

## **Admission Statutes**

### **of the Hochschule Ravensburg-Weingarten – University of Applied Sciences (HRW) for the Master’s Study Program Electrical Engineering**

**as of 25 June 2010**

The first amending statutes dated 21 January 2011 have been incorporated.

The second amending statutes dated 28 November 2011 have been incorporated.

On 24 June 2010, pursuant to § 29 Sect. 2 Sentence 6 and § 63 Sect. 2 of the Baden-Württemberg Higher Education Act (Landeshochschulgesetz – LHG) of 1 December 2005 as amended on 20 November 2007, law gazette page 706, § 6 Sect. 4 of the Higher Education Admission Law (Hochschulzulassungsgesetz – HZG) of 22 March 1993 (law gazette page 201) as amended by Sect. 4 of the second Higher Education Law Amendment Act (Hochschulrechtsänderungsgesetz) of 1 January 2005 (law gazette page 60) as well as § 3 Sect. 1 Sentence 3 and § 20 of the Ordinance on the Awarding of University Places (Hochschulvergabeverordnung – HVVO) of 13 January 2003 (law gazette page 63) the Senate of the Hochschule Ravensburg-Weingarten – University of Applied Sciences enacted the following Statutes:

#### **Preamble**

In these statutes, all titles and designations of offices, status, functions and trades apply equally to men and women and hence can also be used in the corresponding female language form. This applies equally to university degrees, academic designations and titles.

#### **§ 1**

#### **Scope of Application**

These statutes govern the admission to the Master’s Study Program Electrical Engineering of the Hochschule Ravensburg-Weingarten – University of Applied Sciences.

#### **§ 2**

#### **Responsibility**

A selection committee shall be responsible for the orderly execution of the admission procedure. It shall establish a suggestion list to serve as a basis for the selection of the candidates by the University’s executive board. The selection committee shall include the head of the study program as the chairperson as well as two further members of the examination committee. A further external member may be brought in, acting in an advisory capacity.

#### **§ 3**

#### **Application Deadlines**

The application for admission to the Master’s study program Electrical Engineering must be filed by 15 May of the corresponding calendar year.

## **§ 4**

### **Bases for Decision-Making**

The prerequisites for admission to the university are as follows:

1. A Bachelor's degree or another at least equivalent university degree earned in a technical or scientific field of study with an overall grade of at least 2.5 (according to the German grading system from 1 to 5 where 1 is excellent and 5 is a fail).
2. Good command of the English language, evidence of which shall generally be furnished by a TOEFL test. (Minimum score for the paper-based version is 550 and for the computer-based version 60, and the test must not be older than one year).
3. Admission of students with a Bachelor's degree comprising 180 ECTS credits is possible. In such a case, additional work accomplished amounting to 30 ECTS credits must be obtained in the field of electrical engineering and approved by the head of the examination committee. These 30 ECTS credits will be shown in the Diploma Supplement but not considered for the overall grade of the Master's Certificate.

## **§ 5**

### **Decision on Selection and Rank**

- (1) Should the number of applicants exceed the number of university places available, the applicant's position in a ranking list shall be decisive. The ranking list shall be established on the basis of the overall grade pursuant to § 6. In cases where several candidates are of equal rank the grade of the final thesis (Bachelor's thesis, Diplom thesis or others) shall be decisive. Should, even after taking the final thesis into account, there still be candidates with equal rank, then all applicants of equal rank shall be admitted.
- (2) A quota of 50% of all university places shall be reserved for German applicants and those regarded as German nationals.

## **§ 6**

### **Calculation of the Overall Grade**

The basis for the overall grade shall be the grade obtained in the university degree as defined in § 4 hereof. A grade bonus of 0.3 grade points can be obtained for each of the areas listed below, however limited to a total of 0.6 grade points:

- Research work in the field of electrical engineering;
- Professional experience in the field of electrical engineering;
- The result of a voluntary entrance test taking additional qualifications into account.

Details are governed by §§ 7 to 9.

## **§ 7**

## **Application and Admission for the Purpose of Achieving a Higher Grade**

It is possible within the application deadline as set out in § 3, in addition to the application for admission submitted in the proper form, to apply for a higher final grade pursuant to § 6 hereof. The following documents must be enclosed with this application:

- A written report describing background and previous experience and giving the reasons for choosing the specific study program;
- Certificates and other documents in officially certified copies giving evidence of the background and previous experience (if not already included in the application for admission).

### **§ 8**

#### **Voluntary Entrance Test**

- (1) The maximum number of applicants to be admitted to the voluntary entrance test amounts to three times the university places to be filled according to this procedure. Admission will first of all be effected on the basis of the special qualifying characteristics as defined in Section 2.
- (2) Applicants may be admitted to the voluntary entrance test on the basis of special qualifying characteristics arising from the written application documents. Special qualifying characteristics are, in particular, ability and open-mindedness relating to cross-disciplinary topics, specialized knowledge of and special interest in international activities. Evidence of such characteristics can be provided through successfully passed examinations, a vocational training or professional activities or other achievements implying a special aptitude for postgraduate studies. The selection committee shall set up a rank order accordingly.
- (3) The voluntary entrance test shall have the form of a selection interview (Sect. 4).
- (4) The selection interview shall not be public and shall have a duration of approximately 20 minutes. The date shall be determined by the selection committee. It is possible to test several applicants in a joint interview (assessment). The duration of the interview shall then be extended in such a way that app. 20 minutes shall be scheduled for each candidate. The interviews are intended to provide the members of the selection committee with an impression of the candidates' personality, aptitude and motivation with regard to the Master's study program Electrical Engineering. The selection committee shall grant a grade bonus of 0.0 to 0.3 to the overall grade of the university degree. The main contents of the selection interview shall be recorded in writing.

### **§ 9**

#### **Deceit and Breach of Regulations**

- (1) Should, during the process of achieving a higher grade a candidate deceive or attempt to deceive, the supervisor(s) shall notify the selection committee accordingly. If the testing procedure is considerably disturbed, the supervisor(s) may temporarily exclude the disturber from continuing the test.

- (2) The selection committee shall decide upon the deceit or the breach of regulations after having heard the person(s) concerned. Depending on the seriousness of the deceit or breach of regulations, it may refuse admission to the university or declare the process of achieving a higher grade not completed. The decision shall be taken by the University's executive board.
- (3) Should the deceit become known only after the procedure of achieving a higher grade has been closed, the selection committee may, in serious cases, withdraw the admission granted within one year after closing the procedure and after hearing the person(s) concerned. The decision shall be taken by the University's executive board.

### **§ 10** **Entry into Force**

These statutes shall take effect on the day of their promulgation.

Weingarten, this 25th of June 2010

Prof. Dr.-Ing. Thomas Spägele  
Rector

Prof. Dr.-Ing. Franz Brümmer  
Vice-Rector for Study and Examination Matters

**This is a translation of the German version as of December 2011. In cases of doubt the German version shall prevail.**