undergraduate thesis, senior thesis, honours thesis, capstone project, Bachelor's dissertation, Trabajo Fin de Grado (TFG), Projet de fin d'études, Kandidatuppsats, Bacheloruppsats, Laurea Triennale Final Project, Bachelorprojekt, Examensarbeit as part of a German State Exam, ...). To allow for an accurate assessment of equivalence, applicants must provide complete documentation for the final project they wish to have considered.
- 8 Please provide the following information and documents:
 - a. Title and type of final project.
 - b. Country and name of the university at which the academic thesis was conducted
 - c. In your home higher education system: Is the thesis a mandatory component of all or most Bachelor's degrees?
 - d. Within your specific degree program completed: Is the thesis mandatory for your completed degree?
 - e. Indicate the workload in learning hours.
 - f. Official documentation: In your application documents include an official module/course description or other academic documentation specifying the expected learning outcomes, required methods, expected scope (e.g., page count, project structure), assessment criteria, workload (in learning hours and/or your local credit system).

- 9 Specify, where exactly the official documentation of your thesis (as described above in 8f) can be found in your application (e.g., specify the entry in your Transcript of Records and page number of module handbook).
- 10 Guidance for the tables: All modules that contribute to the fulfilment of the required pre-qualification in the given Section must be listed. Requirements (*Mindestkenntnisse und Mindestleistungen* in German) are specified in the Admission Regulations §5, Section 1, no. 2.

Course Number	Course Name	CP	Page in Module Handbook
...

Course number: Provide the code or number assigned to the course by the university offering it.

Course name: Provide the name of the module/course you completed.

CP: List the credit points corresponding to the course; **these must match those in the Transcript of Records.**

Page: Provide the page number from the module handbook of your qualifying Bachelor's program as a reference; attach the module handbook or relevant excerpts to the application.

If the number of rows is not sufficient for the available subjects, a second form can be attached.

- 11 If necessary, provide further details to clarify the entries you have made in this form. **Note that only the criteria defined in the Admission Regulations will be considered.** Any other aspects—such as professional work experience or unrelated achievements—are not relevant for the evaluation and shall not be included.