

Statutes of the HTWG Konstanz - University of Applied Sciences on admission and the university selection procedure for the bachelor degree program Sustainable Engineering and Future Technologies (SET) without preselection (ZuSEToVor)

Dated February 14, 2023

***This document is for information purposes only.
Please note that only the German version of this document is legally valid.***

On the basis of Section 63 (2) 1 and 3 and Section 19 (1) 2 No. 10 of the State University Act (Landeshochschulgesetz, LHG) in the version dated April 1, 2014 (Law Gazette p. 99), which was most recently amended by Article 4 of the Act of December 21, 2022, and Sections 6, 6a, 7, and 9 of the University Admission Act (Hochschulzulassungsgesetz, HZG) dated September 15, 2005 (Law Gazette p. 629), which was most recently amended by Article 9 of the Act of December 17, 2020 (Law Gazette p. 1204, 1229), and Sections 19 et seq. of the University Admission Regulation (Hochschulzulassungsverordnung, HZVO) dated December 2, 2019 (Law Gazette p. 489), which was most recently amended by the Regulation of December 12, 2022 (Law Gazette p. 647), the Senate of the HTWG Konstanz - University of Applied Sciences (hereinafter abbreviated to the "University") passed the following Statutes on February 14, 2023.

Contents

Section 1: Scope	2
Section 2: Deadline	2
Section 3: Form	2
Section 4: Language skills	4
Section 5: Admission.....	5
Section 6: Selection procedure	6
Section 7: Selection commission	6
Section 8: Selection criteria	6
Section 9: Creation of the ranking	8
Section 10: Location connection in the public interest	8
Section 11: Deviating quotas for international student applicants	8
Section 12: Selection by waiting time	9
Section 13: Entry into effect.	9

Section 1: Scope

(1) These Statutes apply to the selection procedure and the admission to the bachelor degree program Sustainable Engineering and Future Technologies (SET).

(2) ¹The University allocates 40 new study places respectively in the SET degree program for the winter semester and summer semester of a year. ²The number of new study places in the SET degree program is determined by the Regulation of the Ministry of Science and Research of Baden-Württemberg on the Determination of Admission Numbers at Universities for Applied Sciences (Verordnung des Wissenschaftsministeriums Baden-Württemberg über die Festsetzung von Zulassungszahlen an den Hochschulen für angewandte Wissenschaften, ZZVO-HAW) in the respectively valid version.

(3) ¹In the degree program Sustainable Engineering and Future Technologies (SET), the University allocates 90 percent of the study places available after deduction of the advance quotas for the first semester according to the result of the university selection procedure pursuant to the following provisions and 10 percent according to the duration of time since the attainment of the university entrance qualification for the chosen degree program (waiting time). ²The allocation of study places in the advance quotas is determined by Section 6 (1) 2 and 3 and Section 6a of the HZG in conjunction with Annex 5, Sections 22 and 23 of the HZVO and Sections 10 and 11 of these Statutes; Section 30 of the HZVO applies to advance admission.

Section 2: Deadline

(1) The application for admission must be received by the University:

1. by **November 1** of the previous year for the summer semester;
2. by **June 1** of a year for the winter semester;

(deadlines).

(2) ¹The application for admission to advanced semesters must be received by the deadlines named in (1). ²Evidence of study and examination performances, which are issued after the application deadline, may be submitted in retrospect:

1. by February 28/29 of a year for the summer semester;
2. by August 31 of a year for the winter semester;

to the Student Secretariat of the University (deadlines).

Section 3: Form

(1) ¹The application for admission must refer specifically to the degree program Sustainable Engineering and Future Technologies (SET) and to a certain semester. ²It must be submitted together with the forms of evidence necessary according to (2) to the Student Secretariat of the University in accordance with the web portal of the University in compliance with the requirements stated thereon (online application). ³Applications may be submitted for up to three degree programs for the first semester at the University. ⁴These shall be treated as equal main applications. ⁵In the case of applications to an advanced semester, only one application for admission may be submitted per application period. ⁶Applicants, who credibly demonstrate that communication via the web portals of the University and/or the Foundation for University Admissions was not possible for them, shall be supported by the University and/or the foundation.

(2) ¹The following documents shall be enclosed with the application for admission:

1. Evidence of the necessary qualification according to Section 58 (1) 1 in conjunction with (2) of the LHG;
2. References or suitable certificates that demonstrate fulfillment of the selection criteria for the chosen degree program;
3. In the case of previous education abroad and non-German nationality, certification regarding the determination of the equivalence of the previous education, including the average grade, issued by Konstanz Preparatory College (Studienkolleg Konstanz);
4. In the case of previous education abroad and German nationality or a German university entrance qualification from other federal states that does not enable direct access to studies in Baden-Württemberg, certification regarding the recognition and evaluation of this university entrance qualification, including the average grade and the date of attainment of the university entrance qualification, issued by the certification recognition office of Stuttgart Regional Council (Regierungspräsidium Stuttgart);
5. In the case of recognized vocational advanced further training (master craftsperson examination/technician examination or another advanced further training regulated under public law), certificate/reference of the advanced further training and evidence of a consultation with a university;
6. A chronological resume without gaps in German or English;
7. If applicable, certification regarding completed (voluntary) military, citizen, development, federal or youth service, as well as periods of supervision or care of a related child under 18 years of age or a related person in need of care up to a period of three years;
8. In the case of admission in connection with selection according to hardship criteria, an extensive explanation why an immediate admission to the degree program is absolutely necessary and corresponding evidence that demonstrates extraordinary hardship;
9. In the case of admission to a second degree, a copy of the certificate and reference of completed undergraduate studies in a program at a university within the scope of the Basic Law and a justification for the admission to the second degree;

10. An explanation as well as evidence regarding whether the examination entitlement to a university of the same type of university has expired for the same degree program. For study periods prior to the advance or interim examination, a corresponding comparability of the degree programs in this period shall be sufficient;
11. In the case of applicants who have already studied at another university, evidence of the study period completed at such a university and, in the case of an application for admission to an advanced semester, evidence of completed examinations and the fully completed enclosures for lateral entry;
12. In the case of applicants who have not attained their study qualification at a German-language institution, evidence of the necessary language skills pursuant to Section 4.

(3) ¹The forms of evidence stated in (2) 1. shall be submitted as a simple copy. ²If the forms of evidence pursuant to 1. are not composed in the German or English language, these must be translated into German or English by a person or institution authorized to prepare sworn or judicially accredited translations. ³Professionally sworn and judicially recognized translators of the Federal Republic of Germany are particularly suitable (www.justiz-dolmetscher.de).

Section 4: Language skills

(1) In addition to the general admission requirements (Section 58 of the LHG), both German and English language skills must be demonstrated for the above-mentioned degree program.

(2) ¹German language skills may be demonstrated by means of a German university entrance qualification. ²Moreover, the necessary proof of German language skills at the minimum level of A1 may be provided by way of submission of one of the following documents:

1. Assessment for a bachelor degree program by way of submission of the admission qualification of the preparatory college for the University;
2. German as a foreign language test (TestDaF) insofar as at least the level of A1 is achieved on average;
3. German language examination for university admission (DSH) insofar as the DSH was completed with at least the level of A1;
4. Telc German level A1;

or an equivalent language examination according to the Framework Regulation on German Language Examinations for Studying at German Universities (Rahmenordnung über Deutsche Sprachprüfungen für das Studium an deutschen Hochschulen, RO-DT). ³In the case of applicants with German nationality, the requirement for evidence of a German language examination may be waived in specially justified individual cases.

(3) ¹English language skills may be demonstrated by a German university entrance qualification or an English-language university entrance qualification equivalent to the German university entrance qualification according to the Konstanz Preparatory College. ²Moreover, the necessary evidence of English language skills at the minimum level of B2 may be provided by way of submission of one of the following documents:

1. English as a foreign language certificate (TOEFL), level B2;
2. English for International Communication Certificate (TOEIC), level B2;
3. International English Language Testing System Certificate (IELTS), level B2;
4. English for Speakers of Other Languages Certificate (ESOL) of Cambridge University, level B2;

or an equivalent language examination according to the common European reference framework for languages (GER).

(4) ¹Evidence of language skills for the chosen degree program, which cannot be demonstrated by the applicant by the application deadline, may be provided in retrospect by the beginning of lectures for the semester in accordance with the schedule of the University, for which the application for admission was submitted. ²Admission in this case occurs pursuant to Section 5 (5).

(5) In the case of short-term students, the provisions of Section 10 of the Admission and Matriculation Regulations (Zulassungs- und Immatrikulationsordnung, ZIO) of the University apply.

Section 5: Admission

(1) ¹The allocation procedure shall exclude those who:

1. have not submitted the application for admission with the necessary documents in compliance with the deadline or form requirements, or;
2. do not fulfill the admission requirements according to Section 58 of the LHG.

²Moreover, the allocation procedure for new students shall exclude those who are already matriculated in the relevant degree program at a university within the scope of the Basic Law.

(2) ¹In the event that no impediments exist following examination of the admission application, decisions on admission or rejection shall be issued following completion of the selection procedure. ²The University shall send the legally effective decisions by post and for information purposes by way of a PDF document of the decision by email. ³The admission decisions include a deadline for acceptance of the study place. ⁴Section 36 of the HZVO remains unaffected.

(3) ¹If the deadline for acceptance of the study place is not observed and no subsequent period is granted, admission shall lapse. ²In this case, matriculation is no longer possible.

(4) ¹Admission shall be denied if the applicant does not receive a study place for capacity reasons following completion of the selection procedure or if the applicant does not finally pass the necessary examination in the same degree program according to the examination regulations of the transferring degree program. ²Admission applications pursuant to Section 37 of the HZVO, which are not received within the deadlines according to Section 2, shall not be deemed submitted according to the deadline and form requirements.

(5) ¹Admission may be rendered subject to a condition, time limit or requirement in justified cases. ²Insofar as a form of evidence can only be provided following expiry of the deadlines according to Section 2, the admission shall be subject to the condition that the evidence is submitted in retrospect in the subsequent period set by the University. ³If the imposed conditions, time limits or requirements are not fulfilled, admission shall lapse and matriculation shall no longer be possible. ⁴If admission by the University is based on false information, the University shall withdraw such admission. ⁵If admission is otherwise erroneous, the University may withdraw such admission.

Section 6: Selection procedure

- (1) Those eligible to participate in the selection procedure are only those who:
- a) have applied for a study place in compliance with the deadline and form requirements;
 - b) have fulfilled the admission requirements according to Section 58 (1) to (3) of the LHG, and;
 - c) are not participating in the allocation procedure in connection with an advance quota.
- (2) Should the number of qualified applications exceed the total number of study places available, the selection commission shall prepare a ranking pursuant to Section 9.

Section 7: Selection commission

- (1) A selection commission shall be appointed to prepare the selection decisions.
- (2) ¹The Dean's Office of the Faculty of Mechanical Engineering (MA) and the Dean's Office of the Faculty of Electrical Engineering and Information Technology (EI) shall each appoint a person and a substitute for the selection commission to prepare the selection decisions. ²This shall comprise two persons who belong to the full-time academic staff. ³A member must belong to the group of university lecturers.
- (3) ¹The term of office of the members shall amount to four years; re-appointment is possible. ²Membership in the selection commission shall end when the respective member leaves the respective faculty; the Dean's Office shall appoint a successor for the remaining term of office.
- (4) ¹The members of the MA and EI Faculty Councils have the right to attend the consultations of the selection commission; however, they have no voting right. ²The selection commission shall report to the Faculty Councils following completion of the procedure and may make proposals for the further development of the selection procedure.

Section 8: Selection criteria and weighting

- (1) The rankings on the selection list for the first semester in the bachelor degree program Sustainable Engineering and Future Technologies (SET) shall be assigned according to grade point score (selection grade).
- (2) ¹The grade point score according to (1) shall be determined as follows:
1. Assessment of school achievements (partial grade 1): In order to assess the school achievements, the average grade of the university entrance qualification (Hochschulzugangsberechtigung, HZB) shall be used.
 2. ²Assessment of other program-specific achievements (partial grade 2): In order to assess other program-specific achievements, the type of a vocational training and the type of a practical activity as well as additional subject-specific qualifications and extracurricular achievements shall be considered. ³The other program-specific achievements shall encompass a maximum of 0.5 partial grade points in total. ⁴In this connection, the aforementioned achievements shall be assessed by each member of the selection commission individually with the following grade points:
 - a) Completed vocational training in a skilled occupation, which is assigned to the major groups:
 - 24 metal production and processing, metal construction occupations, or;
 - 25 mechanical engineering and vehicle engineering occupations, or;

- 26 mechatronics, energy or electrical occupations, or;
- 27 technical research, development, design and production control occupations, or;
- 34 building and technical supply occupations, or;
- 41 mathematics, biology, chemistry and physics occupations, or;
- 43 computer science, information and communication technology occupations

of the directory of the recognized skilled occupations pursuant to Section 90 (3) No. 3 of the Vocational Training Act (Berufsbildungsgesetz, BBiG) in the respectively valid version or a comparable recognized skilled occupation:
0.3 grade points.

⁵Only one vocational training may be taken into consideration per applicant. ⁶The arithmetic mean shall be calculated from the grade points of the individual members of the selection commission. ⁷In this connection, only one decimal point shall be taken into consideration; all further decimal points shall be stricken without rounding.

b) ⁸Vocational experience of at least six months in length in a skilled occupation pursuant to a): maximum 0.1 grade point.

⁹The arithmetic mean shall be calculated from the grade points of the individual members of the selection commission. ¹⁰In this connection, only one decimal point shall be taken into consideration; all further decimal points shall be stricken without rounding.

c) ¹¹Special educational backgrounds, practical activities or extracurricular achievements and qualifications that indicate subject-specific achievement, including in particular:

- Service or voluntary work in part time in the fire brigade, at the Red Cross or at a similar charitable organization, at the Technische Hilfswerk (THW) for at least two years;
- National or international voluntary service, military service, citizen service, ecological or social placement year in full time for at least six months;
- Award winner in the selection contest for the International Olympic Games;
- "Jugend forscht" (first to third prize in the federal competition);
- "Schüler-Ingenieur-Akademie" (at least two schoolyears);
- Award/prize for completion of training in a skilled occupation of a major group according to a) or a comparable skilled occupation, or;
- Political engagement in an electoral office (local youth council or similar) for at least one legislative period.

¹²Only one extracurricular achievement and qualification and one special educational background or practical activity may be taken into consideration per applicant: maximum 0.1 grade points.

¹³The arithmetic mean shall be calculated from the grade points of the individual members of the selection commission. ¹⁴In this connection, only one decimal place shall be taken into consideration; further decimal places shall be stricken without rounding.

¹⁵The grade points calculated for a), b), and c) shall be added together and form partial grade 2.

(3) ¹Partial grade 2 pursuant to (2) No. 2 (other program-specific achievements) shall be deducted from partial grade 1 according to (2) No. 1 (school achievements). ²On the basis of the overall grade determined in this manner, a ranking shall be created for all participants in the selection procedure.

(4) The selection for advanced semesters shall occur in accordance with Section 7 of the HZG in conjunction with Section 32 of the HZVO.

Section 9: Creation of the ranking

(1) The ranking shall be created on the basis of the overall grade pursuant to Section 8 (3).

(2) The ranking shall be determined by the overall grade according to (1), beginning with the lowest value.

(3) ¹In the event of tied rankings, the rank order shall be determined by the result of the university entrance qualification pursuant to Section 6 (2) 8, 1st clause of the HZG. ²In other respects, Section 6 (2) 9 and 10 of the HZG applies.

Section 10: Location connection in the public interest

(1) In connection with the quota (advance quota) for selection according to a location connection in the public interest, as prescribed in Section 6 (1) 2 No. 4 of the HZG in conjunction with Section 22 (1) 1 No. 4 of the HZVO, student applicants shall be considered who belong to a federal Olympic, prospective, supplementary or team sport squad or junior squad 1 of the German Olympic Sports Federation or belong to a group worthy of particular support on the basis of a cooperation agreement intended to ensure the compatibility of academic studies at Konstanz and regional sports and are tied to the study location for this reason.

(2) ¹Prior to expiry of the deadline stated in Section 2 (deadline), the student applicants must disclose which of the groups defined in (1) they belong to and to what extent this results in a location commitment to the study location. ²The corresponding forms of evidence must be submitted together with the application.

(3) ¹Applicants pursuant to (1) shall be selected according to their suitability for the chosen degree program and the typically associated vocational activities pursuant to Section 8 in the selection procedure.

Section 11: Deviating quotas for international student applicants

(1) In the degree program Sustainable Engineering and Future Technologies (SET), whose study offering is aimed particularly at international student applicants whose courses are largely held in English and which leads to a university degree that is typical internationally, the quota for international student applicants, who are not equated with German student applicants, shall be defined at 75 percent in accordance with Section 6a of the HZG in conjunction with Annex 5 and Section 22 (1) No. 2, (4) of the HZVO.

(2) The ranking on the list for international student applicants, who are not equated with German student applicants, shall be determined in accordance with Section 6 (1) 2 No. 2 of the HZG in conjunction with Section 6 (2) 8 of the HZG analogously, according to the average grade of the international university entrance qualification by German interpretation pursuant to the recognition certificate of the Konstanz Preparatory College.

(3) In the event of equal rankings, the rank order shall be determined analogously by lot pursuant to Section 6 (2) 9 and 10 of the HZG.

Section 12: Selection by waiting time

¹In the calculation of the waiting time, periods of study at a German university and a period of waiting time exceeding seven semesters shall not be taken into account. ²In the event of equal rankings, the rank order shall be determined by the result of the selection procedure pursuant to Section 6 (1) 6, 2nd clause of the HZG. ³Unclaimed study places in the waiting time quota shall be allocated via the selection procedure.

Section 13: Entry into effect

(1) These Statutes shall enter into effect on the date of their disclosure.

(2) In addition, these Statutes shall be disclosed by way of a notice at the University and by way of publication at a suitable location on the University website.

(3) These Statutes on admission shall apply for the first time to the admission procedure for the winter semester 2023/24.

Konstanz, February 14, 2023

signed

Prof. Dr. Sabine Rein, President