

**Statutes for Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen (HfWU)
outlining the regulations for admission and the selection process in the master's
programs in Automotive and Mobility Management, Real Estate Management,
Sustainable Mobilities, and Leadership**

Date: 30 April 2021

Based on section 6 (2) and (4) in the Act on Higher Education Admission (HZG) dated 22 March 1993 (Law Gazette page 201) in the version dated 15 September 2005 (Law Gazette page 630), last amended by article 9 of the Act dated 17 December 2020 (Law Gazette pages 1204, 1229), section 59 (1) phrases 1 and 2, sect. 63 (2) and sect. 19 (1) phrase 2, no. 10, of the State Higher Education Act (LHG) dated 01 January 2005 (Law Gazette page 1) in the version dated 01 April 2014 (Law Gazette page 99), last amended by article 1 of the Act dated 17 December 2020 (Law Gazette page 1204) and sect. 33 of the Ordinance on Admission to Higher Education (HZVO) dated 02 December 2019 (Law Gazette page 489), amended by the Ordinance of 29 June 2020 (Law Gazette page 499), the Senate of Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen agreed the following statutes on 22 April 2021.

Section 1 Scope of application

(1) These statutes regulate admission and the selection process in the admission-restricted master's programs in Automotive and Mobility Management, Real Estate Management, Sustainable Mobilities, and Leadership at Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen.

(2) After fulfilling initial quotas according to sect. 6 (1), phrase 2, HZG in conjunction with sect. 22 (1), phrase 1 (admission in exceptional circumstances) and 4 HZVO (preferential admission for a particular location if this is in the public interest), places are allocated following the results in the university's selection process in accordance with the regulations outlined hereafter and in particular according to the criteria in sect. 7 of these statutes.

Section 2 Deadlines

(1) Any application for admission in the summer semester in the master's programs in Automotive and Mobility Management, Sustainable Mobilities, and Leadership must have been received by Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen before the 15 January in that year (final deadline).

(2) Any application for admission in the winter semester in the master's programs in Automotive and Mobility Management, Real Estate Management, Sustainable Mobilities, and Leadership must have been received by Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen before the 15 July in that year (final deadline).

Section 3 Form

(1) Any application for admission must be for a particular degree program and a particular study semester. It must be submitted electronically to uni-Assist e.V. under the conditions specified there, together with the required documents outlined in subsect. 2 and in accordance with the university's regulations (online application). Applicants who can credibly demonstrate that they are unable to communicate via web portals can be facilitated by the university.

(2) The following documents must be included in the application for admission to a master's program:

1. Proof of a university degree in a related field or an equivalent qualification pursuant to sect. 59 (1) LHG

- a. for the master's program in Automotive and Mobility Management: a degree in business or economics, in engineering management or engineering science
- b. for the master's program in Real Estate Management: a degree in business or economics or in engineering management with a focus on real estate
- c. for the master's program in Sustainable Mobilities: a degree in business or economics, in social sciences (e.g. sociology, political sciences, anthropology etc.), in spatial sciences (e.g. geography, urban, spatial, transportation or landscape planning), in transportation engineering, environmental management or architecture.
- d. for the master's program in Leadership: a degree in business or economics or a different degree with professional experience in a business-related area

2. For the master's programs in Automotive and Mobility Management, Real Estate Management, and Sustainable Mobilities: a typewritten letter of motivation, max. 2 pages, which needs to adhere to the following criteria:

It must contain a logical and plausible explanation why the applicant would like to obtain a master's degree in the chosen program and why this program fits their personal profile. The statements must be comprehensible and worded correctly and the letter must be laid out in an appropriate format.

a. for Automotive and Mobility Management and Real Estate Management, the letter of motivation must be in German

b. for Sustainable Mobilities, the letter of motivation must be in English

3. for Sustainable Mobilities, applicants must also submit proof of proficiency in English according to sect. 4 (2).

(3) The university may ask that the documents specified in subsect. 2 and 3 are submitted as original copies or as certified copies. If the documents specified in subsect. 2 and 3 are not in German or English, a translation into German or English by a sworn or court-certified translator or institution must be submitted.

Section 4 Language proficiency

(1) In addition to the general admission requirements (sect. 59, LHG), proof of German language proficiency must be provided for the programs in Automotive and Mobility Management, Real Estate Management, and Leadership. Language proficiency can be ascertained by submitting a German higher education entrance qualification ("HZB") or one of the following documents:

1. Test Deutsch als Fremdsprache" (TestDaF), provided that at least a TDN 4 level was obtained in all four parts of the examination.
2. Deutsche Sprachprüfung fuer den Hochschulzugang (DSH), provided that at least a DSH-2 level was obtained
3. Deutsches Sprachdiplom der Kultusministerkonferenz - Level II (DSD II)
4. Telc Deutsch C1 Hochschule
5. Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS)
6. Deutsche Sprachprüfung II by the Sprachen- und Dolmetscherinstitut Muenchen.
7. Higher education degree completed in German

(2) For the master's program in Sustainable Mobilities, proof of English language proficiency must be provided in addition to the general admission requirements (sect. 59, LHG). Language proficiency can be ascertained by submitting a higher education entrance qualification completed in English or one of the following documents confirming level B2:

1. Test of English as a Foreign Language -TOEFL- with at least 500 points (paper-based) or 173 points (computer-based) or 61 points (internet-based)
2. International English Language Testing System Academic - IELTS with at least 5.5 overall band score
3. Cambridge English: Business Vantage - BEC Vantage
4. Cambridge English: First — FCE
5. Cambridge English: Advanced — CAE
6. Cambridge English: Proficiency — CPE

7. Advanced Placement International English Language Exam (APIEL) with at least grade 4
8. Test of English for International Communication (TOEIC) with at least 785 points
9. A language certificate completed at B2 level in accordance with the "Common European Framework of Reference for Languages"

Proof of proficiency in English does not have to be submitted if applicants have passed a GMAT with at least 500 points or for applicants from countries where English is the official language or if they are native speakers.

Section 5 Admission

(1) Letters of admission will be sent out by the university via email.

(2) Admission will be denied if applicants cannot be awarded a place following the selection process for reasons of insufficient capacity, if they failed an exam with no option to resit according to the exam regulations at another higher education institution in the same program or in a related program with approximately the same content, or if they are no longer allowed to take exams for other reasons, or if the application was not submitted on time or in the prescribed format as outlined in sect. 2 of these statutes.

(3) In some specific cases, admission may be made under particular conditions, with set time limits or on precise terms. If a document cannot be handed in before the deadline stipulated in sect. 2 of these statutes, admission is made on condition that the document will subsequently be submitted within the deadline set by the university. This particularly applies for admission to master's programs if the bachelor's degree is not yet available due to the fact that some individual assessments are still missing. In this case, admission is granted on condition that the bachelor's degree and all additional requirements related to it will be submitted no later than 01 November (for the winter semester) or 20 April (for the summer semester). If admission was based on false claims, it will subsequently be revoked by the university. If admission was based on other errors, the university can revoke it within one year; after this period, admission can no longer be revoked. This does not affect sect. 36 of the Ordinance on Admission to Higher Education (HZVO).

Section 6 Selection process

(1) Admission to the selection process is limited to applicants

- a) who have applied for a study place on time and in the prescribed format,
- b) who fulfill the admission requirements according to sect. 59 (1) LHG and
- c) who are not included in one of the quotas which are deducted before the admissions process.

(2) If the number of suitable applications exceeds the total number of places available, the admissions committee will compile a ranking list according to sect. 9.

Section 7 Admissions committee

- (1) An admissions committee will be appointed that will prepare the documents for the decisions on admission.
- (2) The selection process is carried out by an admissions committee consisting of the dean of studies for the particular program plus a full-time professor or an academic staff member of Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen. The admissions committee is responsible for following the correct selection procedure.

Section 8 Selection criteria in the master's programs

After deducting the initial quotas (admission in exceptional circumstances and preferential admission for a particular location), study places are allocated according to a ranking list based on the following selection criteria:

1. Result in the previous higher education degree in a related field or in an equivalent qualification
2. If applying for the master's programs in Automotive and Mobility Management, Real Estate Management or Sustainable Mobilities: the grade awarded for the letter of motivation according to appendix 1.

Section 9 Compiling a ranking list

- (1) Based on the criteria listed in sect. 8, a ranking list is compiled.
- (2) For the master's programs in Automotive and Mobility Management, Real Estate Management, and Sustainable Mobilities, the overall grade can be improved by up to 0.5 with the points awarded for the letter of motivation by the admissions committee according to appendix 1.
- (3) Based on the overall grade calculated in subsect. 2, a ranking list will be compiled from all the applications included in the process.
- (4) In the case of equal ranking, the order in the master's programs is determined by the average grade of the previous degree in accordance with sect. 6 (4), phrase 4, HZG.

Section 10 Preferential admission for a particular location if this is in the public interest ("Ortsbindung im oeffentlichen Interesse")

- (1) The selection for the quota for admission for a particular location if this is in the public interest is carried out in accordance with the statutes of Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen for master's or graduate degree programs.

Section 11 Commencement

(1) These statutes shall come into effect on the day following promulgation. Concurrently, the statutes of Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen (HfWU) outlining the regulations for admission and the selection process in the master's programs in Automotive Management dated 04 May 2015, in Real Estate Management dated 09 July 2012, in Sustainable Mobilities dated 29 July 2019, and in Leadership dated 15 December 2016 will no longer be applicable.

(2) These statutes will apply for the admissions and selection process in the master's programs in Automotive and Mobility Management, Real Estate Management, Sustainable Mobilities, and Leadership from the winter semester 2021/2022 on.

Nuertingen, 30 April 2021

Prof. Dr. Andreas Frey
Rector

Please note: The English translation serves informational purposes only. Only the German text is legally binding. In the event of any conflict between the English and German text, the German text shall prevail.

Appendix 1Grading table for the letter of motivation for the master's programs

in Automotive and Mobility Management, Real Estate Management, and Sustainable Mobilities

Points	Grade points
9 — 10	0.5
7 — 8	0.4
5 — 6	0.3
3 — 4	0.2
1 — 2	0.1
0	0