

Reading version – Updated on 07 February 2023

Statutes for Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen (HfWU) outlining the selection process and the regulations for admission to the master's program in International Finance

Dated 15 February 2021

Based on sections 59 (1), 63 (2) and 19 (1), phrase 2, no.10 of the act on higher education in Baden-Württemberg (Landeshochschulgesetz, LHG) in the version dated 01 April 2014 (law gazette (GBl.) page 99), last amended in article 1 of the act on 18 March 2018 in conjunction with sections 6 (4) and 9 of the act on higher education admission (HZG) dated 15 September 2005 (law gazette (GBl.) page 629), last amended in article 2 of the act dated 15 October 2019 (law gazette (GBl.) page 405) and sections 19 ff. of the ordinance on admission to higher education (HZVO) dated 02 December 2019 (law gazette (GBl.) page 489), the Senate of Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen agreed the following statutes on 10 February 2021.

Section 1 Scope of application

These statutes regulate admission and the selection process in the admission-restricted master's program in International Finance at Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen.

After fulfilling initial quotas according to sect. 6 (4), phrase 6, HZG in conjunction with subsect. 1, phrase 2, no. 1 (admission in exceptional circumstances) and no. 4 (preferential admission for a particular location if this is in the public interest) and sect. 6 (1), phrase 2, no. 2 HZV in conjunction with sect. 22 (1), phrase 1, no. 2 HZVO (foreign nationals and stateless persons), places are then allocated following the results in the university's own selection process in accordance with the regulations outlined hereafter and in particular according to the criteria in sections 8 and 11 of these statutes.

Section 2 Deadlines

Any application for admission in the winter semester must have been received by Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen before the 1 June in that year (definitive deadline).

Section 3 Form

(1) Any application for admission must be for a particular degree program and a particular study semester. An application consists of entering and electronically submitting the applicant's data (online application) on the respective web-based tools (online application

portals) subject to the conditions outlined there. The required documents outlined in paragraph 2 must be submitted. 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:

1) Proof of having completed a higher education degree or an equivalent qualification pursuant to section 59 (1) LHG in one of the following programs. In the case of bachelor's degrees with less than 210 ECTS credit points, but no less than 150 ECTS credits points (or 130 ECTS credit points in a degree from Duale Hochschule Baden-Württemberg), the admissions committee will check if the qualifications set by the admission requirements are met.

- Degree programs with a focus on business administration and/or economics
- Degree programs in business law (degree title "Diplom-Wirtschaftsjurist (FH)" or Bachelor of Laws – LL.B)
- Degree title "Diplom-Rechtspfleger (FH)", "Diplom-Verwaltungswirt (FH)", "Diplom-Finanzwirt (FH)" or "Württembergischer Notariatsassessor"
- A completed first or second state examination in law ("erstes oder zweites juristisches Staatsexamen")

2) Proof of English language proficiency

3) A typewritten letter explaining the motivation for this program, max. 2 pages, in German or English

The university may ask that the documents specified in paragraph 2 are submitted as original copies or as certified copies. If the documents specified in paragraph 2 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

In addition to the general admission requirements (section 59 LHG), applicants must submit documentation concerning their English language proficiency required for this program. Language proficiency can be ascertained by submitting one of the following documents:

Proof of language proficiency in English at level B2:

- 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)
- International English Language Testing System Academic - IELTS with at least 5.5 overall band score
- Cambridge English: Business Vantage - BEC Vantage
- Cambridge English: First – FCE
- Cambridge English: Advanced – CAE
- Cambridge English: Proficiency – CPE
- Advanced Placement International English Language Exam (APIEL) with at

- least grade 4
- Test of English for International Communication (TOEIC) with at least 785 points
 - A language certificate completed at B2 level in accordance with the "Common European Framework of Reference for Languages"
 - A completed degree program taught in English at a higher education institution in Germany or abroad

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 or 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 31 December (for the winter 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 section 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 decisions on admission.
- (2) The admissions committee is appointed by the faculty council of the faculty the degree program is affiliated to. The admissions committee consists of two members who also form part of the permanent academic staff of the faculty. At least one of these two members must be a professor. The faculty council also appoints two deputy members from the faculty.
- (3) The term of office for the members is three years. Reappointments are possible. If an appointed member leaves the faculty, their membership in the admissions committee also ends. The faculty council will appoint a successor for the remaining term of office.
- (4) Members of the faculty council are allowed to take part in the consultations of the admissions committee, they do not, however, have a vote. The admissions committee will submit a report to the faculty council when the selection process is completed. They may also make suggestions on how to improve the selection process.

Section 8 Selection criteria in the master's programs

After deducting the initial quotas (admission in exceptional circumstances or preferential admission for a particular location or admission of foreign nationals and stateless persons), 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 the result attained in an equivalent qualification
2. Motivation for the desired degree program

Section 9 Compiling a ranking list

- (1) Based on the overall grade achieved, a ranking list is compiled.
- (2) The admissions committee can decide to improve the grade by up to 1.0 on the basis of the letter of motivation.
- (3) Based on the overall grade calculated in paragraph 2 and starting with the best grade, 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 program in International Finance is determined by the average grade of the previous degree in accordance with section 6 (4), phrase 4, HZG.

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

- (1) In accordance with the statutes of Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen for master's or graduate degree programs, applicants from any degree program

are taken into consideration as regards the quota for admission for a particular location if this is in the public interest (“Ortsbindung im öffentlichen Interesse”).

Section 11 Special quotas for international students

In the master’s program in International Finance, 60% of the study places can be taken up by foreign nationals and stateless persons according to sect. 6 (1), phrase 2, no. 2 HZG in conjunction with sect. 22 (1), phrase 1, no. 2 HZVO (foreign nationals and stateless persons).

Section 12 Commencement

(1) These statutes will come into effect on the day following promulgation. Concurrently, the statutes of Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen (HfWU) outlining the selection process and the regulations for admission in the master’s program in International Finance dated 10 March 2014 will no longer be applicable.

(2) These statutes will apply for the admissions process for the master’s program in International Finance from the winter semester 2021/2022 on.

Nürtingen, 15 February 2021

Prof. Dr. Andreas Frey
Rector

IMPORTANT NOTICE
COURTESY TRANSLATION
Please refer to the German original version for the official document.