

This a non-binding reading version. Please note that the valid version is the original German version which can be found here: <https://www.hs-albsig.de/studieninfos/im-studium/studentische-abteilung/rechtsgrundlagen/>

**Admission regulations of the Albstadt-Sigmaringen University
for the Master's programme Life Science Innovation (LSI)
with academic final examination Master of Science (M.Sc.)**

From 28.11.2023

On the basis of Sections 59 (1) sentence 2 and 19 (1) sentence 2 no. 10 of the State Higher Education Act (LHG) in the version dated 1 April 2014 (Law Gazette p. 99), which was last amended by Article 8 of the Act dated 7 February 2023 (Law Gazette p. 26, 43) and Section 6 (4) of the Higher Education Admission Act (HZG) dated 15 September 2005 (Law Gazette p. 629), which was last amended by Article 9 of the Act of 17 December 2020 (GBl. p. 1204, 1229) and Section 33 of the University Admission Ordinance (HZVO) of 2 December 2019 (GBl. p. 489), which was last amended by the Ordinance of 12 December 2022 (GBl. p. 647), the Senate of Albstadt-Sigmaringen University of Applied Sciences adopted the following statutes on 11 July 2023.

Table of contents

- § 1 Scope of application
- § 2 Admission requirements
- § 3 Application for authorisation
- § 4 Application deadline
- § 5 Admission committee
- § 6 Selection criteria for admission
- § 7 Selection interview
- § 8 Decision on the authorisation
- § 9 Entry into force

§ 1 Scope of application

- (1) These regulations govern admission to the Master's degree programme Life Science Innovation (LSI) of Albstadt-Sigmaringen University of Applied Sciences on the basis of an aptitude assessment procedure in accordance with §§ 2 to 8 of these statutes.
- (2) The titles of offices and functions in these admission regulations refer equally to both women and men; otherwise, Section 11 (7) LHG applies accordingly.

§ 2 Admission requirements

About the Master's programme Life Science Innovation (LSI) may be admitted upon written application if you fulfil the following requirements:

- (1) a) Completion of at least a Bachelor's degree in the field of engineering (e.g. biotechnology, pharmaceutical engineering or food, nutrition, hygiene), industrial engineering (e.g. facility management, smart building engineering and management) or other related subject areas at a German university or university of cooperative education or a comparable degree at a foreign university, in each case with an above-average final grade.

Foreign applicants are converted into the German grading system in accordance with the recommendations of the Central Office for Foreign Education (ZAB).

- b) ¹The scope of study must be at least 210 credit points according to the European Credit Transfer System (ECTS) corresponding to a first university degree with at least seven semesters. ²In the case of a first degree with six semesters of study corresponding to 180 ECTS credits, the missing ECTS credits must be earned during the Master's programme in consultation with the responsible examination board in the form of modules with suitable content in accordance with the applicable study and examination regulations. ³As a rule, these are modules from a subject-specific Bachelor's degree programme at Albstadt-Sigmaringen University of Applied Sciences. ⁴Notwithstanding sentence 3, the missing ECTS credits can be earned in the form of a practical semester (internship semester). ⁵Additional ECTS points already earned from modules with suitable content can be recognised on application. ⁶The credits earned to achieve the required 210 ECTS points are shown in the transcript of records, but are not included in the overall grade of the Master's degree.
- (2) Good knowledge of English. Proof - of **language level B2** - must be provided by all applicants who do not speak English as a native language.

§ 3 Application for authorisation

- (1) The form of the application for admission and the documents to be submitted are governed by the general provisions in the currently valid admission and enrolment regulations of Albstadt-Sigmaringen University of Applied Sciences.
- (2) The following documents must also be enclosed with the application for authorisation:

a) the certificate of a professionally qualifying first university degree,

or

with regard to Section 4 (2) of these Statutes, a forecast by the body authorised to award grades or certificates that it is to be expected that the admission requirements according to Section 2 of these Statutes will be met no later than four weeks after the start of lectures for the Master's degree programme applied for
and

with regard to § 6 para. 2 a) of these statutes, proof of all previous examination results of the first university degree qualifying for a profession,

b) a signed curriculum vitae in German or English

c) a letter of application in German or English in which the applicant describes his/her suitability and motivation for the selection of the degree programme

- (3) Albstadt-Sigmaringen University of Applied Sciences may require that the original documents on which the admission decision is based be submitted upon enrolment and, if the original was prepared in a language other than German or English, an officially certified translation into German or English.

§ 4 Application deadline

- (1) ¹The application for admission to the degree programme, including all required documents, must

for the winter semester by 15 July of each year,
for the summer semester by 15 January of each year

be received by the Admissions Office of Albstadt-Sigmaringen University (cut-off deadline).

- (2) ¹Admission may also be applied for if the certificate of the first university degree qualifying for admission to a profession is not yet available due to the absence of individual examination results and, based on the course of study to date, in particular the examination results to date, it can be expected that the admission requirements according to Section 2 of these statutes will be fulfilled no later than four weeks after the start of lectures for the Master's degree programme applied for. ²For this purpose, the application for admission must be accompanied by a forecast from the office authorised to award grades or certificates (Section 3 (2)).

§ 5 Admission committee

- (1) The Admissions Committee is responsible for preparing and carrying out the admission procedure (including checking the admission requirements and organising the selection interview).

- (2) ¹The Rector of the university appoints the members of the Admissions Committee on the recommendation of the Faculty Council. ²The Admissions Committee consists of two university lecturers. ³In the event that they are unable to attend, two university lecturers are to be appointed as deputies on the recommendation of the Faculty Council. ⁴The term of office of the members is two years. ⁵Reappointment is possible indefinitely. ⁶The appointment takes place on 1 September of each year. ⁷If the appointment takes place at a later date, the term of office is shortened accordingly.

- (3) The Admissions Committee reports to the Faculty Council after completion of the admissions procedure on the experience gained and makes proposals for the further development of this procedure.

§ 6 Selection criteria for admission

- (1) If the number of applicants who fulfil the admission requirements according to § 2 exceeds the number of study places specified in the Admission Number Ordinance for the Master's degree programme Life Science Innovation (LSI) these will be allocated according to the results of a selection procedure.
- (2) The selection procedure is based on the application documents submitted by the applicants according to the following selection criteria:
 - a) Final grade of the professionally qualifying first university degree.
Foreign final grades are converted into the German grading system in accordance with the recommendations of the Central Office for Foreign Education (ZAB).

or

Average grade determined on the basis of previous examination results in the main degree programme in the event that the certificate of the first university degree qualifying for a profession is not available after the application deadline in accordance with Section 4 (1) of these statutes.

If the professionally qualifying first university degree is not divided into basic and advanced studies, the average grade is calculated on the basis of all previous examination results. In both cases, the actual result of the professionally qualifying first university degree is disregarded in the selection procedure.

Foreign examination results are converted into the German grading system in accordance with the recommendations of the Central Office for Foreign Education (ZAB).

- b) Bonus for a selection interview max. 0.8 grade points
The grading points are graded in 0.1 increments from 0.0 grade points to 0.8 grade points. A bonus of 0.8 grade points corresponds to the best assessment in the selection interview. Failure to attend the selection interview will result in 0.0 grade points being awarded.
- (3) ¹For each applicant, a selection grade with one decimal place is calculated from the final grade of the professionally qualifying first university degree and the bonus for the selection interview in accordance with the selection criteria under Section 6 (2) a) and b). ²A ranking list of the selection grades of all applicants is then drawn up.
- (4) ¹If the ranking is equal, the candidate with the better final grade of the first university degree qualifying for a profession will be selected first. ²If there is still a tie, Section 16 (2) and (3) HWO shall apply accordingly.
- (5) The ranking established in accordance with paragraphs (2) to (4) is the basis for the succession procedure.

§ 7 Selection interview

- (1) ¹The members of the admissions committee conduct an interview with each applicant, usually lasting 20 minutes. ²If the file situation shows that an application has no chance of success despite fulfilling the admission requirements, no selection interview will take place. ³A record is kept of the reasons for the non-invitation.
- (2) The interview should show whether the applicant is qualified and open-minded for the chosen degree programme.
- (3) ¹Minutes must be kept of the main questions and answers during the interview, which must be signed by the members of the admissions committee. ²Furthermore, the minutes must show the date and place of the interview, the name of the applicant and the assessment.
- (4) ¹The applicant is entitled to attend an alternative date if, immediately after the interview date to which the applicant was invited, written proof is provided to the university that there was a valid reason for the non-attendance. ²The Admissions Committee will decide whether a valid reason exists. ³If the non-attendance was due to illness, a medical certificate must be submitted as proof.

§ 8 Decision on the authorisation

- (1) ¹Admission is based on the overall result. ²The decision on the selection of applicants is made by the Rector on the recommendation of the Admissions Committee.
- (2) ¹In the case of an application in accordance with § 4 Paragraph 2 of these statutes, admission is granted subject to the proviso that the Albstadt-Sigmaringen University of Applied Sciences has received the certificate of the professionally qualifying first university degree (in accordance with § 3 Paragraph 2 a) of these statutes) no later than four weeks after the start of lectures. ²If the certificate is not received by the deadline, admission to the degree programme will be cancelled.

§ 9 Entry into force

- ¹These Articles of Association shall enter into force on the day following their publication.
²It applies for the first time to the allocation procedure for the summer semester 2024.