Frequently Asked Questions Masters Programme Artificial Intelligence and Intelligent Systems (AIIS)

Application Requirements and Process:

1) *What prerequisites are expected to be met by applicants for the AIIS Master Program?*

While applying to the Master's Program Artificial Intelligence and Intelligent Systems, the applicants are expected to fulfil the following prerequisites:

   a. A Bachelor's degree with at least 180 CP in a relevant field (e.g., Computer Science, Mathematics, Electrical Engineering, Business Informatics, Systems Engineering).
   b. Proof of at least 90 CP in Computer Science (including Mathematics, AI, Machine Learning, Software Design, Theoretical CS, Programming, and/or project work).
   c. Proof of English Proficiency B2 during application; CEFR C1 or above at the time of enrolment (no later than 2 weeks after the start of lecture period).
   d. Submission of a letter of motivation (max. 2 pages) stating the particular interest in the Master's degree program "Artificial Intelligence and Intelligent Systems".

2) *What certificates can be provided in order to prove English language level?*

Applicants are required to prove English language skills at level B2 at the time of application and proof of English language skills at level C1 or above at the time of enrolment (no later than 2 weeks after the start of the lecture period). Recognized certificates to prove the same are listed on the university's website.

3) *Can the proof of subject specific 90 CP (mentioned in 1b) be obtained through means other than preliminary studies?*

During applying to the Master's Program AIIS, applicants are expected to fulfil the prerequisites mentioned in Question (1). Proof of at least 90 CP in the field of computer science (mentioned in 1b) must be completed during preliminary studies. If the proof of these 90 CP from previous studies (i.e., Bachelor's) cannot be provided, these 90 CP **cannot** be substituted through sources outside a recognized academic institution (e.g., courses done through Coursera, Udemy, etc.).

4) *Is it possible to apply for the Master's program if the previous course of study has not yet been completed at the time of application?*

Yes, it is possible, but the Bachelor study must be in an **almost completed state** during the application (Eg: Final Semester during the time of application, i.e., completion of 120 CP out of the overall 180 CP (mentioned in 1a)) and 90 subject-specific CP (mentioned in 1b) along with the proof

of English proficiency level B2 and letter of motivation **must be submitted** by the application deadline. After evaluation by the selection committee, the applicant **may be** granted conditional admission. And the applicant must provide proof that the further admission requirements are fulfilled (i.e., achievements for the first professionally qualifying university degree and proof of language proficiency (English level C1 or above) no later than two weeks after the start of the lecture period. Only after this will the applicant is enrolled in the university.

5) *How to apply for the Master's Program?*

Applications must be submitted using only the [MOIN](#) portal during the application period (from February 1st to March 15th of the same year). There is no other method for application.

Application Deadline:

6) *Is there is a summer intake for the program?*

No, the program admits **new students only during Winter Semester**.

7) *What is the application deadline for the Winter Semester?*

The application period for the Master Program AIIS for the Winter intake of any particular year is from **February 1st to March 15th** of the same year. Note that there is no summer intake for this course.

8) *Is there a possibility to apply after the application deadline?*

The application period for the Master Program AIIS for the Winter intake of any particular year is from February 1st to March 15th of the same year. Applications after the deadline **cannot be accepted**. Accepting applications after the deadline would not be fair to other applicants, as we must apply the same rules to everyone. Also, there is **no summer intake** for this master program.

Admission and Enrolment

9) *What documents should be submitted for enrolment and when?*

Once the admission into the Master's Program has been granted, the applicant will receive a letter of admission confirmation through MOIN Portal. This letter will contain the further documents that has to be submitted and the submission deadline for it, in order for the admission to become unconditional. In case of further queries related to this topic, clarification can be achieved by contacting the **[Sekretariat für Studierende (SfS).](#)**

10) *Is there a possibility of deferment?*

Deferment **is not offered.** After receiving the admission confirmation, if the applicant decides not to take the offer for that particular intake, that he/she applied for, instead wants to defer it to a later intake, a reapplication for the desired (or later) intake is required. For the later intake, applicants will be treated as a new applicant, and the previous offer does not offer preference during the selection committee's evaluation process.

Evaluation and Selection

11) *What is the evaluation scheme?*

100 points total:

a) **Up to 50 points:** Overall grade of the previous degree or the grade point average (corrected to German CGPA standards) achieved at the time of application (at least 120 CP) determine 50 points out of the 100. The grades are rounded to one decimal place and converted into points as follows

   1.0 - 1.5 - 50 Points

   1.6 - 2.0 - 40 Points

   2.1 - 2.5 - 30 Points

   2.6 - 3.0 - 20 Points

   3.1 - 3.5 - 10 Points

   3.6 - 4.0 - 0 Points

b) **Up to 40 points:** Prior experience from previous studies in the fields of mathematics, artificial intelligence, machine learning, software design, theoretical computer science, programming and/or project work constitute 40 points.

c) **Up to 10 points:** Up to 10 points are awarded based on the content and form of the letter of motivation justifying interest in the degree program. Criteria for the evaluation of the letter include the specific reference to the AIIS program, clear presentation of one's own qualifications and goals, especially with regard to the connection between career path and degree program (e.g., previous experience from previous studies or project experience) as well as the correspondence of the motivation to study with the orientation of the degree program.

Course Details:

12) *What is the language of instruction of the course?*

The language of instruction is English. However, the students are recommended to learn German, as learning German helps with better integration, understanding the local way of life and increase their opportunities for future employment in the country. As a student of University of Bremen, language courses offered by [Sprachenzentrum der Hochschulen im Land Bremen (SZHB)](#) can be taken advantage of.

13) *Can classes be offered online for students unable to come in person?*

No, classes are offered only in person

14) *Is there is possibility of distance education?*

No, there is no possibility for distance education. The AIIS program encourages in-person attendance to ensure that the student receives the full benefit of the curriculum and the collaborative learning environment.

15) *How is the course structured*?

To understand the structure of the course, kindly refer the [Module Guide](#). This document also provides details on individual modules, their CP, and other specifics to better understand each module.

16) *What is the examination format of the modules in the AIIS Program?*

The examination format will be announced at the beginning of every course by the corresponding Lecturer and can differ for every module and lecturer. The [Module Guide](#) also covers some aspects on this question

International Students

17) *Can the university or faculty help expedite the visa process?*

Unfortunately, the University of Bremen does not have provisions to directly facilitate or expedite visa processes. For assistance, the German embassy or consulate in your area should be contacted.

18) *Is it permitted to arrive after the start of the lecture period?*

Arrival 1-2 weeks later than the start of the lecture period, due to the lack of flight availability and visa delays, is acceptable, though not recommended. Delays beyond this timeframe will result in missing foundational modules in the first semester modules (refer the module handbook to understand the implications) leading to an extended study duration. This also strain classroom resources, as integrating students from different semesters can reduce the attention lecturers can provide to each student. Therefore, delays beyond 14 days are not accepted. Only students with an Extension letter are permitted after this limit.

19) *Will an extension letter be provided to help my visa process?*

Though delay in visa process is understandable, but arriving after the start of lecture period will result in missing foundational modules on the first semester (refer the module handbook to understand the implications), since there is no provision of online classes or distance education this will subsequently extend the duration of the study. It will strain classroom resources, as combining students from different semesters can hinder the individual attention from lecturers. However, an extension letter can only be provided in extraordinary circumstances. Extension letters cannot be issued for personal reasons. Additionally, the issuance of extension letters is subjective and varies on a case-by-case basis. Late arrivals beyond a certain limit are not accommodated due to operational reasons, and extension letters will not be issued after a certain threshold for the same reasons. When applying for an extension letter, please provide valid proof. If the letter of acceptance was issued more than 4 months before the start of the course, it is highly unlikely that an extension letter will be granted.

Advanced Students

20) *Is there a possibility to transfer credits from current course?*

Unfortunately, No. There is **no provision** for admission of advanced students into the Master's program.

Point of Contact:

1) **Zentrale Studienberatung (ZSB)**: Provides **comprehensive information and guidance** on studying at the University of Bremen. Key areas include:
   a) Study orientation
   b) Study programs: structure, contents, requirements and prerequisites
   c) Application procedure and enrolment
   d) Change of subject
   e) Change of university
   f) Higher education entrance requirements and studying without abitur
   g) Restricted admission
   h) Second degree course
   i) Premature withdrawal

2) **Sekretariat für Studierende (SfS)**: Manage all aspects of **study application and student formalities**, including:
   a) Application for a study place
   b) Change of subject or university
   c) Enrolment and admission
   d) Re-registration and semester fees
   e) Change of name and address
   f) Leave of absence
   g) Exemption from the semester ticket
   h) Withdrawal

3) **International Office (IO)**: Facilities the university's internationalization efforts by:
   a) Offers counselling and support for international students.
   b) Organizing and supporting exchange programs for students.
   c) Organize events and exchange opportunities related to international cooperation and networking.

4) **Studienzentrum Informatik (SZI)**: Provides academic advising and support for students in computer science, business informatics, and digital media. The SZI also assists in directing students to the appropriate contact points for their inquiries.

5) **AIIS Info mail:** (aiis-info@uni-bremen.de) For non-personal queries regarding **larger academic concerns.**

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