For applicants and students of the study program

MASTER DATA SCIENCE

Guideline

for the Acquisition of Missing Credit Points

in the Study Program Master Data Science

at Kiel University of Applied Sciences

1. Introduction

What is the purpose of this guideline, and who is the target group?

To receive the master's degree, all students need to acquire a total of 300 credit points (CP) according to the European Credit Transfer System (ECTS) from their bachelor's and master's studies combined. The regular curriculum of the Master Program Data Science at Kiel University of Applied Sciences (UAS) comprises 90 credit points. Hence, students who have acquired less than 210 credit points in their first degree (often 180 credit points), need to close a gap of credit points (a maximum of 30). This gap must be closed <u>before</u> the start of the master thesis.

Bachelor Studies 180 CP	30 CP	Master Data Science 90 CP

This guideline provides information on how students who have acquired less than 210 credit points in their first degree, can make up for missing credit points. Section 2 of this guideline describes the options available for gaining additional credit points. Section 3 describes the crediting process.

If you have acquired 210 CP in your Bachelor studies, you can stop reading here.

2. Options

There is a wide range of options. The missing credit points can be acquired through university courses or practical work experiences. You can deepen or complement your data science skills, but you can also acquire skills in other fields.

We recommend that you reflect on your current skill profile, and choose among the range of options those that prepare you best for your desired future area of work. Depending on your personal background (previous studies, work experience, geographic origin, targeted industries, etc.), this may involve courses in data science, or courses in computer science, languages, or subject domains. It may also involve studying one semester abroad or gaining work experience as a Data Scientist. Here is an overview of possible options.

2.1 University Modules

Data Science Elective Modules: As part of the regular study program, all students need to complete one of the elective modules offered by the Data Science program. Additional Data Science elective modules can be used to fill the gap of 30 ECTS. You can get an overview of the offered elective modules in the [module database](), in the section of the second semester courses of the master program Data Science.

Other Modules of Kiel University of Applied Sciences: All "interdisciplinary modules" of Kiel UAS as well as all modules of the Faculty of Media can be completed to obtain the missing credit points. An overview of the broad range of interdisciplinary modules can be obtained in

the [module database](#) by activating "Show interdisciplinary modules". It includes also the [module offers of the Centre for Languages and Intercultural Studies](#). Additionally, it may also be possible to take courses from other faculties even if they are not marked as interdisciplinary modules. However, if you are interested in such a course, you need to confirm this option both with the respective module leader and with the examination office of the respective faculty.

Courses of the Interdisciplinary Weeks (IDW): After the first six weeks of regular courses in each semester, Kiel UAS hosts the "Interdisciplinary Weeks". This is a two-week period of interdisciplinary course offerings open to all students of the university. The course program is usually published soon after the start of the semester on the website of the [Interdisciplinary weeks](#). Note that you can filter for courses which provide credit points and courses provided in English language.

Modules of other universities in Germany and abroad: Also, modules of other universities can be completed to fill the gap in credit points. In particular, you could use the opportunity to study at universities abroad, for instance at one of the Erasmus partner universities of the Faculty of Media. An overview of existing Erasmus partnerships of the faculty is available [here](#) (German language presentation).

2.2 Work Experiences and Trainings

Competencies gained via regular jobs, working student positions, internships or trainings - in relevant fields - can also be credited. As a rule, we acknowledge work experiences in the field of Data Science or related fields, and also work experiences related to your previous field of study. It is not possible to credit work experiences acquired in the context of a mandatory internship of your Bachelor studies or in the context of previous dual studies. 30 hours of work experience or training efforts correspond to 1 CP. Depending on the type of work or education activities, other schedules might apply.

3. Crediting Process

3.1 Timing

You need to provide proof that you have filled your credit point gap <u>before you register your master thesis</u>. This means that during your Data Science studies you have usually at least two semesters time to earn these credit points. If you have to earn the full 30 credit points, it is reasonable to assume that you will need one additional semester to complete your studies.

3.2. Application

To start the crediting process, you need to hand in the relevant form(s) at the [Examinations Office of the Faculty of Media](#), along with suitable proofs. There are two forms that may be relevant, depending on the type of activities that you want to be credited. Both forms are available [here](#), but currently only in German language.

Crediting of university modules:

- If you seek crediting of modules from university studies, choose the form "Antrag auf Anerkennung von Leistungen". On page 2, in the column "Übernahme für Zielmodul", you can state "Credit Point Gap".
- Attach a Transcript of Record or other suitable documentation as a proof of your accomplishments. You must provide evidence that the modules were not already part of a previous study program.

Crediting of work experiences or trainings:

- If you seek crediting of work experiences or other activities that are not related to university studies, choose the form "Antrag auf Anrechnung von Kompetenzen und Fähigkeiten". On page 2, in the column "Übernahme für Zielmodul", you can state "Credit Point Gap".
- In case of work experiences, your proofs must include an official document of your employer that confirms the duration and type of activity. Additionally, you must hand in a self-report in which you summarize and reflect on your tasks and the competencies and skills you gained. The self-report should have between 2 pages (for 5 CP) and 10 pages (for 30 CP). If your work experiences amount to 15 CP or more, you must also provide an employer reference letter.
- In case of trainings and further educations, you should provide documentation of the training institution regarding the content and duration (contact hours and hours of self-study), as well as certificates documenting your successful completion of the program. Additionally, you must hand in a self-report in which you summarize and reflect on your competencies and skills gained. The self-report should have between 2 pages (for 5 CP) and 10 pages (for 30 CP).

If you have any questions or need advice, please do not hesitate to contact the head of the study program.