



HOCHSCHULE OSNABRÜCK

UNIVERSITY OF APPLIED SCIENCES

Regulations for the CAS Certificate Program in European Research and Transfer Management

*adopted by the Faculty Council of the Faculty of Business Management and Social Sciences on July 3, 2024,
approved by the University Steering Committee on July 11, 2024, published on July 15, 2024
with effect from September 1, 2024*

Section 1 Scope, Reference to Other Regulations

These regulations contain the essential provisions for regular participation in the executive CAS certificate program in European Research and Transfer Management in conjunction with the Framework for the Design of CAS/DAS Certificate Programs at Osnabrück University of Applied Sciences.

Section 2 Structure of the Certificate Program

¹The CAS certificate program in European Research and Transfer Management is an executive academic program of 15 ECTS points, consisting of two modules, leading to the Certificate of Advanced Studies (CAS). ²The certificate program runs from January to August and is structured as follows: A kick-off event is followed by a period of self-study, followed by an on-site week (February). ³The next step is independent work on a Project Action Plan (Change Project) in the participant's own institution, followed by a second on-site week (June). ⁴The program concludes with a final presentation of the Project Action Plan (August). ⁵The type and number of graded exams and the associated examination requirements are set out in the Appendix to these regulations.

⁶The program consists of two modules. ⁷The "Change Project", worth 10 ECTS points, and the "Research and Transfer Management" module (5 ECTS points). ⁸Specific module descriptions are made available on the certificate program website. ⁹The modules cannot be taken on a stand-alone basis.

Section 3 Admission Requirements

- 1) To qualify for admission to the European Research and Transfer Management certificate the applicant must:
 - a) have acquired a Bachelor degree or an equivalent qualification at a German university or a foreign university in one of the Bologna signatory states or
 - b) have obtained an equivalent qualification at another foreign university; equivalence shall be determined in accordance with the evaluation recommendations of the Central Office for Foreign Education (ZAB) of the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs (KMK), and
 - c) be able to provide evidence of at least two years of postgraduate practical professional experience in an organization of the system of higher education and science, in a public enterprise, in public administration, or in another institution with a professional field related to the science system.

Section 4 Applications for the Certificate Program

- (1) Applications for the CAS certificate program in European Research and Transfer Management for the following year must be submitted electronically between September 15 and October 15.
- (2) The following documents must be submitted with the application for the CAS certificate program in European Research and Transfer Management:
 - a) A curriculum vitae in tabular form,
 - b) Proof of a university degree as referred to in section 3 paragraph 1 a) or b)
 - c) Proof of the required practical professional experience as referred to in section 3 paragraph 1 c)
 - d) Project outline for the practical project "Project Action Plan" (PAP).
- (3) The number of places available is limited to 20 per semester.

Section 5 Selection Process

- (1) In the event that there are more applicants who meet the admission requirements than there are places available, a selection process will be conducted in accordance with section 5 paragraph 3 of these regulations.
- (2) A selection committee will be appointed to check whether the admission requirements set forth in section 3 have been met and to select participants for the program in accordance with section 5 paragraph 3 of these regulations. The selection committee shall consist of the Program Directors of the Higher Education and Research Management program.
- (3) Selection criteria: Participants will be selected on the basis of their curricula vitae and an outline for a practical project (PAP). A total of 100 points will be awarded and all applications will be ranked beginning with the highest score.
 - Curriculum vitae: How well does the current professional position and level of experience match the certificate program? (up to 20 points)
 - How well is the applicant prepared for the certificate program based on previous academic and professional background? (up to 15 points)
 - To what extent can the applicant apply previous experience and skills to the program? (up to 15 points)
 - Outline for the PAP: The outline for the practical project (PAP) allows applicants to present their proposals and ideas for an independent project within the framework of the program. The outline must include the project title, objectives, methodology, time frame, and expected outcomes of the project. The admissions committee will evaluate the project outline based on the following criteria:
 - How well is the connection between the content of the certificate course and the practical project described? (up to 15 points)
 - How realistic are the objectives of the practical project in the given time frame and under the given conditions? (up to 10 points)
 - How well are the first steps of the approach described? (up to 10 points)
 - How well does the participant's position fit with the organizational change sought by the project? (up to 15 points)

Section 6 Ungraded Exams

- (1) ¹Ungraded exams are usually taken during the semester as a supplement to courses. ²They are merely assessed as a "pass" or "failed". ³Participants who have failed ungraded exams may retake

them. ³Sections 5 to 8 of the General Examination Regulations of Osnabrück University of Applied Sciences (ATPO) apply mutatis mutandis to the selection of graded exams to be taken.

- (2) ¹Regular attendance requires that the participant be present for at least 80% of the time in the course. ²In the case of an excused absence in accordance with section 15 paragraph 2 sentences 1 to 4 of the ATPO, which would mean that the candidate is present for less than 80% of the time in the course, the attempt will be deemed not to have been taken. ³Statutory maternity protection periods are considered excused absences.
- (3) ¹A presentation is the oral delivery of a work product using media presentation methods typical of the profession. ²It usually lasts 25 minutes. ³The permitted number of retakes is limited to two.

Section 7 Absence, Withdrawal, Cheating, Breach of Regulations

- (1) A graded exam is deemed as “failed” if the candidate withdraws from the exam without a valid reason after the permitted withdrawal periods in accordance with section 12 paragraph 3 sentences 2-6 of the ATPO have expired, fails to appear, or fails to meet a submission deadline.
- (2) ¹Candidates must immediately notify the university in writing of the reasons for their withdrawal, absence, or non-submission and provide credible justification. ²Valid reasons include, in particular, the student’s own illness, statutory maternity protection periods, and the acute need to care for a close person in need of care. ³The illness must be substantiated to the Office of the University Registrar by submitting a medical certificate stating the expected duration of the illness and certifying the student’s inability to take exams. ⁴In case of recurrence, the Office of the University Registrar may require a medical certificate from a public health officer. ⁵If the reason is valid, the student will be admitted to the next available exam date.
- (3) ¹If the candidate attempts to influence the outcome of a graded exam for his or her own benefit or for the benefit of another person by cheating, using unauthorized resources, or subsequently influencing an examiner, the exam in question will be assessed as “failed”. ²The candidate must first be heard by the Academic Dean.

Section 8 Admission to the Certificate Program

- (1) Admission to the certificate program will be confirmed separately by Osnabrück University of Applied Sciences.
- (2) If the number of applications exceeds the number of places available in the certificate program, applicants who cannot be offered a place based on the ranking will be notified separately.

Section 9 Program Fee, Certificate Issuance

¹The program fee is €3,950.00 and includes access to the courses and study materials, subject-specific and organizational support, administration of the exams, and issuance of the certificate. ²The program fee must be paid at least one month prior to the start of the program (first on-site week of the program). ³Upon successful completion of the final exam, participants will receive a CAS certificate worth 15 ECTS points.

Section 10 Non-Completion

- (1) ¹No refunds will be given for failure to complete the certificate program after the start of the course (the online kick-off event).

Section 11
Entry into Force

¹These regulations shall enter into force on the day after their publication in the Official Gazette of Osnabrück University of Applied Sciences with effect from the winter semester 2024/25.



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Appendix to the Regulations for the CAS Certificate Program in European Research and Transfer Management

Overview of the structure and modules of the executive CAS certificate program in European Research and Transfer Management:

Summer semester / winter semester Modules	Credit points	Exam	
		Number	Type
Compulsory module: Research and Transfer Management	5	1	unb.PL (RT)
Compulsory module: Change Project	10	1	unb.PL (PR)

Legend:

unb.PL	Ungraded exam
PR	Presentation
RT	Regular attendance