

**Statutes of the Konstanz University of Applied Sciences on admission and  
the university's own selection procedure  
for the Bachelor's degree program  
Sustainable Engineering and Future Technologies (SET) without preselection  
(ZuSEToVor)**

**From February 14, 2023; last amended on May 14, 2024**

On the basis of §§ 63 para. 2 sentences 1 and 3, 19 para. 1 sentence 2 no. 10 of the State Higher Education Act (LHG) in the version dated April 1, 2014 (GBl. p. 99), which was last amended by Article 4 of the Act dated December 21, 2022, as well as §§ 6, 6a, 7 and 9 of the Higher Education Admission Act (HZG) dated September 15, 2005 (GBl. p. 629), which was last amended by Article 9 of the Act of 17 December 2020 (GBl. p. 1204, 1229) and §§ 19 ff. 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 the University of Konstanz School of Engineering, Business and Design on February 14, 2023 adopted the following Articles of Association.

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## **§ 1 Scope of application**

(1) These regulations apply to the selection procedure and admission to the Bachelor's degree program Sustainable Engineering and Future Technologies (SET).

(2)<sup>1</sup>The University of Konstanz admits 40 first-year students to the SET degree program in the winter and summer semesters of each year. <sup>2</sup>The number of first-year places in the SET degree program is determined by the regulation of the Baden-Württemberg Ministry of Science on the determination of admission numbers at universities of applied sciences (ZZVO-HAW) in the currently valid version.

(3)<sup>1</sup>In the Sustainable Engineering and Future Technologies (SET) degree program, the University of Konstanz allocates 90 percent of the study places available for the first semester after deduction of the preliminary quotas according to the result of the university's own selection procedure in accordance with the following provisions and 10 percent according to the length of time since the acquisition of the university entrance qualification for the chosen degree program (waiting time). <sup>2</sup>The allocation of study places in the preliminary quotas is based on §§ 6 para. 1 sentences 2 and 3, 6 a HZG in conjunction with Annex 5, §§ 22, 23 HZVO and §§ 10 and 11 of these statutes; § 30 HZVO applies to preliminary admission.

## **§ 2 Deadline**

(1) The application for admission must

1. for the summer semester by **November 1st** of the previous year,
2. for the winter semester by **June 1st** of each year

be received by the Registrar's Office at the University of Konstanz (exclusion deadlines).

(2)<sup>1</sup>The application for admission to higher semesters must be submitted by the deadlines specified in paragraph 1. <sup>2Proof</sup> of academic and examination achievements issued after the application deadline can be

1. for the summer semester by February 28/29 of each year,
2. for the winter semester by August 31 of each year

to the Registrar's Office at the University of Konstanz (exclusion deadlines).

## **§ 3 Form**

(1)<sup>1</sup>The application for admission must relate specifically to the Sustainable Engineering and Future Technologies (SET) degree program and be directed to a specific semester. <sup>2The</sup> application must be submitted to the University of Konstanz's Registrar's Office in accordance with the requirements specified on the University of Konstanz's web portal, together with the documents required under paragraph 2 (online application). <sup>3</sup>Applications for admission to the first semester at the University of Konstanz can be submitted for up to three study programs per application period. <sup>4These</sup> are treated as equal main applications. <sup>5</sup>Only one application for admission per application period can be submitted <sup>for</sup> applications for a higher semester. <sup>6</sup>Applicants must

Applicants who can credibly demonstrate that they are unable to communicate via the web portals of the University of Konstanz and/or the Foundation for University Admission will be supported by the university and/or the foundation.

(2)<sup>1</sup>The following documents must be enclosed with the application for admission:

1. Proof of the required qualification according to § 58 paragraph 1 sentence 1 i. V. m. paragraph 2 LHG,
2. Certificates or meaningful documents as proof of the selection criteria for the chosen degree program,
3. In the case of a foreign educational background and non-German citizenship, a certificate from the Studienkolleg Konstanz confirming the equivalence of the previous education and stating the average grade,
4. In the case of a foreign educational background and German citizenship or a higher education entrance qualification from another federal state that does not allow direct access to studies in Baden-Württemberg, the certificate of recognition and assessment of this higher education entrance qualification, stating the average grade and the date of acquisition of the higher education entrance qualification by the Certificate Recognition Office of the Stuttgart Regional Council,
5. In the case of recognized advanced vocational training (master craftsman/technician examination or other advanced training regulated by public law), certificate/certificate of advanced training and proof of a counselling interview at a university,
6. A chronological and complete curriculum vitae in German or English,
7. If applicable, a certificate of completed (voluntary) military service, employment service, development service, federal voluntary service or youth voluntary service, as well as periods of care or nursing of a child under the age of 18 or a person in need of care from the circle of relatives up to a period of 3 years,
8. For admission within the framework of selection according to hardship criteria, a detailed justification of why immediate admission to the degree program is absolutely necessary and corresponding proof of exceptional hardship,
9. For admission to a second degree course, a copy of the certificate and transcript of a completed undergraduate degree course at a higher education institution within the scope of the Basic Law and a justification for taking up the second degree course,

10. A declaration and proof of whether the right to take examinations for the same degree program at a university of the same type of higher education institution has expired. For study sections prior to the preliminary or intermediate examination, a corresponding comparability of the study courses in this section is sufficient,
11. For applicants who have already studied at another university, proof of the period of study completed there and, in the case of an application for admission to a higher semester, proof of examination results already achieved and the completed annexes for lateral entry,
12. Applicants who have not obtained their study qualification at a German-speaking institution must provide proof of the required language skills in accordance with § 4.

(3)<sup>1</sup>The evidence referred to in paragraph 2 sentence 1 must be submitted as a single copy. <sup>2</sup>If the evidence pursuant to sentence 1 is not in German or English, a translation in German or English by a person or institution authorized to provide sworn or court-approved translations is required. <sup>3</sup><sup>Specially</sup> suitable are professionally sworn and court-approved translators of the Federal Republic of Germany ([www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de)).

#### **§ 4 Language skills**

(1) In addition to the general admission requirements (§ 58 LHG), English language skills must be proven for the above-mentioned degree program.

(2)<sup>1</sup>English language skills can be proven by a German university entrance qualification or an English-language university entrance qualification that is equivalent to a German university entrance qualification according to the Studienkolleg Konstanz. <sup>2</sup>In addition, the required proof of English language proficiency with a minimum language level of B2 can be provided by submitting one of the following documents:

1. English as a foreign language certificate (TOEFL), level B2
2. English for International Communication Certificate (TOEIC), level B2
3. International English Language Testing System Certificate (IELTS), level B2
4. English for Speakers of Other Languages Certificate (ESOL) from Cambridge University, level B2

or an equivalent language test in accordance with the Common European Framework of Reference for Languages (CEFR). <sup>3</sup>In individual cases, the selection committee may decide on the basis of suitable evidence whether an applicant has the required English language skills.

(3)<sup>1</sup>If proof of English language proficiency for the chosen degree program cannot be submitted by the applicant by the application deadline, it can be submitted by the beginning of the semester according to the University of Konstanz's schedule for which the application for admission was submitted. <sup>2</sup>In this case, admission will be granted in accordance with § 5 para. 5.

(4) For temporary students, the regulations in § 10 Admission and Enrolment Regulations (ZIO) of the University of Konstanz apply.

### **§ 5 Authorization**

(1) <sup>1</sup>Excluded from the award procedure is anyone who

1. has not submitted the application for admission with the required documents in due form or time, or
2. does not fulfill the admission requirements according to § 58 LHG.

<sup>2</sup>Furthermore, anyone who is already enrolled in the relevant degree program at a university within the scope of the Basic Law is excluded from the admission procedure for first-year students.

(2) <sup>1</sup>If there are no obstacles to admission after the application has been reviewed, admission and rejection notices will be issued after the selection procedure has been completed. <sup>2</sup> The legally effective notifications are sent by post by the University of Konstanz; a pdf document of the notification is sent in advance by email for information purposes. <sup>3</sup>The admission notices contain a deadline for accepting the study place.<sup>4</sup> Section 36 HZVO remains unaffected.

(3) <sup>1</sup>If the deadline for accepting the study place is not met and no grace period is granted, the admission expires. <sup>2</sup> In this case, enrolment is no longer possible.

(4) <sup>1</sup>Admission is to be denied if the applicant does not receive a study place for capacity reasons after the selection procedure has been carried out or if he or she has definitively failed an examination in the same degree program required by the examination regulations of the transferring degree program. <sup>2</sup>Applications <sup>for admission</sup> according to § 37 HZVO that are not received within the deadlines according to § 2 are deemed not to have been submitted in due form and time.

(5) <sup>1</sup>In justified cases, admission may be subject to a condition, time limit or requirement. <sup>2</sup>If proof can only be provided after the deadlines according to § 2 have expired, admission is granted on the condition that the proof is submitted within the deadline set by the University of Konstanz. <sup>3</sup>If the conditions, time limits or requirements are not met, the admission expires and enrolment is no longer possible. <sup>4</sup>If the admission by the university is based on false information, the university will withdraw it. <sup>5</sup>If the admission is otherwise incorrect, the university may withdraw it.

### **§ 6 Selection procedure**

(1) Only those who

- a) has applied for a study place in due time and form,
- b) fulfills the admission requirements according to § 58 paragraphs 1 to 3 LHG and
- c) does not participate in the award procedure within the framework of a quota to be deducted in advance.

(2) If the number of qualified applications exceeds the total number of available study places, the selection committee will draw up a ranking list in accordance with § 9.

### **§ 7 Selection committee**

- (1) A selection committee is appointed to prepare the selection decision.
- (2) <sup>1</sup>The Dean's Office of the Faculty of Mechanical Engineering (MA) and the Dean's Office of the Faculty of Electrical Engineering and Information Technology (EI) each appoint one person and one deputy to the selection committee to prepare the selection decision. <sup>2</sup>This consists of two persons who are members of the full-time academic staff. <sup>3</sup>One member must belong to the group of university lecturers.
- (3) <sup>1</sup>The term of office of the members is four years; reappointment is possible. <sup>2</sup> Membership of the selection committee ends <sup>upon</sup> leaving the respective faculty; the Dean's Office appoints a successor for the remaining term of office.
- (4) <sup>1</sup>The members of the MA and EI faculty councils have the right to be present during the deliberations of the selection committee; however, they do not have the right to vote. <sup>2</sup>The selection committee reports to the faculty councils at the end of the procedure and can make suggestions for the further development of the selection procedure.

### **§ 8 Selection criteria and weighting**

- (1) The allocation of places on the selection list for the first semester of the Bachelor's degree course in Sustainable Engineering and Future Technologies (SET) is based on a grade point score (selection grade).
- (2) <sup>1</sup>The score according to paragraph 1 is determined as follows:
1. Assessment of academic performance (partial grade 1): The average grade of the higher education entrance qualification (HZB) is used to assess academic performance.
  2. <sup>2</sup>Assessment of other course-specific achievements (partial grade 2): The type of vocational training and the type of practical activity as well as subject-specific additional qualifications and extracurricular achievements are taken into account for the assessment of other course-specific achievements. <sup>3</sup>The other course-specific achievements comprise a maximum total of 0.5 grade points. <sup>4</sup>In <sup>this</sup> context, the above-mentioned achievements are assessed individually by each member of the selection committee with the following grade points:
    - a) Completed vocational training in an occupation that belongs to the main occupational groups:
      - 24 Metal production and processing, metal construction occupations or
      - 25 Mechanical and automotive engineering professions or
      - 26 Mechatronics, energy and electrical professions or
      - 27 Technical research, development, design and production control professions or
      - 34 Building and supply engineering professions or
      - 41 Mathematics, biology, chemistry and physics professions or
      - 43 Computer science, information and communication technology professions of the list of recognized training occupations pursuant to Section 90 (3) No. 3 of the Vocational Training Act (BBiG) as amended, or a comparable recognized training occupation:  
0.3 grade points.
    - <sup>5</sup>Only one vocational training course can be considered per applicant. <sup>6</sup>From the

The arithmetic mean is calculated from the grade points of the individual members of the selection committee. <sup>7</sup> Only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding.

b) <sup>8</sup>Professional experience of at least six months in a training occupation as per a): maximum 0.1 grade points.

<sup>9</sup>The arithmetic mean is calculated from the grade points of the individual members of the selection committee. <sup>10</sup>Only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding.

c) <sup>11</sup>Special previous training, practical activities or extracurricular achievements and qualifications that provide information about the subject-specific performance, in particular:

- Service or part-time voluntary work with the fire department, the Red Cross or a similar aid organization, the Federal Agency for Technical Relief (THW) for at least 2 years,
- National or international voluntary service, military service, civilian service, ecological or social year full-time for at least 6 months,
- Prizewinner in the selection competition for the International Olympiad,
- Jugend forscht (1st to 3rd prize in the national competition),
- Student Engineering Academy (at least two school years),
- Award/prize for completion of training in a training occupation of a main occupational group according to a) or a comparable training occupation or
- Political involvement in an electoral office (youth council or similar) for at least one legislative period.

<sup>12</sup>Only one extracurricular achievement and qualification and one special previous education or practical activity can be taken into account per applicant: maximum 0.1 grade points.

<sup>13</sup>The arithmetic mean is calculated from the grade points of the individual members of the selection committee. <sup>14</sup>Only the first decimal place after the decimal point is taken into account; all other decimal places are deleted without rounding.

<sup>15</sup>The grade points calculated for a), b) and c) are added together to give a sub-grade of 2.

(3) <sup>1</sup>From the partial grade 1 according to paragraph 2 no. 1 (academic performance), the partial grade 2 according to paragraph 2 no. 2 (other course-specific performance) is deducted. <sup>2</sup>On the basis of the overall grade determined in this way, a ranking list is drawn up of all participants in the selection procedure.

(4) Selection for higher semesters takes place in accordance with § 7 HZG in conjunction with § 32 HZVO.

### **§ 9 Creation of the ranking list**

- (1) The ranking list is compiled on the basis of the overall grade in accordance with Section 8 (3).
- (2) The ranking order is determined by the overall score in accordance with paragraph 1, starting with the lowest score.
- (3) <sup>1</sup>In the event of equal ranking, the order is based on the result of the university entrance qualification in accordance with Section 6 (2) sentence 8, 1st half-sentence HZG. <sup>2</sup>In all other respects, Section 6 (2) sentences 9 and 10 HZG apply.

### **§ 10 Local connection in the public interest**

- (1) Within the framework of the quota provided for in § 6 para. 1 sentence 2 no. 4 HZG i. V. m. § Section 22 (1) sentence 1 no. 4 HZVO (preliminary quota) for the selection according to local ties in the public interest, applicants will be considered who belong to an Olympic, perspective, supplementary or team sports squad or junior squad 1 of the German Olympic Sports Confederation formed at federal level or who belong to a group of persons to be specially promoted on the basis of a cooperation agreement intended to ensure the compatibility of academic studies at the University of Konstanz and regional competitive sports and who are tied to the place of study for this reason.
- (2) <sup>1</sup>By the end of the period specified in § 2 (exclusion period), applicants must state which of the groups of persons specified in paragraph 1 they belong to and to what extent this results in a local connection to the place of study. <sup>2</sup>The relevant evidence must be submitted together with the application.
- (3) <sup>1</sup>Applicants according to paragraph 1 are selected in the selection procedure according to their suitability for the chosen degree program and the typically subsequent professional activities according to § 8.

### **§ 11 Deviating quotas for foreign applicants**

- (1) In the Sustainable Engineering and Future Technologies (SET) degree program, whose courses are particularly geared towards foreign applicants, whose courses are largely taught in English and which leads to a degree that is customary abroad, the quota for foreign applicants who are not equivalent to Germans is set in accordance with Section 6a HZG i. In conjunction with Annex 5 and Section 22 (1) No. 2, (4) HZVO, the maximum rate is set at 75 percent.
- (2) The ranking order on the list for foreign applicants who are not equivalent to Germans is determined in accordance with Section 6 (1) sentence 2 no. 2 HZG i. V. m § 6 paragraph 2 sentence 8 HZG analogously, according to the average grade of the foreign higher education entrance qualification according to the German interpretation according to the certificate of recognition of the Studienkolleg Konstanz.
- (3) In the event of a tie, the ranking order is determined by lot in accordance with Section 6 (2) sentences 9 and 10 HZG.



### **§ 12 Selection according to Waiting period**

<sup>1</sup>When calculating the waiting period, periods of study at a German university and a waiting period of more than seven semesters are not taken into account. <sup>2</sup>In the event of equal ranking, the order is based on the result of the selection procedure in accordance with Section 6 (1) sentence 6, 2nd half-sentence HZG. <sup>3</sup>Unused study places in the waiting period quota are allocated via the selection procedure.

### **§ 13 Entry into force**

- (1) These Articles of Association shall enter into force on the day following their publication.
- (2) These statutes will also be posted at the University of Konstanz and published in an appropriate place on the University of Konstanz homepage.
- (3) These amended admission regulations in the version dated May 14, 2024 apply for the first time to the admission procedure for the winter semester 2024/25.

Constance, May 14, 2024

signed.

Prof. Dr. Sabine Rein President

Note: These admission regulations were first published in the Official Gazette of the University of Konstanz No. 127. It was amended in the Senate meeting on May 14, 2024 (Official Gazette no. 135).