

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

From 14 February 2023; last amended on 8 April 2025

On the basis of Sections 63 (2) sentences 1 and 3, 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 4 of the Act dated 21 December 2022, as well as Sections 6, 6a, 7 and 9 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 §§ 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 14 February 2023 adopted the following Articles of Association.

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§ 1 Scope of application

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

(2) ¹The number of study places is determined annually in the Ordinance of the Baden-Württemberg Ministry of Science on the Determination of Admission Numbers at Universities of Applied Sciences.

Applied Sciences (Zulassungszahlenverordnung - ZZVO-HAW). ²The university decides each semester on the basis of the ZZVO-HAW whether a selection procedure will be carried out.

(3) ¹In the study programme Sustainable Engineering and Future Technologies (SET), the University of Konstanz allocates 90 percent of the available study places 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 higher education entrance qualification for the chosen study programme (waiting time). ²The 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. ³Sentences 1 and 2 do not apply if the degree programme is not restricted in terms of admission numbers.

(4) ¹If the degree programme is not restricted in terms of admission numbers, there is no selection procedure. ²In this case, paragraphs 8 to 12 do not apply.

§ 2 Deadline

(1) The application for admission or the application for participation in the registration procedure as well as all required application documents, unless otherwise specified, must be submitted for the first subject-related semester

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

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

(2) ¹The application for admission or the application for participation in the enrolment procedure for higher semesters as well as all necessary application documents, unless otherwise specified, must be submitted by the deadlines specified in paragraph 1. ²Proof of study and examination achievements issued after the application deadline can be

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

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

(3) When changing degree programmes within the university, a new admission is required.

§ 3 Form

¹The application for admission or the application for participation in the application procedure must refer specifically to the Sustainable Engineering and Future Technologies (SET) degree programme, as well as to a specific winter/summer semester and a specific semester.

semester. ²It must be submitted to the Registrar's Office of the University of Konstanz together with the documents required according to paragraph 2 in accordance with the requirements specified on the University of Konstanz's web portal (online application). ³In principle, applications can be submitted for up to three degree programmes for the first semester at the University of Konstanz. ⁴These will be treated as equal-ranking main applications. ⁽⁵⁾ For applications for a higher semester, only one application for admission per application period can be submitted. ⁶Applicants for a second degree programme may only submit one application for admission. ⁷If more applications for admission are submitted than permitted, a decision will only be made on the last of the permitted number of applications received on time. ⁸Applicants 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.

(1) ¹The application for authorisation must be accompanied by the following documents:

1. Proof of the required qualification in accordance with § 58 LHG, stating the average grade of the HZB,
2. Certificates or meaningful documents as proof of the selection criteria for the chosen degree programme; in the case of admission number restrictions,
3. In the case of a foreign educational background and non-German citizenship, a certificate of equivalence from the Studienkolleg Konstanz stating the average grade,
4. In the case of a foreign qualification 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 on which the higher education entrance qualification was obtained by the Certificate Recognition Office of the Stuttgart Regional Council,
5. In the case of recognised 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 18 years of age or a person in need of care from the circle of relatives up to a duration of 3 years; in the case of admission number restrictions,
8. For an authorisation in the context of selection according to hardship criteria, a detailed justification as to why immediate admission of the applicant is necessary.

The applicant must provide proof that the admission to the degree programme is mandatory and corresponding evidence of exceptional hardship; in the case of admission number restrictions,

9. For admission to a second degree programme, a copy of the certificate and transcript of records of a completed undergraduate degree programme at a higher education institution within the scope of the Basic Law and a justification for admission to the second degree programme; in the case of admission number restrictions,
10. A declaration and proof as to whether the right to take examinations for the same degree programme 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 programmes 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.

(2) ¹If the evidence pursuant to sentence 1 is not in German or English, a translation into German or English by a person or institution authorised to provide a sworn or court-approved translation is required. ⁽²⁾ Professionally sworn and court-approved translators of the Federal Republic of Germany (www.justiz-dolmetscher.de) are particularly suitable.

§ 4 Language skills

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

(2) ¹The English language skills can be proven by a German university entrance qualification or an English-language university entrance qualification equivalent to the German university entrance qualification according to the Studienkolleg Konstanz. ²Furthermore, 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). ³In individual cases, the selection committee may decide, on the basis of suitable evidence, whether the required English language skills are required for

are available to an applicant.

(3) 1If proof of English language proficiency for the chosen degree programme 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. ²In this case, admission will be granted in accordance with § 5 para. 5.

§ 5 Authorisation

(1) 1Any person is excluded from the award or registration procedure who

1. has not submitted the application for admission or the application for participation in the registration procedure with the required documents in due form or time, or

2. does not fulfil the admission requirements according to § 58 LHG.

²Furthermore, anyone who is already enrolled in the relevant degree programme at a higher education institution within the scope of the Basic Law shall be excluded from the admission or registration procedure for first-year students.

(2) ¹If, in the case of an admission number restriction, there are no obstacles after examination of the application for admission, admission and rejection notices will be issued after completion of the selection procedure. ²If there are no obstacles after the application for participation in the application procedure has been reviewed, admission notifications will be issued. ³Notifications will be sent electronically via the University of Konstanz's campus portal (available for retrieval).

⁴Applicants will receive an email from the university informing them that the notification has been made available for retrieval. ⁽⁵⁾ A notification made available for retrieval in the campus portal is deemed to have been announced on the fourth day after the e-mail notification has been sent.

⁶Admission notifications contain a deadline for accepting the study place and for enrolment. ⁷Section 36 HZVO remains unaffected.

(2a) ⁽¹⁾Anyone who is not to participate in the allocation or registration procedure in accordance with paragraph 1 will receive a notice of exclusion. ²The exclusion notices will be transmitted electronically to the campus portal of the University of Konstanz (provision for retrieval). ⁽³⁾ Applicants will receive an email from the university informing them that the decision has been made available for retrieval. ⁽⁴⁾ A notification made available for retrieval in the campus portal is deemed to have been announced on the fourth day after the e-mail notification has been sent.

(3) 1Admission is only valid for the winter/summer semester specified in the letter of admission, the degree programme specified therein and for the semester specified therein. ²If the deadline for acceptance of the study place or for enrolment is not met and no grace period is granted, the admission expires. ³In this case, enrolment is no longer possible.

(4) 1In the case of an admission number restriction, admission is to be refused if the applicant does not receive a study place after the selection procedure has been carried out for capacity reasons or if he or she has definitively failed an examination required by the examination regulations of the degree programme in question in the same degree programme or if the right to take the examination no longer exists for other reasons. ²Sentence 1, alternatives two and three also apply in the event that the degree programme is not restricted in terms of admission numbers. ³Applications for admission 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) ¹ In justified cases, admission may be subject to a condition, time limit or requirement. ² 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. ³ If the conditions, time limits or requirements are not met, the admission expires and enrolment is no longer possible. ⁴ If the admission by the university is based on false information, the university will withdraw it. ⁵ If the admission is otherwise incorrect, the university may withdraw it. ⁶ Section 36 HZVO remains unaffected.

§ 6 Selection procedure

- (1) In the case of admission number restrictions, only those who
- a) has applied for a study place in due time and form,
 - b) fulfils the admission requirements according to § 58 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 examine the admission requirements in accordance with § 4 and to prepare the selection decision.
- (2) ¹ 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) shall each appoint one person and one deputy to the selection committee to prepare the selection decision. ² This consists of two persons who are members of the full-time academic staff. ³ One member must belong to the group of university lecturers.
- (3) ¹ The term of office of the members is four years; reappointment is possible. ⁽²⁾ Membership of the selection committee ends when the member leaves the respective faculty; the Dean's Office appoints a successor for the remaining term of office.
- (4) ¹ 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. ² The selection committee shall report to the faculty councils after completion of the procedure and may 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 programme in Sustainable Engineering and Future Technologies (SET) is based on a grade point score (selection grade).
- (2) ¹ The number of grade points in accordance with 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. ² Assessment of other programme-specific achievements (partial grade 2): For the assessment of other programme-specific achievements, the type of vocational training and the type of practical activity as well as subject-specific assignments are taken into account.

qualifications and extracurricular achievements are taken into account. ³The other programme-specific achievements comprise a maximum of 0.5 grade points in total. ⁴Each member of the selection committee will assess the above-mentioned achievements individually with the following grade points:

a) Completed vocational training in an occupation that falls under 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 Maths, biology, chemistry and physics professions or
 - 43 Computer science, information and communication technology professions
- of the list of recognised training occupations pursuant to Section 90 (3) No. 3 of the Vocational Training Act (BBiG) as amended or a comparable recognised training occupation:

0.3 grade points.

⁵Only one vocational training programme can be considered per applicant. ⁶From the

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

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

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

c) ¹¹Special 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 brigade, the Red Cross or a similar aid organisation, 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),
- Pupil 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.

¹²Only 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.

¹³The grade points of the individual members of the selection committee are used to determine the

arithmetic mean is formed. ¹⁴Only the first decimal place after the decimal point is taken into account; all other places are cancelled without rounding.

¹⁵The grade points calculated for a), b) and c) are added together and result in the partial grade 2.

(3) ¹From the partial grade 1 according to paragraph 2 no. 1 (academic performance), the partial grade 2 according to paragraph 2 no. 2 (other programme-specific performance) is deducted. ²On 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 Section 7 HZG in conjunction with Section 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) ¹In the event of equal ranking, the order is based on the result of the higher education entrance qualification in accordance with Section 6 (2) sentence 8, 1st half-sentence HZG. ²Otherwise, Section 6 (2) sentences 9 and 10 HZG apply.

§ 10 Localisation 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. § 22 para. 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) ¹The applicants must state by the end of the period specified in § 2 (exclusion period) 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. ²The relevant evidence must be submitted together with the application.

(3) ¹Applicants in accordance with paragraph 1 are selected in the selection procedure on the basis of their aptitude for the chosen degree programme and the professional activities that typically follow in accordance with Section 8.

§ 11 Deviating quotas for foreign applicants

(1) In the Sustainable Engineering and Future Technologies (SET) degree programme, whose courses are particularly geared towards foreign applicants, whose courses are largely taught in English and which leads to a university 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 per cent.

(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

¹When 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. ²In 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. ³Study places not utilised 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 8 April 2025 apply for the first time to the admission procedure for the winter semester 2025/26.

Constance, 8 April 2025

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 last amended in the Senate meeting on 8 April 2025 (Official Gazette no. 141).