

**Statutes of the  
Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen (HfWU)  
Outlining the University's Selection Procedure and Regulations for  
Admission to the Master Degree Program in Sustainable Mobilities**

**24 July 2019**

Based on section 63 (2) and section 59 (1) of the Law for Universities in Baden-Württemberg (Landeshochschulgesetz, LHG) dated 01 April 2014 (Law Gazette (GBl.) page 99) and section 20 of the HVVO (Act on the Awarding of University Places of the State of Baden-Württemberg) dated 13 January 2003 (Law Gazette (GBl.) page 63) last amended in section 14 of the third law on the amendment of university regulations (University Law Amendment Act, 3rd HRÄG) dated 01 April 2014 (Law Gazette (GBl. page 99)), the Senate of Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen passed the following statutes on 04 July 2019.

**Section 1 Admission and Number of Admissions**

- (1) First-year students are admitted twice a year, at the beginning of the winter and summer semester respectively.
- (2) The number of first-year admissions is regulated by the Act of the Ministry of Science Baden-Württemberg which in its currently valid version determines the number of admissions at Universities of Applied Sciences (ZZVO-HAW).

**Section 2 Application Deadline**

Applications for admission for the winter semester must have been received at HfWU before 15 July and for the summer semester before 15 December of the previous year (cut-off period).

**Section 3 Hardship Cases Quota**

5% of the admission numbers, or at least one place, is reserved for applicants in exceptional circumstances, so-called hardship cases.

During the admissions process, ranking is done in the following order:

- 1) Selection based on the result of the selection procedure
- 2) Selection based on hardship criteria

Applicants eligible for both ranking lists 1) and 2) are included in both lists.

**Section 4 Admission Criteria**

- (1) Applicants who meet the following requirements may be admitted to the Master Degree Program in Sustainable Mobilities:

1. Proof of having successfully completed a degree program at a German University or Berufsakademie/Duale Hochschule or an equivalent degree from a foreign institute of higher education in the following subject areas:
  - Business Sciences
  - Social Sciences (e.g. sociology, political science, anthropology etc.)
  - Spatial Sciences (e.g. geography, town, land use, traffic or landscape planning)
  - Industrial, Traffic or Environmental Engineering
  - Architecture

If in doubt, the Admissions Committee (cf. section 5) will decide if a particular degree program falls under the subject areas mentioned in clause 1.

2. A letter of motivation for the program

- (2) If, at the time of application, the first degree program at a German university or Berufsakademie/Duale Hochschule or at an equivalent foreign European university using the ECTS grading system has not been completed, preliminary admission might be granted provided that proof of having completed the first degree program is provided at the time of enrolment at the latest. In this case, at least 150 ECTS credits must have been achieved in the degree program at the time of application. If proof of having completed the first degree program cannot be supplied before the deadline, admission is revoked.

### **Section 5 Admissions Committee**

The selection procedure is carried out by an Admissions Committee consisting of the Dean of Studies (Studiendekan) plus a further full-time professor or a staff member of HfWU. The Admissions Committee is responsible for following the correct selection procedure and will compile a ranking list in accordance with section 8 which will be presented to the management of HfWU for a decision on admission. The Rector makes the final decision of admission based on the recommendations of the Admissions Committee.

### **Section 6 Selection Procedure**

- (1) Places on the program are allocated following the result of a selection procedure during which a ranking list is compiled.
- (2) Allocation of a place will be determined by the following selection criteria:
  - a. The average grade of the completed first degree program and
  - b. The grade awarded for the letter of motivation according to section 7.

### **Section 7 Letter of Motivation for the Program**

- (1) The letter of motivation consists of a written statement in English in which applicants outline their motivation to apply for the Master Degree program in Sustainable Mobilities.
- (2) The letter of motivation has to be typewritten and must not exceed two pages. It must be attached to the written application and submitted together with the application before the deadline.
- (3) The letter of motivation will be graded according to the following criteria:

Applicants must state the reasons and logically explain why they want to achieve the Master of Science Degree in Sustainable Mobilities and why this program fits their personal preferences. It will also be assessed whether their statements are comprehensible, correctly presented and in an appropriate format (max. 10 points).

### **Section 8 Compiling a Ranking List for Decisions on Admission**

- (1) A place on the ranking list is initially based on the average grade of the completed first degree program (cf. section 6, paragraph 2 a).
- (2) The Admissions Committee will award points for the letter of motivation. They calculate the total amount of points for every applicant and convert them into grade decimal points (max. 0.5) according to a linear 10-point-system, see appendix. The weighted average grade in paragraph 1 can be improved by a maximum of 0.5 grade decimals for the letter of motivation. Applicants who did not submit a letter of motivation will be awarded zero points.

- (3) Based on paragraphs 1 and 2, the Admissions Committee will compile a ranking list which will form the basis for decisions on admission.
- (4) In the case of equal ranking, ranking will be determined according to section 16 of the HVVO Act (Act on the Awarding of University Places in the State of Baden-Wuerttemberg).

### **Section 9 Commencement**

These statutes will come into effect on the day after they have been published. They will regulate the admissions process from summer semester 2020 on.

Nürtingen, 24 July 2019

Professor Dr. Andreas Frey  
Rector

**Please note:** The English translation serves informational purposes only. Only the German text published in the Rector's Office is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

**Appendix**

**Grading Table for Letter of Motivation**

Points	Grade Decimal Points
09 - 10	0.5
7 - 8	0.4
5 - 6	0.3
3 - 4	0.2
1 - 2	0.1
0	0