Master of Science in Computational Mechanics of Materials and Structures
An Interdisciplinary Graduate Study Program

Information Booklet & Application
2015

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Web: http://www.msc.commas.uni-stuttgart.de
The University

Compared to other universities in Germany, the University of Stuttgart is relatively young. Founded in 1829, the former College of Technology has now grown into a research-intensive university which has its focus on engineering and natural sciences with a unique profile that concentrates on closely networking these disciplines with humanities and social sciences. With a wide range of programs—both specialised and interdisciplinary, it has advanced into an internationally recognised site of science and research.

Its outstanding position as a research university is reflected in its Cluster of Excellence “Simulation Technology” and The Graduate School of “Advanced Manufacturing Engineering”, as well as its numerous collaborative research centres and research groups funded by the German Research Foundation. The research activities of the University of Stuttgart focus on eight key interdisciplinary fields: Modelling and Simulation Technology, New Materials, Complex Systems and Communication, Technology Concepts and Assessment, Energy and the Environment, Mobility, Integrated Product and Production Design and Urban Planning.

These activities are all part of the vision of the University to gain a comprehensive understanding of entire production processes and product life cycles. The University offers more than 60 study programs, half of which have already been converted into International Bachelor and Master Courses. These are complemented by seven internationally oriented master courses taught in English, held in cooperation with renowned universities abroad as well as online study programs for people in full-time employment.

Coat of arms of Stuttgart

A bird’s-eye view of the Vaihingen Campus with the Black forest surrounding it.

COMMAS: A few students of the class of 2011

University of Stuttgart (1866-85)
An Overview of COMMAS

Computational Mechanics of Materials and Structures (COMMAS) is concerned with the simulation of advanced engineering problems using modelling techniques, computer implementation, experimental verification and case study investigation. This Master of Science Program provides the basis for hi-tech engineering design for a broad spectrum of applications ranging from limit analyses for damage, fracture, plastic and incremental collapse of civil structures to reliability and numerical modelling of micro-electro-mechanical systems and Biomechanics.

COMMAS has been designed to be a very compact graduate program. It is also intended for professionals who already have finished other studies but wish to gain expertise in the promising field of Computational Mechanics of Materials and Structures.

This dramatically expanding area of science induces a large number of research activities and is accompanied by strong international cooperation. Comprehensive coverage of modern problems in engineering typically requires a multidisciplinary knowledge and technology, and through collaboration with other departments, COMMAS graduates gain a broader knowledge in key disciplinary areas of their choice.

Thus, graduates of this unique master program will be qualified and have an upper hand in finding employment in a wide range of professions, e.g., as research and development engineer or technical advising manager in industry, at laboratories or in universities. The entire program can be studied in English and takes two years (four semesters) including a one-semester thesis work. Upon successful completion of the COMMAS program, the degree of "Master of Science in Computational Mechanics of Materials and Structures (M.Sc.)" is conferred.

For details regarding the Curriculum see page 3.
The master's degree generally requires a minimum of two academic years (4 semesters) of study. The Program is limited to 30 students. It consists of 3 in-class-semesters and one semester (6 months) of research and thesis work. Research can be done either at the residence campus, at one of its partner universities or with an industry partner.

The curriculum focuses on what is considered to be the main emphasis in the future of computational mechanics - an area in which the University of Stuttgart ranks high internationally.

A total of 120 ECTS Credits are to be accrued by the candidate which consists of the following:

**Core Modules, 1st Semester (Winter Term)**
- 30 Credits

- Continuum Mechanics
- Computational Mechanics of Materials
- Computational Mechanics of Structures
- Discretisation Methods
- Introduction to Scientific Programming
- Structural Dynamics and Optimization
- Engineering Materials I (Metals, Soils, Concrete)

**Elective Modules, 2nd Semester (Summer Term) and 3rd Semester (Winter Term)**
- 54 Credits

- Foundations of Single and Multiphasic Materials
- Micromechanics of Materials and Homogenization Methods
- Advanced Computational Mechanics of Structures
- Boundary Elements in Statics and Dynamics
- Applied Scientific Programming
- Engineering Materials II - Metals
- Numerical Modelling of Concrete Structures
- Engineering Materials II - Soils
- Advanced Materials and Smart Structures
- Optimal Control
- Implementation and Algorithm for Finite Elements
- Introduction to the Continuum Mechanics of Multi-Phase Materials
- Smart Systems and Control
- Modelling of Hydrosystems
- Parameter Identification Methods and Experimental Mechanics
- Selected Topics in the Theory of Plasticity and Viscoelasticity
- Theoretical and Computer-Oriented Material Theory
- Numerical Methods for Differential Equations
- Dynamics of Nonlinear Systems
- Introduction to Scientific High-Performance Computing
- Computational Methods for Shell Analysis
- Fahrzeugdynamik (only in German)
- Modellierung in der Biomechanik (only in German)
- Continuum Biomechanics
- Erdbebenbeanspruchung von Bauwerken (only in German)
- Visualization in Science and Engineering
- Structure Borne Sound
- Fuzzy Methoden (only in German)
- Environmental Fluid Mechanics I

**Seminar presentation (2nd semester)**
- 3 Credits

A short lecture is to be presented on a topic related to the elected modules in front of a public audience usually consisting of students attending the same module.

**Summer School (after 2nd semester break)**
- 3 Credits

A one week special lecture series covering advanced topics of Continuum Mechanics, Numerical Methods, Engineering Materials and Fluid Mechanics.

**Master Thesis, 4th Semester (Summer Term)**
- 30 Credits

The Master's Thesis should demonstrate the student's ability to work independently and within a given time-limit on a problem in his/her field of study according to scientific principles. The candidate will be given the opportunity to suggest a topic. He/she is advised during the preparation of his/her Master's Thesis by a professor and/or a researcher of one of the institutes. The time-limit for completion of the Master's Thesis is six months.

For further information regarding the curriculum, please refer to the COMMAS web page and the web pages of the faculty.
Admission Requirements

GENERAL REQUIREMENTS
A school certificate authorizing the holder to enter a University or an authorisation regarded as equivalent by the Board of Examination of COMMAS.

1. Baccalaureate, Lise Diplomasi, Apolyterion, Maturitaet, High School, Diploma, or Other
2. Bachelor Degree in Engineering or Natural Science or a related field, or a “Diplom” degree (U, FH, BA), or, a “Vordiplom” and examinations in additional core courses.
3. Test of English proficiency (see page 5)

COUNTRY - SPECIFIC REQUIREMENTS
These are further specific requirements for applicants from the People’s Republic of China (not including Hong Kong and Macao), Iran, Mongolian People’s Republic & Vietnam.

China (not including Hong Kong and Macao)
Authenticated certificate of the Central University Entrance Examination “gaokao” and APS - Certificate of the Academic Test Service of the German Embassy in Beijing certifying that the application documents are genuine.

For more details please contact
Akademische Prüfstelle (APS) des Kulturreferates der Deutschen Botschaft,
Landmark Tower 2, Büro 0311
Chaoyang District, 8 Dongsanhuan Beilu
100004 Beijing
Phone: 0086-10-65 90 71 38
Fax: 0086-10-65 90 71 40
E-Mail: kuaps@163bj.com

Iran
Authenticated certificate of the National University Entrance Examination (Konkur). Without this certificate, no admission letter may be issued.

Mongolian People’s Republic
Authenticity confirmation of a completed study. It will be provided by the German embassy in the Mongolian People’s Republic. However, the confirmation does not necessarily mean that your prior studies are recognized in Germany.

For more details please contact
Deutsche Botschaft Ulan Bator
Strasse der Vereinten Nationen
PF: 708
Phone: +976-99225839
Fax: 00976-11-323905
Web: http://www.ulan-bator.diplo.de

Vietnam
APS - Certificate of the Academic Test Service of the German Embassy certifying that the application documents are genuine.

For more details please contact
Deutsche Botschaft in Hanoi
APS, 29 Tran Phu
Q. Ba Dinh, Hanoi
Phone: 04-845 38 36/7, 04-843 02 45/6
Fax: 04- 843 99 69
E-Mail: ku-101@hano.auswaertiges-amt.de

At the University of Stuttgart, a regular graduate student is one who is registered with a program of advanced study and research leading to a post-graduate degree. To be admitted as a regular graduate student, an applicant must have earned a Bachelor’s degree or its equivalent from a college, university, or technical school of acceptable standing. Students in their final year of undergraduate study may be admitted on the condition that their Bachelor’s degree be awarded before they enrol at COMMAS. Applicants are evaluated by the COMMAS Admissions Committee on the basis of their prior performance and professional promise. While high academic achievement does not guarantee admission, the Admissions Committee does expect such achievement or other persuasive evidence of professional promise.
Standardized Tests

English is the language of instruction in all subjects within the COMMAS, and all papers and thesis work must be written in English. All applicants must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

Only official TOEFL or IELTS score reports are accepted by COMMAS. Photocopies of reports cannot be used under any circumstances. The COMMAS reporting code for TOEFL is 4573.

Test of English as a Foreign Language (TOEFL)

A minimum score of 550 for paper-based, 213 for computer-based, 80 for internet-based test is required by COMMAS.

Applicants are encouraged to take the TOEFL no later than December 31, 2014. To register, write directly to: TOEFL, Box 6154, Princeton, NJ 08541-6154 or call 1-800-GO-TOEFL (800-46-86335) or visit www.toefl.org. Students who wish to take the test after December 31, 2014 will face issues such as not being able to submit the scores prior to the application due date for COMMAS.

International English Language Testing System (IELTS)

A minimum score of 6.0 in EACH section is required by COMMAS. IELTS exam measures ability to communicate in English across all four language skills - listening, reading, writing, and speaking - for people who intend to study or work where English is the language of communication.

To register for a test, visit www.ielts.org. Students who wish to take the test after December 31, 2014 will face issues such as not being able to submit the scores prior to the application due date for COMMAS.
Fees & Living Costs

The estimated budget for a single graduate student enrolled at COMMAS for the academic year of 12 months is approximately € 7925. These figures include tuition (2 semesters), books and supplies, hospitalization and accident/health insurance fees, with an allowance for a reasonable standard of living.

All information on this section is typical of the 2015/2016 academic year. It may differ from year to year depending on changes to the cost of living, tuition & fees. Little is allowed for clothing, travel, and incidental expenses. The budget does not include the purchase of any major items.

This a conservative estimate of living expenses for all students. However, the actual living expenses can vary from person to person. In general, a student needs a minimum of € 750/month to cover the following expenses.

Please note these are approximate figures and may vary!

Annual Cost Estimation (approximate)

<table>
<thead>
<tr>
<th>Item</th>
<th>Calendar year of 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fees</td>
<td>€ 330</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>€ 936</td>
</tr>
<tr>
<td>Room and Board</td>
<td>€ 5100</td>
</tr>
<tr>
<td>Transportation ticket</td>
<td>€ 400</td>
</tr>
<tr>
<td>Other incidentals</td>
<td>€ 1200</td>
</tr>
</tbody>
</table>

Average TOTAL costs for single graduate student

Calendar year of 12 months € 7925

Monthly cost estimation (approximate)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fees</td>
<td>€ 165.25/semester</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>€ 83 EUR/month (over 30 years of age € 120-130/month)</td>
</tr>
<tr>
<td>Rent</td>
<td>€ 250-400/month (on-campus housing)</td>
</tr>
<tr>
<td>Food</td>
<td>€ 150/month</td>
</tr>
<tr>
<td>Transportation</td>
<td>€ 33.20/month (€ 199 per Semester)</td>
</tr>
<tr>
<td>Other incidentals</td>
<td>€ 100/month</td>
</tr>
</tbody>
</table>

Please bear in mind that start-up money of about € 600-700 (for room deposit, etc) may be required in the beginning.
Financial Aid

Availability

Financial aid for international students is extremely limited. Applicants are urged to make every effort to secure funds from sources other than COMMAS. Many countries place limitations on the purchase of Euros. Prospective students should consult the proper authorities in their countries about foreign exchange regulations to ascertain that the academic levels and fields of study to be pursued permit the exchange of the local currency for Euros. Students should also familiarise themselves with the procedures established for sending money to Germany.

Funding and Scholarships

Special scholarship
Two special scholarships for COMMAS students are granted by Hilti, a company with strong research and development activities related to Computational Mechanics. It is possible to avail this scholarship only after completion of 1st year of COMMAS.

German Academic Exchange Service
Contact the DAAD (German Academic Exchange Service) office in your home country for information on scholarships. Information is available online at http://www.daad.de or http://www.funding-guide.de

For further information regarding scholarships visit the webpage http://www.ia.uni-stuttgart.de/internat/studierende/practical/living/financing/index.en.html

Part-time Jobs

The possibilities for international students to work outside of the University (off-campus) are somewhat difficult and limited to maximum of 120 days or 240 half days per calendar year. German language is important to find a job outside the University. DAAD scholarship holders must get permission prior to engage in off-campus employment. The best opportunity is to work as a Studentische Hilfskraft (HiWi), a student assistant position at an institute or department in the University. Maximum allowable hours are 80 per month. It is unlikely that you will get a 80 hours from a single employee. Current hourly wages are approximately 8 Euros/hour. For employment outside the University please contact the Labor Office: Agentur für Arbeit Stuttgart, Nordbahnhofstraße 30-34, 70191 Stuttgart
Special Note

English Language Proficiency

English is the language of instruction in all subjects within the COMMAS, and all papers and thesis work must be written in English. All applicants must submit either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For minimum score requirements please see page 5.

Passport, Visas and Residence Permit

Non-EU students require student visas to study in Germany. Please check the procedure and requirements with the German embassy or consulate in your home country. Typically, the Letter of Admission (LOA) is required along with the visa application and other supporting documents.

It is important to note that the validity of the visa does not indicate how long a student may remain in Germany; this will be determined by the Foreigners’ Registration Office (Ausländerbehörde) after arrival and during registration process. Usually a one year student residence permit is given which has to be renewed (requirement: proof of sufficient financial means for the second year).

European Union residents may not require visas to enter Germany. Please consult the Germany embassy in your country for further information on the residence permit and other immigration issues.
Note to Applicants

Please note that a student CANNOT be admitted to the Summer (April) term for the program.

This application is only valid for COMMAS and if you are applying for any other international programs you must submit separate applications to each program.

Deadlines for Winter Semester application

To ensure that your application receives full consideration, all materials must be received by the official due date. When you are applying for September entry, you may do so between October 15 and February 15. Regardless of the specific due date in February, we urge you to file your application by early January to avoid the risk that your application or supporting materials may be delayed. Late applications will NOT be considered.

Other important dates and information

We urge student to take the required language proficiency tests couple of months prior to applying for the COMMAS. All the supporting documents including test scores must be received by the official deadline in February. In most cases we will inform you on our decision of your application before May 31st via email. The initial Letter of Admission (LOA) will be sent out at the same time. Please allow 2 to 3 weeks delivery time to international destinations. If there are any delays in the selection process and we will not be able to send out the notifications on time, we will inform you to the best of our ability. Once you receive a notification for admission you must confirm whether you are attending COMMAS, via email prior by June 15, (Please refer to the exact confirmation deadline on your LOA). Otherwise your admission for the program will be automatically cancelled.

Before you fill out the form:

Please read the instructions below carefully before you begin working on your application.

Review application forms, instructions, and background information.
We recommend that you simply read the application package and the accompanying information booklet carefully before you begin to work on your application.

Take required tests
See page 5 for the testing requirements of COMMAS. Arrange for your scores to be forwarded to COMMAS.

Obtain transcript(s)
Request an official transcript from the registrar of each undergraduate and graduate college or university you attended and submit it in its sealed envelope with your application forms. (List of Course form of this package has to be filled in addition to the transcripts). The transcript should contain your college record to date, with a statement of your rank in your class and in your department, if available. If your latest grades do not appear on your transcript, please request for the inclusion of a list of the classes for which you are currently registered.

Distribute and collect evaluators’ forms
Ask two professors (or one professor and one supervisor, if you are employed) who know you well to write evaluations on the forms contained in this package. Each evaluation should be sealed in its own envelope and submitted with your completed application. If an evaluator is mailing the evaluation separately, have him/her indicate your name on the outside of the envelope. We encourage you to include evaluations with your full application package.

Personal Statement
The Personal Statement can be filled in pages provided in the Application form or separate sheets can be used and attached.
NOTE:

All forms must be filled out completely. Type or print or fill by hand clearly using black ink.

All application materials must be completed in English or German.

You should keep a copy of all application materials.

University transcripts, evaluations and score cards from required test (TOEFL or IELTS) must be ORIGINAL while other documents can be either original or certified hard-copy documents. COMMAS does not accept any application documents via fax or e-mail.

All documents, including standardized testing score reports should be submitted by the due date in February.

Special instructions

- The applicant is responsible for the timely delivery of application to the COMMAS office. Queries regarding delivery of the package must be addressed to the concerned courier service only and not to the COMMAS office.

- COMMAS office will not answer any queries related to:
  - completeness of application
  - chances of admission prior to final decision regarding intake

- All applicants will receive an application number by the end of March.

- Should you wish to communicate with us via fax, e-mail, mail or by any other means of communication, please state your application number at all times. Correspondences without an application number can lead to delays.

- Supporting documents sent separately from application will be matched.

- Please provide a current and up to date professional email address while filling out the application. Do pay extra attention to all the emails you receive from the COMMAS Management at all times.

- Use paper-clips to attach documents and strictly DO NOT staple them.

Check-list

A complete application includes (in the same order):

- Application for COMMAS Admission (see pages 12 to 16)
- List of Courses (see pages 17 to 18)
- Official transcripts (1 for each undergraduate and graduate institution attended, submit with application)
- Official or Certified University Degree Certificate (If studies are concluded)
- Personal Statement (see pages 19 to 20)
- Official or Certified University Entrance Examination (If applicable)
- Official or Certified High School Certificate
- Resume or Curriculum Vitae (CV)
- Evaluations (2 forms, see pages 21 to 26)
✔ Official APS Certificate (Applicants from China, Mongolia & Vietnam) and Konkur Certificate for applicants from Iran

✔ Scores from required English proficiency tests (to be sent directly by testing organization by the due date, see pages 5 and 8)
PLEASE DO NOT PROCEED TO THE APPLICATION UNLESS YOU HAVE COMPLETELY READ THE INSTRUCTIONS GIVEN IN THE INFORMATION BOOKLET!
ALL NAMES SHOULD BE WRITTEN EXACTLY AS THEY APPEAR ON YOUR PASSPORT.

Have you previously applied for admission to COMMAS?  Yes  If yes, Year/Application No.  YYYY / XX

1. PERSONAL INFORMATION

1.1 Full Legal Name  
family/last name  
first name  
full middle name

1.2 Date of Birth  
DD - MM - YY

1.3 City and Country of Birth

1.4 Country of Citizenship

1.5 Country of Permanent Residence

1.6 Sex  
Male  
Female

1.7 Reply Address

1.8 Permanent Address

1.9 Day time phone  
country code - area code/city code - number

Fax  
country code - area code/city code - number

1.10 Email

2. EDUCATION (Original copies of all transcripts, university entrance examination and all certificates must be attached to this application form. Please see Pages 8, 9 & 10)

2.1 Secondary School Education

What is the highest level of your secondary education?  
[D.I.C.E (D/A-Level), Baccalaureate, Lice Diploma, Apolyterion, Maturitaet, High School, Diploma, or Other]

Place and date of graduation  
DD - MM - YY
2.2 University Admission Exam

Have you taken a university admission exam in your home country or in any other location where it is applicable?  
Yes  No

If yes, Name and and date of examination:

DD - MM - YY

2.3 Description of University Education:

You must include all official transcripts. For languages other than German or English please attach an official authenticated translation. List all colleges & universities attended with the most recent first.

<table>
<thead>
<tr>
<th>College/University</th>
<th>Location</th>
<th>Major field</th>
<th>Dates attended</th>
<th>Actual name of degree</th>
<th>Date awarded/expected</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Major field</td>
<td>Dates attended</td>
<td>Actual name of degree</td>
<td>Date awarded/expected</td>
</tr>
</tbody>
</table>

3. ENTRANCE AND PROFICIENCY EXAMS

3.1 English Proficiency

If test is yet to be taken, enter scheduled date.

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>Date Taken</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD - MM - YY</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>IELTS</th>
<th>Date Taken</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD - MM - YY</td>
<td></td>
</tr>
</tbody>
</table>

3.2 Language of instruction

Primary school  Secondary school

University  Graduate School

List native language if other than English

3.3 APS Certificate is strictly required for Applicants from China. Please enclose it with the application.
4. ADDITIONAL QUESTIONS

4.1 Financing of your studies

Have or will you apply for financial assistance?  Yes  No
If yes, to which granting institution?

Have you received financial assistance?  Yes  No
If yes, from which granting institution and in what amount? (Enclose proof)

If no, from which granting institution were you turned down? ______________________________________

Other sources of funding (optional statement)

4.2 Have you been granted political asylum in the Federal Republic of Germany?  Yes  No
If yes, Enclose proof.

4.3 Are the courses offered by the COMMAS program also offered in your home country?  Yes  No

4.4 Are you a member of a German-speaking minority in your home country?  Yes  No
If yes, Enclose proof.

4.5 Have you participated in an exchange program?  Yes  No
If yes, in which?

4.6 Please give names, years of graduation, department affiliation & relationships of close relatives who have attended COMMAS

4.7 Your honors, prizes, or major publications

4.8 Your extracurricular activities and accomplishments
40. Your professional experience. Give name of employer, dates, and nature of work:

410. Other experience, including military, volunteer work. Give dates and nature of work:

5. OTHER APPLICATIONS TO GERMAN UNIVERSITIES

Have you ever applied to any programs at the University of Stuttgart or at another University?  Yes  No

If yes, to which universities and to which programs?

6. LETTERS OF REFERENCE

Names of two persons to whom you have given evaluation forms.

(Request those persons to return the completed forms to you in time to meet the appropriate deadline. Applicants are responsible for ensuring that the letters of recommendation reach the University of Stuttgart in time)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution/Company</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
7. DECLARATION

I agree that my personal data will be shared with other institutes offering similar programs
Yes  No

I declare that the information given on this application is true and complete to the best of my knowledge. The required and requested documents (verifications, transcripts, evaluations, certificates, standardized test) are appended. I understand that any unanswered questions or omitted documents will delay the processing of my application and may require its return. I am aware that careless or willful falsification of statements or documents are a misdemeanour and will lead to exclusion from the university admission procedure or - when later detected - university admission. I also declare that I have taken note of the information on university admissions, as outlined on the web-page of the Office of Admissions (Studiensekretariat) [http://www.uni-stuttgart.de/studieren/service/sekretariat/index.html]

________________________  ____________________  _______________________
Place  Date (DD-MM-YY)  Signature

The statements that have been made will be saved and appraised by the university. Statements are subjected to the privacy determinations presently valid.

Please print and then sign in the above field and return the complete application to the address specified on the cover-page of the Information Booklet.
It is extremely helpful for us to review applicants’ coursework and grades in a standard format. The best way for us to evaluate your preparation is to see your courses grouped by subject area, with the most relevant courses at the top.

Please carefully read the instructions below before you complete this form and return with application.

**General Instructions:**
- Complete the following summary of your college and university classes, based on your transcript(s).
- Important: Any alterations of grades will be subject to immediate dismissal as a candidate for COMMAS and will be officially recorded within the German University System.
- Although the official transcripts are mandatory, a transcript will not be substitute for this information.
- If your courses do not have numbers or you did not receive course grades—leave those fields blank.
- Do not try to convert your university grading scale or GPA to German University scale. Indicate the grades as granted by your university and give us an explanation on your school’s grading system.
- If the space provided is not enough, you may attach additional sheets.

**Grading System:**
- Please describe the grading system(s) used at all colleges and universities you have attended. Explain the specific meaning of any numeric values (minimum and maximum) letter grades, and rankings.

**Cumulative Grade Point Average (GPA) as listed on transcript (Numerical Value)**
- Scale of your grading system to
- Minimum passing value:

(Example: Greece has a scale of 1 to 10 points and the minimum passing is 5 points)

**Courses Most Relevant to COMMAS Preparation**
- Please list below the college/university courses you have taken that are most relevant to the COMMAS (math, mechanics, physics, and programming). Group courses by subject area, for example, group all math courses together and group all mechanics courses together, etc. You are strictly advised NOT to attach the entire course content of your college/university education.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Brief description</th>
<th>Year</th>
<th>Official grade</th>
</tr>
</thead>
</table>
Additional Courses: Please list below other college/university courses you have taken. Group subjects by area (science, engineering, humanities, social sciences etc). You may also use this section for any courses that you could not fit into the previous section.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Brief description</th>
<th>Year</th>
<th>Official grade</th>
</tr>
</thead>
</table>
Please give your reasons for wishing to do graduate work in the field of Computational Mechanics of Materials and Structures. In doing so, please cite relevant academic, professional, and personal experiences that motivate you to apply for COMMAS, in whatever form clearly presents your views. Include as far as you can your particular interests, work experience in that field, and show how your background and COMMAS program support these interests. The statement could be much like a proposal for graduate studies. Explain your long-term professional goals. The Admissions Committee will welcome any factors you wish to bring to its attention concerning your academic and work experience to date. Your statement should not exceed 750 words and must be written in English. If exceed, will not be considered.

- Type or print using black ink.
- Use reverse side if necessary or separate form.
- Keep a copy for your file. You may also wish to provide copies to your evaluators before they complete their forms.
- Return this form with the completed application to the Commas Admission office on or before the deadline.

Name: __________________________  First: __________________________  Middle: __________________________
COMMAS Evaluation (1) Side 1

Part 1
To be completed by Applicant

Please type or print using black ink

Important: In the upper right of this form the evaluator will find the return address

Name: ______________________________________________________________________________________________________________

Applying for admission in __________________________________________ for the ultimate degree of ____________________________ area of research.

☐ I waive my right to review this recommendation  ☐ I do not waive my right to review this recommendation

Applicants signature: ____________________________ Date __________________________

Part 2
To be completed by Evaluator

Please type or print using black ink

An application for admission to COMMAS program requires evaluations from two teachers or people capable of judging the professional and academic promise of the applicant. A separate letter of evaluation should be attached to this form if necessary. Please return in time for her/him to meet the following deadlines: February 15 for September admissions.

Evaluator’s name: ____________________________________________ Title __________________________

Address: ____________________________________________________

Email: ____________________________________________ Date __________________________

School or company: ____________________________________________ Telephone number: ____________

In what capacity do you know the applicant? ____________________________________________

How long have you known the applicant? ____________________________________________

1. Please rate the applicant on each characteristic in comparison to other graduate candidates you know by circling the appropriate number:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>No basis for judgment</th>
<th>Weak</th>
<th>Below average</th>
<th>Average</th>
<th>Above Average</th>
<th>Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Motivation for Graduate Work</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B. Intellectual Ability for Graduate Work</td>
<td>0</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>C. Breadth of General Knowledge</td>
<td>0</td>
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<td>2</td>
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<td>4</td>
<td>5</td>
</tr>
<tr>
<td>D. Ability to Analyze Ideas</td>
<td>0</td>
<td>1</td>
<td>2</td>
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<td>4</td>
<td>5</td>
</tr>
<tr>
<td>E. Oral English Expression Skills</td>
<td>0</td>
<td>1</td>
<td>2</td>
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<td>4</td>
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</tr>
<tr>
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<td>0</td>
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2. On this sheet please provide your candid narrative assessment of the applicant’s strengths and weaknesses. In your opinion, does the applicant possess the intellectual and personal qualifications necessary for success in graduate work? If the applicant were to apply to your department, would you support admission? ____________________________

3. Please give the applicants relative standings in your department (eg., 8th in 91): __________________________________________________________

Evaluator’s signature ____________________________

NARRATIVE EVALUATION

We appreciate the difficulty of evaluating a student only on the basis of rankings on a grid. Please use this side of the form for a narrative evaluation. We are particularly interested in information that will help us understand those intangible qualities that so often contribute to academic and professional excellence. If you prefer, feel free to attach a letter to this form.
**COMMAS** Evaluation (II) Side 1

**Part 1**

To be completed by Applicant

Please type or print using black ink

Important: In the upper right of this form the evaluator will find the return address

Name: ______________________________________________________________________________________________________________

Applying for admission in _______________________________________________________________________________________ for the ultimate degree of _____________________________________________________________________________ area of research.

☐ I waive my right to review this recommendation  ☐ I do not waive my right to review this recommendation

__________________________
Applicants signature

Date

**Part 2**

To be completed by Evaluator

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