

**Statute of Karlsruhe University of Applied Sciences pertaining to the University's selection  
procedure for the Bachelor's degree program**

**Electrical Engineering and Information Technology – EEIB**

as of March 1, 2021

On the basis of § 6 para 2 of the University Admissions Law (Hochschulzulassungsgesetz, HZG) dated September 15, 2005 (GBl. pp. 629 ff.), last amended by Article 2 of the Law on June 24, 2020 (GBl. p. 426), in conjunction with § 20 of the University Admissions Act (Hochschulzulassungsverordnung, HZVO) of December 2, 2019 (GBl. p. 489), the Senate of Karlsruhe University of Applied Sciences resolved upon the following statute on February 9, 2021:

**§ 1 Area of application**

(1) Insofar as the respective act of the Ministry of Science on the setting of admission figures at the universities of applied sciences (ZZVO-HAW) stipulates admission numbers for the Bachelor's degree program Electrical Engineering and Information Technology (EEIB) and the number of applications exceeds the total number of study places, Karlsruhe University of Applied Sciences Karlsruhe allocates 90 percent of the available study places after deduction of the preliminary quotas according to the result of the university's own selection process in accordance with the following provisions. The selection decision will be based on the applicant's degree of aptitude for the chosen degree program and the professional activity that typically follows.

(2) The allocation of study places according to the preliminary quotas is based on. § 6 para. 1 sentence 2 and 3 HZG, §§ 22, 23 HZVO and para. 3 of this statute; § 30 HZVO shall apply to pre-admission.

(3) The proportion of study places for foreign nationals and stateless persons in accordance with § 6a HZG is § 6a HZG is 60% in the EEIB degree program. These study places are listed in a separate ranking list. The selection is based on the average grade of the university entrance qualification according to § 6 para. 1 sentence 12, § 2 b HZG.

**§ 2 Deadlines**

The application for admission for the first semester must be received by the university by July 15 for the following winter semester (**cut-off deadline**).

For foreign nationals and stateless persons who do not have the same status as German nationals (§ 6a, 6 para. 1 sentence 2 no. 2 HZG) the application deadline is May 15 (**cut-off deadline**).

**§ 3 Application mode**

(1) The application for admission is made by means of an online procedure in accordance with the provisions of the Admission and Enrollment Regulations of the University.

(2) In addition to the documents required by the Admission and Enrollment Regulations, the following documents must be enclosed with the application for admission as part of the online procedure:

1. letter of motivation

2. for foreign students and stateless persons: Proof of sufficient knowledge of the German language: Level A1 according to the Common European Framework of Reference (CEFR)

3. proof of English language skills according to § 3 para. 5 of the Admission and Enrollment Regulations

(3) The university can demand that the documents on which the admission decision is based must be presented in the original at the time of enrollment.

(4) If the certificate of the higher education entrance qualification has not been submitted by the end of the application deadline pursuant to § 2, § 20 para. 6 HZVO shall apply.

#### **§ 4 Selection Committee**

(1) The Faculty Council shall appoint a Selection Committee to prepare the selection decision. It shall consist of two persons who are members of the full-time academic staff. One member must belong to the group of university teachers. The term of office of the members is four years. Reappointment is possible.

(2) The Selection Committee shall report to the Faculty Council after the conclusion of the selection procedure on the experience gained and make suggestions for the further development of the selection procedure.

(3) The members of the Faculty Council have the right to be present during the deliberations of the Selection Committee; however, they do not have the right to vote.

#### **§ 5 Selection Procedure**

(1) Only those shall participate in the selection procedure who

a) have applied for a study place in due form and time and

b) do not participate in the allocation procedure within the scope of a quota to be deducted in advance.

(2) Admission shall be denied if the application documents have not been submitted in due time or have not been submitted in full.

(3) Based on the score achieved in the selection procedure according to the selection criteria specified in sections 7 and 8, the Selection Committee shall draw up an ascending ranking list of the applicants.

(5) In the event of equality of rank, § 6 para. 2 sentence 8 HZG shall apply.

(6) In all other respects, the provisions of HsKA's Admission and Enrollment Regulations generally applicable to the admission procedure shall remain unaffected.

## **§ 6 Determination of the score**

For the determination of the score, the number of points achieved according to § 8 is subtracted from the number of points achieved according to § 7.

## **§ 7 Average grade or points of the university entrance qualification**

The average grade of the university entrance qualification is multiplied by a factor of 3. For the calculation of the average grade § 26 HZVO applies.

## **§ 8 Letter of motivation**

In the letter of motivation, the applicant shall state his/her suitability for the EEIB Bachelor's degree program and the professional activities that typically follow. The letter of motivation will be evaluated according to the following criteria and the following system:

1. degree of motivation for the EEIB Bachelor's degree program and the typical subsequent professional activities
2. previous technical experience and competences
3. degree of congruence between the applicant's expectations and the actual content of the degree program and the professional activities that typically follow it.
4. structure of the motivation letter, as well as conclusiveness of the argumentation, presentation of the personal profile, and writing style

Between 0 and 2 points are awarded for each criterion. The points achieved are added up for a total score and then divided by 8.

## **§ 9 Conclusion of the procedure**

The decision on the selection is made by the University's Senior Management on the basis of the ranking list determined by the Selection Committee.

### **§ 10 Documentation**

The process of the admission procedure shall be documented.

### **§ 11 Inspection**

Upon written request to the Selection Committee, within one month after the conclusion of the procedure (§ 9) an applicant who has not been admitted will be allowed to inspect, within a reasonable period of time, the documents relating to the admission procedure that concern him/her. The Selection Committee shall determine the time and place of inspection. If the applicant is unable to attend the date set for the inspection, he/she must notify the Selection Committee of this and state his/her reasons. The selection committee will decide on a further opportunity for inspection.

### **§ 12 Coming into Effect**

This statute shall come into effect on the day following its publication.

Karlsruhe, March 1, 2021

The President

signed

Prof. Dr.-Ing. Frank Artinger

Date of announcement: March 3, 2021