

General Admission and Enrolment Regulations

of the

IU Internationale Hochschule

July 10, 2023

On the basis of § 12 para. 6 lit. f in conjunction with § 9 para. 5 lit. h of the Basic Reg- ulations and §§ 3 para. 1, 122 para. 1 no. 4 and 67 ff. of the Thuringian Higher Education Act (ThürHG) of 10 May 2018 (GVBl. p. 149), last amended by Article 1 of the Act of 7 December 2022 (GVBl. p. 483), IU International University (University) enacts the fol- lowing General Admission and Enrolment Regulations (AZE) as Statutes.

The Senate adopted the AZE on 02 February 2023 the First Amendment Statute on 11 May 2023. The Rector approved the latest version of the AZE on July 10, 2023.

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1. General Provisions

§ 1. Scope

* 1. These General Admission and Enrolment Regulations (AZE) govern the procedures for enrolment, re-enrolment, leave of absence, exmatriculation of students, changes of course of study and study locations, the status of visiting students and young students, and the deadlines and formalities to be observed for all courses of study at IU International University of Applied Sciences (hereafter referred to as the "University")
  2. The intake of applicants to the University takes place after admission by enrolment (immatriculation). By enrolling, they become members of the University for the du- ration of their enrolment with the resulting rights and obligations described in more detail in particular in the Higher Education Act (Hochschulgesetz), the Basic Regulations of the University (Grundordnung der Hochschule), as well as in the ed- ucational contracts and in this regulation.

§ 2. Collection and Transmission of Data

1. The University collects and processes personal data from applicants and students insofar as this is necessary for implementation of the application process and course of study. Applicants and students will be informed separately about any pro- cessing of their data relating to them. In addition, the University may process per- sonal data on a voluntary basis; this is done in each case on the basis of consent which has been granted.
2. Within the framework of the respective course of study, personal data of the stu- dents shall be transmitted to the Exams Office and Examination Boards for study, planning and exam purposes in accordance with the exam regulations and insofar as the data is necessary for the fulfilment of the tasks of the University as regulated by law or by their statutes. Such transfer of personal data of students is carried out by the University without the need for an application or a request.
3. The General Data Protection Regulation (Datenschutz-Grundverordnung) and the Federal Data Protection Act (Bundesdatenschutzgesetz) in their respective ver- sions shall remain unaffected.
4. University Admission

§ 3. University Admission

* 1. Applicants may be enrolled if they can prove that they meet the requirements for enrolment and that there are no obstacles to admission in accordance with § 15 Para. 1 to Para. 3.
  2. Enrolment shall take place at the beginning of a semester for a course of study in attendance and dual study for which the applicant fulfils the prerequisites pursuant to § 1 Para. 2. Enrolment in the distance learning programme shall take place con- tinuously.
  3. A course of study is a course of study regulated by exam regulations and study regulations and leading to a professionally qualifying degree, which concludes with the academic degree specified in the exam regulations.
  4. Parallel enrolment in the same course of study or subject in a higher semester of a course of study that corresponds to the course of study in question is not possible.

§ 4. Change of Course of study, Change of Subject, Change of Place of Study

1. A change of a course of study, subject or location of study is possible at the Univer- sity on an ongoing basis, however only once at most within a six-month period. The change must be applied for in writing or electronically using the University admin- istration system. An administrative fee must be paid. For the change of a course of study, the regulations for first-time enrolment with the University apply accord- ingly.
2. Anyone transferring to the University from another higher education institution un- der the jurisdiction of Basic Law (Grundgesetz) must de-register from the previous higher education institution and be admitted to study at the University. The provi- sions on admission and enrolment apply accordingly.
3. Admission Procedures
   1. General Admission Requirements

§ 5. General Admission Requirements for Bachelor's Course of Study

For admission to the Bachelor's course of study, evidence must be provided that one of the following criteria is fulfilled:

* + 1. Possession of a general higher education entrance qualification, a subject-re- lated higher education entrance qualification or a higher education entrance qualification for a University of applied sciences or a qualification recognised as equivalent by the corresponding state authorities or fulfilment of the require- ments in accordance with § 67 Para. 1 No. 3 lit. b. to e ThürHG,
    2. The University's positive decision on the passing of a trial study period within the scope of § 70 Para. 1 ThürHG and § 20,
    3. Passing an entrance exam within the scope of § 70 Para. 2 ThürHG and § 20, or
    4. Passing an entrance exam within the scope of § 67 Para. 5 ThürHG and § 21.

§ 6. General Admission Requirements for Master's Course of Study

1. For admission to the Master's course of study, the requirements of paras. 2 to 6 must generally be fulfilled, as well as, if applicable, the special and course of study- specific admission requirements according to §§ 9 to 11.
2. The admission requirement for the Master's course of study is a first professional degree (usually a Bachelor's degree) from a state or state-recognised higher edu- cation institution with at least 180 ECTS points in a subject corresponding to the

admission requirements and graded at least "satisfactory". The definition of "sat- isfactory" in the national and international context as well as the conversion of for- eign assessments can be found in Appendix 1c and Appendix 2.

If applicants do not meet the grade requirement of sentence 1 and therefore have a grade lower than "satisfactory", the admission requirements will be deemed to have been fulfilled instead of the grade requirement, provided that the applicant has a relevant university or non-university creditable qualification for the intended Master's programme amounting to at least 1/3 of the total ECTS credits to be ob- tained in the Master's programme, and provides evidence thereof.

For applicants whose first professional university degree ends with a state exami- nation, the final grade “sufficient” is binding for admission to a master’s or MBA degree. Alternative requirements can be regulated in the exam regulations specific to the respective course of study.

1. For Master's course of study with 60 ECTS credits, a University degree pursuant to subsection 2, sentence 1 with 240 ECTS credits is regularly required; for Master's course of study with 90 ECTS credits, a University degree pursuant to subsection 2, sentence 1 with 210 ECTS credits is regularly required. Applicants whose first de- gree in the subject area corresponding to the admission requirements does not have the required ECTS points according to S. 1 may be admitted in individual cases if they provide evidence of a qualification corresponding to the requirements in S.

1. This evidence can be provided by successfully passing a Master's access exam- ination in accordance with §§ 8 Para. 2 and 9 of the Regulations for Examinations for Access to Bachelor's and Master's Course of study (OZBM). Students whose first degree does not have the required ECTS points according to S. 1, but who are admitted to the programme within the framework of S. 2, do not acquire 300 ECTS points upon attainment of the Master's degree.

1. Applicants whose first degree has the required ECTS points according to Para. 3 S. 1, but has a different subject-related focus, may also be admitted to the Master's course of study after successful completion of a Master's entrance exam according to §§ 8 Para. 2 and 9 OZBM.
2. In exceptional cases, applicants who have successfully completed an entrance exam may also be admitted to Master's course of study in accordance with § 70

Para. 3 ThürHG in conjunction with §§ 8 Para. 1 and 10 OZBM.

1. In cases where the applicant has demonstrated the intended subject-related and content-related qualification of the above-mentioned higher education degree, but has not yet achieved the required ECTS points, they shall be informed in writing that they will have acquired a total of less than 300 ECTS points after completing the Master's degree final exam.
2. In the case of Master's programmes that offer continuing education according to § 67 (1) S.1 Nr.4 ThürHG (Thuringian Higher Education Act) a proof of qualified prac- tical experience, usually at least one year, is required.
   1. Special Admission Requirements

§ 7. Special Admission Requirements for the Dual Study Programme

For admission to dual Bachelor's course of study, evidence must be provided that an internship contract has been concluded with the internship company.

§ 8 Special Admission Requirements in Selected Design Course of Study

For the Design courses of study named in the OZBM in the currently valid version under Annex 3 of the OZBM, the passing of a Design Qualifying Exam in accordance with § 68

(2) ThürHG is required.

§ 9. Special Admission Requirements for English-Language Courses of Study

Applicants need a well-founded knowledge of English for English-language courses of study. The respective study and exam regulations bindingly regulate the teaching lan- guage of the course of study. Evidence is provided either by the TOEFL (at least 80 points Internet based), the IELTS (at least 6.0 out of 10 points), the Cambridge Certifi- cate (min. B grade overall) or an equivalent English test. Equivalence is determined by the respective Examination Committee Chair. English level B2 of the Common Euro- pean Framework (CEF) must be proven. An applicant who has completed their first degree in an English-language programme is exempt from this requirement. The lan- guage certificate must be no older than five years.

§ 10. Self-Assessment

The University may stipulate that prospective students must complete an online self- assessment prior to enrolment.

§ 11. Admission Requirements Specific to the Course of study

Further programme-specific admission requirements are regulated in the respective programme-related appendix to the SPO.

1. Enrolment

§ 12. Enrolment Requirements

1. Admission to the course of study must be applied for in due time. Late applications or applications that are not in the correct form or are incomplete will be rejected. The University determines the format of the application forms. The application can be made electronically.
2. If, in accordance with exam regulations or study regulations, a course of study can only be taken up at a certain frequency determined by the University, applicants shall only be admitted if there is an appropriate range of courses on offer.
3. Applicants have the option of submitting an informal application for hardship or for compensation for disadvantages together with the application for admission to the course of study. Hardship cases can be, for example, particular health, family, eco- nomic or social circumstances. Impairments in performance that hinder admission to the course of study can be compensated for. A written request and the submis- sion of evidence concerning the nature and impact of the cause are required. After successful review of the application by the respective Examination Board respon- sible in accordance with the General Exam Regulations, the applicant can be ad- mitted directly to the course of study.

§ 13. Enrolment Procedure

1. Applications for enrolment can be made at any time and must be submitted to the relevant office of the University.
2. Applicants may be enrolled if they can prove that they meet the general and special admission requirements according to §§ 5ff. as well as the required admission re- quirements for specific course of study according to § 11 of these regulations and if there are no obstacles to enrolment according to § 15 par. 1 to par. 3.
3. The documents must always be provided in German or in English. Documents is- sued in another language must usually be accompanied by an authenticated trans- lation. In individual cases, the University may waive this requirement. In such cases, it is entitled, in agreement with the applicant, to have the translation carried out by a certified third-party provider appointed by the University.
4. When enrolling, the documents listed in Annex 1 of these regulations must be sub- mitted if they have not already been submitted when applying for admission.
5. Enrolment shall take place for each course of study, stating the University semes- ters. University semesters are all semesters studied at universities within the ju- risdiction of Basic Law (Grundgesetz), including semesters on leave of absence.
6. Applicants for Bachelor's course of study must also submit the documents speci- fied in Annex 1a to these regulations. The Examination Board or a person appointed by it shall decide at its own discretion on the acceptance of other evidence. After positive verification of the University entrance qualification by the responsible ad- ministrator, the applicant is informed in writing and enrolled. In the case of a re- jected University entrance qualification, the applicant will also be informed of the rejection in writing and in a timely manner, and the original documents submitted will be returned to them. Copies are destroyed after a period of 12 months. The copy of proof of identity will be destroyed after successful identification.
7. Applicants for Master's course of study must also submit the documents listed in Appendix 1b to these regulations. The Examination Board or a person appointed by it shall decide on the acceptance of other evidence at its own discretion. After a positive verification of the University entrance qualification by the responsible ad- ministrator, written information is sent to the applicant and enrolment takes place. In the case of a rejected University entrance qualification, the applicant will also be informed of the rejection in writing and in a timely manner, and the original docu- ments submitted will be returned to them. Copies are destroyed after a period of

12 months. The copy of proof of identity will be destroyed after successful identifi- cation.

§ 14. Deadline for Enrolment

The enrolment may be limited in time, without affecting the obligation to re-enrol, if:

1. The selected course of study is only partially offered at the University,
2. Enrolment is linked to a condition,
3. In accordance with § 70 Para. 1 ThürHG, a trial study programme is carried out or.
4. A pre-entry course is taken in accordance with § 67 (5) ThürHG and the provi- sions of the entrance examination regulations.

§ 15. Rejection of Enrolment

1. Enrolment shall be rejected,
   1. into a course of study, if the applicant:
      1. Does not fulfil the general or special prerequisites for the chosen course of study according to §§ 5 ff. or the prerequisites specific to the course of study according to the respective applicable study regulations or does not provide the required evidence for this purpose,
      2. Has definitively failed an exam required by the exam regulations at a higher education institution within the area of application of the Basic Law (Grundge- setz) in the chosen course of study or a related course of study in accordance with the applicable exam regulations or if the right to take the exam in the cho- sen course of study has expired for other reasons.
   2. In a preparatory course if the applicant does not fulfil the requirements accord- ing to § 5 of the Admission Regulations or does not provide the evidence required. Enrolment shall also be refused if the applicant is already enrolled at another higher education institution within the jurisdiction of the Basic Law (Grundgesetz).
2. Enrolment shall also be refused if the applicant fails, through their own culpability, to submit the insurance certificate required under § 2 of the Student Health Insur- ance Notification Ordinance of 27 March 1996 (BGBl. I p. 568), as amended.
3. Enrolment may be refused if the applicant(s) for enrolment:
   1. Endanger the health of other University members through illness or would sig- nificantly impair the orderly running of studies,
   2. Are under care pursuant to Section 1896 of the German Civil Code (Bürgerliches Gesetzbuch) and the nature of the care prevents the fulfilment of the necessary study requirements,
   3. Has not complied with the forms and deadlines prescribed for enrolment,
   4. Does not provide proof of payment of the fees due, has already applied for en- rolment several times and the education contract has been revoked or termi- nated.
4. Exceptional Forms of Enrolment and Other Procedures

§ 16. Further Education Services

The University enables further education in accordance with § 57 Para. 5 ThürHG. The individual issues are regulated in the contract.

§ 17. Guest Hearing

The admission of guest students is possible within the framework of § 77 ThürHG.

§ 18. Secondary Hearing

1. Registered students from other universities who are not on leave of absence may be admitted as secondary students with the right to attend courses and take exams during their studies.
2. A secondary student may be admitted to study a further course of study if the ad- mission requirements according to §§ 5 ff. are fulfilled. Admission to several course of study is possible.

§ 19. Early Students

Pupils may be admitted as early students in accordance with § 78 ThürHG.

§ 20. Vocationally Qualified Individuals without a Higher Education Entrance Qualification; Trial Studies and Entrance Exam

1. Vocationally qualified individuals without a higher education entrance qualification who have successfully completed at least two years of vocational education and training in a field related to the intended course of study, as regulated by federal or state law, and who subsequently provide evidence of at least three years of full- time professional experience in a field related to the intended course of study, may take up a probationary course of study in accordance with Section 70, Paragraph 1 of the ThürHG.
2. The trial study according to § 70 Para. 1 ThürHG lasts at least one to a maximum of two semesters.
3. In order to successfully complete the trial studies, a course of study in accordance with the study and exam regulations of the intended course of study must be com- pleted during this period in the form of at least 15 ECTS credits from the first two semesters of study. For part-time students, the maximum duration of the trial study is extended correspondingly.
4. After successful completion of the trial studies, vocationally qualified individuals shall receive a higher education entrance qualification and shall continue their studies in the subject semester in which they find themselves after successful completion of the trial studies; the academic achievements shall be recognised.
5. In the event of unsuccessful completion of the trial study programme, exmatricu- lation shall take place. Re-enrolment in the same course of study is not possible.
6. Vocationally qualified individuals without a higher education entrance qualification who are interested in taking up a Bachelor's course of study, who have completed vocational training and have been employed full-time for at least three years, may take an entrance exam within the scope of Section 70 (2) ThürHG. Further details are regulated by the OZBM of the University in the currently valid version.

§ 21. International Applicants without a Direct University Entrance Qualification

Based on § 67 Para. 5 ThürHG, the University opens up the opportunity to study at the University to applicants who do not have the admission requirements pursuant to § 5

No. 1 to No. 3, but who are entitled to study there after successfully attending an edu- cational institution abroad. The admission requirement is the successful completion of an entrance exam according to § 67 Para. 5 ThürHG. Further details are regulated by the Access Examination Regulations (ZugangsPO) of the University in the currently valid version. In all other respects, the general admission regulations apply.

1. Re-registration, Leave of Absence and Exmatriculation

§ 22. Re-registration

Students must register for further studies each semester within the deadline an- nounced by the University (re-registration).

§ 23. Leave of Absence

1. Students can be granted leave of absence upon application if an important reason can be demonstrated in accordance with Paragraph 11 in conjunction with § 74 Paragraph 2 ThürHG.
2. The application for leave of absence shall be submitted on the leave of absence form.
3. As a rule, leave of absence is granted for the duration of one semester. A leave of absence beyond one semester is permissible if the important reason applies for at least two semesters and the student provides evidence of this. If the reason for the leave of absence no longer applies, the student is obliged to inform the University immediately. As a rule, no exams can be taken or coursework completed at the University during a leave of absence; in exceptional cases, the University may allow repeat exams to be taken during the semester of leave in attendance. Participation in courses is not permitted.
4. A leave of absence in the first semester of enrolment is generally not permitted. If a joint course of study is agreed between the University and other higher education institutions, leave of absence is possible within the framework of the agreement.
5. Leave of absence is possible on an ongoing basis and must be applied for with at least six weeks' notice. As a rule, leave of absence from dual studies is only possi- ble if the application was submitted before or up to two weeks after the start of the respective semester. Exceptions to this may be permitted if the reason for the leave of absence was not foreseeable and the application is submitted immediately after the reason for the leave of absence becomes known.
6. As a rule, up to two semesters of leave may be granted in total. The decision on the application for leave of absence is communicated to the applicant by e-mail.
7. Periods of maternity leave under the Maternity Protection Act (Mutterschutzgesetz) and parental leave (Elternzeit) shall not be counted towards the period of leave un- der subsection 6, sentence 1.
8. Leave of absence for completed semesters is not possible.
9. Semesters of leave of absence do not count as semesters of study under matricu- lation law, irrespective of any regulations under exam law on the recognition and crediting of study and exam achievements, however they do count as University semesters.
10. A leave of absence is excluded if the timely completion of the course of study in expiring course of study is at risk.
11. Good cause pursuant to subsection 1 shall be deemed in particular to be:
    1. an absence in the interest of the University, especially in the framework of internships abroad,
    2. an illness that precludes the student from properly pursuing their studies,
    3. Maternity leave, parental leave,
    4. caring for a close relative,
    5. Sports-related reasons in the case of top athletes (e.g. A-, B-, C- and D/C- squad athletes of the German Olympic Sports Confederation) who are pre- paring for important championships,
    6. other important reasons with supporting evidence.

§ 24. Exmatriculation

1. Unless further higher education requires continued enrolment, the student is to be exmatriculated at the end of the current semester after the last exam to be taken (as a rule, colloquium) and after handing over the certificate of successful completion of the course of study.
2. A student is to be exmatriculated if:
   1. They have applied for this,
   2. The enrolment was induced by coercion, fraudulent misrepresentation, or a criminal act,
   3. Has not paid the fees or contributions due in spite of a reminder and the set- ting of a deadline with the threat of this measure,
   4. Fails to prove to the appropriate health insurance fund that they have fulfilled their obligations under the Social Code (Sozialgesetzbuch),
   5. Has been punished with the disciplinary measure of exmatriculation in ac- cordance with § 76 Paragraph 2 Sentence 1 No. 4 ThürHG.,
   6. Does not take up their studies for reasons for which they are responsible or does not apply for re-registration,
   7. The student has definitively failed a module in the course of study that is re- quired according to the course of study-specific study and exam regulations or, for reasons for which the student is responsible, is definitively no longer able to fulfil the requirements for registration for one of these exams according to the respective exam regulations,
   8. Have lost their entitlement to take an exam,
   9. Terminates the training relationship with the practice partner in the dual study programme with legal effect and does not conclude a new training con- tract with another practice partner within twelve weeks or
   10. Has not passed the trial study period in accordance with § 70 Para. 1ThürHG.

Sentence 1 No. 5 does not apply in the case of re-registration in the dual study pro- gramme.

1. A student can be exmatriculated if:
   1. Facts become known after enrolment and still persist or occur which would have led to the refusal of enrolment or which could lead to the refusal of enrol- ment,
   2. Fails to provide evidence of a compulsory medical examination,
   3. They have intentionally or through gross negligence violated the principles of

§ 8 Para. 6 ThürHG or

* 1. There has been a repeated or serious breach of the University's code of ethics and conduct.
  2. If the respective Examination Board, after having already issued a warning by the Exams Office with reference to this regulation in previous cases of decep- tion, determines the existence of serious deception within the scope of an exam performance or if multiple deceptions have already been committed within the scope of exams. The preceding warning may be waived in individual cases after weighing all the circumstances to be taken into consideration and the existence of an extraordinarily elevated level of deceptive vigour expressed during the de- ceptive act.
  3. Their place of residence or location cannot be established.

1. With exmatriculation, membership as a student at the University expires. Students receive a certificate of exmatriculation.
2. Final Provisions

§ 25. Duty of Cooperation

* 1. Students are obliged to inform the University immediately of the following:
     1. Changes of name, address, nationality and change of health insurance pro- vider in the event of compulsory insurance in the student health insurance

scheme,

* + 1. Loss of the student ID card,
    2. Taking up simultaneous studies at another higher education institution within the jurisdiction of the Basic Law (Grundgesetzes).
  1. Applicants and students shall be obliged to cooperate in the automated business processes and procedures used at the University. This includes, in particular, par- ticipation in automated application, enrolment, course registration, exam registra- tion and evaluation, as well as in other procedures for organising the studies. The basis for this is the active use of the identity management system used and the e- mail address assigned after enrolment. The corresponding security regulations must be observed. The use of automated business processes and procedures is only permitted for the purpose of study and research at the University; in the event of misuse, the possibility of use can be subject to restrictions in terms of content or can be completely and temporarily or permanently blocked.
  2. Students are obliged to conduct themselves in the course of their studies in ac- cordance with the University's Code of Ethics and Conduct.

§ 26. Scope of the Maternity Protection Act (Mutterschutzgesetzes)

Students who are on maternity leave in accordance with the MuSchG are generally exempt from attending educational events and exams and can apply for a semester of leave, which is not counted towards the number of semesters of leave stipulated under

§ 24, Para. 3. If a semester of leave is not taken, the exemption for educational events and exams requires corresponding proof of the maternity leave that has occurred.

§ 27. Effective Dates, Publication

1. The AZE comes into force on the day after it is published in the online student portal of the University. At the same time, the previous General Admission and Enrolment Regulations of 01.11.2019 shall cease to apply.
2. The English version of the AZE is exclusively a non-binding translation, which is presented for information purposes only. The German version of the Admission and Enrolment Regulations is the legally binding wording.

Erfurt, July 10th 2023

The Rector of IU International University of Applied Sciences

Prof. Dr. Holger Sommerfeldt

# Annex 1: Documentation to be Submitted

When enrolling, the following documents must be submitted if they have not already been sub- mitted when applying for admission:

* 1. The completed application for enrolment with the information required under § 3;
  2. The documents required for the proof of qualification must be submitted as officially authenticated copies. Foreign-language certificates or attestations that are not written in English must be accompanied by a German-language translation, the accuracy of which has been certified by the competent German diplomatic or consular representa- tion in the country of origin or by a certified interpreter or translator in the Federal Re- public of Germany. In individual cases, the University may waive this requirement. In such cases, it is entitled, in agreement with the applicant, to have the translation carried out by a certified third-party provider commissioned by the University.
  3. In Master's course of study providing further education, proof of a relevant degree qual- ifying for a profession and, if applicable, of relevant professional experience,
  4. In the case of previous studies in the jurisdiction of the Basic Law (Grundgesetz), evi- dence of the previous studies, including a certificate of exmatriculation and, if applica- ble, the student transcript,
  5. Where applicable, evidence of any recognition of periods of study by the competent ex- amining boards and Examination Offices and, where applicable, evidence of the recog- nition of achievements in accordance with § 54 Para. 5 ThürHG by the competent Exam- ination Boards or Examination Offices.
  6. A declaration as to whether and, if applicable, which exams and certificates of achieve- ment provided for in the study and/or exam regulations were not passed, as well as a declaration as to whether an exam required according to the exam regulations was de- finitively not passed in the chosen course of study or in a related course of study at a higher education institution within the jurisdiction of the Basic Law (Grundgesetz) or whether the right to take the exam in the chosen course of study or in a related course of study has otherwise expired.
  7. Proof of the existence of health insurance in accordance with the statutory regulations on student health insurance. Exceptions are applicants for distance learning who have their residence or habitual abode in a non-EU member state, including during their studies,
  8. A valid identity card or passport (copy). The copy of the identity card for legitimation is only admissible if all data fields, including the photo, are redacted. With the exception of: First name, last name, date of birth and nationality.

# Annex 1a: Supporting Documentation for Bachelor's Course of Study

Applicants for a Bachelor's course of study must submit the following documents:

1. The documents required for the proof of qualification in officially certified copies as well as, if applicable, the documents required due to the specific requirements of the course of study. With regard to the certification of the documents, Annex 1 No. 2 applies.
2. Curriculum Vitae/Résumé in tabular form. This can be entered electronically as part of the admission procedure.
3. Copy of identity card or passport. The copy of the identity card for legitimation is only permissible if all data fields, including the photo, are redacted with the exception of: First name, last name, date of birth and nationality.

# Annex 1b: Supporting Documentation for Master's Course of study

Applicants for the Master's programme must submit the following documents:

1. The documents required for the proof of qualification in officially certified copies as well as, if applicable, required documents due to course of study-specific requirements. With regard to the certification of the documents, Annex 1 No. 2 applies.
2. Curriculum Vitae/Résumé
3. Copy of identity card or passport. The copy of the identity card for legitimation is only per- missible if all data fields, including the photo, are redacted with the exception of: First name, last name, date of birth and nationality.

# Annex 1c: Country-Specific Admission Requirements

## Master's Programmes

Applicants from German higher education institutions must have completed a Bachelor's degree with a grade of 3.5 or better. Applicants with a completed, internationally recognised Bachelor's degree in economics must provide evidence of a country-specific grade that corresponds to a grade of 3.5 or better according to the valid German grading scale (see Appendix 2).

# Appendix 2: Conversion of Foreign Grades at the University

After a successfully completed study stay (semester abroad) at a foreign University, recognition of the study and examination achievements obtained there follows upon corresponding application, provided that a learning agreement (equivalence agreement) has been agreed with the responsible subject coordi- nator, subject advisor, or representative of the chair (lecturer).

The conversion of individual grades obtained abroad is generally a matter for the respective Examination Boards and is carried out using the attached conversion table. This was established in accordance with the recommendation of the German Rectors' Conference (HRK) on the basis of the Modified Ba- varian Formula, taking into account long-term empirical values and state-specific features.

Example:

In the UK, 100% is theoretically the top grade, but this is not usually awarded. In order to ensure a fair conversion, the maximum value to be used in the Modified Bavarian Formula is adjusted downwards on the basis of the University's empirical values.

Different maximum values apply for the following countries: Australia (for grades 100%-50%), Belgium, France, Great Britain, Ireland, Canada (for grades 100%-50%), the Netherlands, Portugal, the Philippines, and South Africa. In these countries, the top grade does not correspond to the maximum grade that can actually be achieved.

**Further Notes on Conversion:**

* 1. The conversion is based only on the national grades ("Local Grades") shown on the official Transcript of Records.
  2. Other details in addition to the "local grade" such as ECTS grade, Grade Point Average, Grade Point, Class Performance Evaluation, etc. are not taken into account in the conversion.
  3. If grades in % and another grading system are shown on the Transcript of Records at the same time, the % grade will count.
  4. Any conversion recommendations of the foreign universities cannot be taken into account either.
  5. The Examination Board reserves the right to review the conversion table at regular intervals and to change it if necessary. The version of the table valid on the day of the application is binding for the conversion of grades.
  6. When students participate in an Erasmus programme in Europe, the host University may grade them according to the ECTS grading system (A-B-C-D-E-F). If no other grading system is shown on your Transcript of Records, the conversion will be made according to ECTS grades.

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| **Dt. Note** | **ECTS** | **Belgien** | **Bulgarien** | **Dänemark** | **Finnland** | | | | | **Frankreich¹** | **GB / Irland** | | | **Greece** | **Dt. Note** |
|  |  |  |  |  |  | | | | |  |  | | |  |  |
| **1,0** | A | 20,00 - 17,00 | 6 | 12 | 100 - 96 | 100-95 | A | 3 | 5 | 20,00 - 17,00 | 100 - 72 | A | A+ | 10,0 - 9,6 | **1,0** |
| **1,3** |  | 16,99 - 16,00 |  |  | 95 - 91 | 94-89 | A- | 3- |  | 16,99 - 16,00 | 71 - 69 |  | A | 9,5 - 9,1 | **1,3** |
| **1,7** | B | 15,99 - 15,00 |  | 10 | 90 - 86 | 88-83 | B+ | 3 | 4 | 15,99 - 15,00 | 68 - 65 |  | A- | 9,0 - 8,6 | **1,7** |
| **2,0** |  | 14,99 - 14,00 | 5 |  | 85 - 79 | 82-75 | B | 2+ |  | 14,99 - 14,00 | 64 - 60 | B1 | B+ | 8,5 - 7,9 | **2,0** |
| **2,3** | C |  |  | 7 | 78 - 74 | 74-69 |  | 2 | 3 |  | 59 - 57 |  |  | 7,8 - 7,4 | **2,3** |
| **2,7** |  | 13,99 - 13,00 |  |  | 73 - 69 | 68-63 | B- | 2- |  | 13,99 - 13,00 | 56 - 53 |  | B | 7,3 - 6,9 | **2,7** |
| **3,0** | D | 12,99 - 12,00 | 4 | 4 | 68 - 62 | 62-55 | C+ | 2 | 2 | 12,99 - 12,00 | 52 - 49 | B2 | B- | 6,8 - 6,2 | **3,0** |
| **3,3** |  | 11,99 - 11,00 |  |  | 61 - 57 | 54-49 | C | 1+ |  | 11,99 - 11,00 | 48 - 45 |  | C+ | 6,1 - 5,7 | **3,3** |
| **3,7** |  |  |  |  | 56 - 52 | 48-43 |  | 1 |  |  | 44 - 42 |  |  | 5,6 - 5,2 | **3,7** |
| **4,0** | E | 10,99 - 10,00 | 3 | 2 | 51 - 50 | 42-40 | C- | 1- | 1 | 10,99 - 10,00 | 41 - 40 | C1 | C | 5,1 - 5,0 | **4,0** |
| **5,0** | FX; F | < 10,00 |  | 00 ; -3 | < 50 | < 40 |  |  |  | < 10,00 | < 40 | D ; E | F | < 5,0 | **5,0** |

**Grade Conversion - Europe:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Dt. Note** | **Island** | **Italien** | **Litauen** | **Malta** | **NL²** | **Norwegen** | | **Österreich** | **Polen** | | **Portugal** | **Russl./Ukraine** | | **Rumänien** | **Dt. Note** |
|  |  |  |  |  |  |  | |  |  | |  |  | |  |  |
| **1,0** | 10,0 - 9,6 | 30-29 | 10 | 100 - 95 | 10-8,5 | 9 | 4,0 - 3,8 | 1 | 5,5 | 100 - 96 | 20 - 18 | ausgez. | 100 - 96 | 10,0 - 9,6 | **1,0** |
| **1,3** | 9,5 - 9,1 | 28 |  | 94 - 91 | 8 | 8 | 3,7 - 3,6 |  |  | 95 - 91 | 17 |  | 95 - 91 | 9,5 - 9,1 | **1,3** |
| **1,7** | 9,0 - 8,6 | 27 | 9 | 90 - 86 |  | 7 | 3,5 - 3,4 |  | 5,0 | 90 - 86 | 16 |  | 90 - 86 | 9,0 - 8,6 | **1,7** |
| **2,0** | 8,5 - 7,9 | 26-25 | 8 | 85 - 77 | 7,5 | 6 | 3,3 - 3,1 | 2 | 4,5 | 85 - 79 | 15 |  | 85 - 79 | 8,5 - 7,9 | **2,0** |
| **2,3** | 7,8 - 7,4 | 24 |  | 76 - 71 | 7 |  | 3,0 - 2,8 |  |  | 78 - 74 | 14 | gut | 78 - 74 | 7,8 - 7,4 | **2,3** |
| **2,7** | 7,3 - 6,9 | 23 | 7 | 70 - 66 |  | 5 | 2,7 - 2,6 |  | 4,0 | 73 - 69 | 13 |  | 73 - 69 | 7,3 - 6,9 | **2,7** |
| **3,0** | 6,8 - 6,2 | 22-21 |  | 65 - 58 | 6,5 | 4 | 2,5 - 2,3 | 3 |  | 68 - 63 | 12 |  | 68 - 62 | 6,8 - 6,2 | **3,0** |
| **3,3** | 6,1 - 5,7 | 20 | 6 | 57 - 53 | 6 | 3 | 2,2 - 2,1 |  | 3,5 | 62 - 58 |  |  | 61 - 57 | 6,1 - 5,7 | **3,3** |
| **3,7** | 5,6 - 5,2 | 19 |  | 52 - 47 |  |  | 2,0 - 1,8 |  |  | 57 - 53 | 11 |  | 56 - 52 | 5,6 - 5,2 | **3,7** |
| **4,0** | 5,1 - 5,0 | 18 | 5 | 46 - 45 | 5,5 | 2 | 1,7 | 4 | 3,0 | 52 - 51 | 10 | befried. | 51 - 50 | 5,1 - 5,0 | **4,0** |
| **5,0** | < 5,0 | < 18 | 4 - 0 | < 45 |  | 1 | 1 | 5 | 2,0 | < 51 | < 10 |  | < 50 | < 5,0 | **5,0** |

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| **Dt. Note** | **Schweden** | | **Schweiz** | **Serbien** | **Slow. Rep.** | **Spanien** | **Tschechische Rep.** | | **Türkei** | | | | **Ungarn** | | **Dt. Note** |
|  |  | |  |  |  |  |  | |  | | | |  | |  |
| **1,0** | 100 - 96 | 9 / VG | 6,0 - 5,9 | 10 | 100 - 96 | 10,0 - 9,6 | 100 - 96 | 1 | 100 - 96 | A | AA | AA | 5 | 100 - 97 | **1,0** |
| **1,3** | 95 - 91 |  | 5,8 - 5,7 |  | 95 - 91 | 9,5 - 9,1 | 96 - 91 |  | 95 - 91 | B+ | BA |  |  | 96 - 93 | **1,3** |
| **1,7** | 90 - 86 | 8 | 5,6 - 5,5 | 9 | 90 - 86 | 9,0 - 8,6 | 90 - 86 |  | 90 - 86 | B |  | BA |  | 92 - 89 | **1,7** |
| **2,0** | 85 - 79 |  | 5,4 - 5,2 |  | 85 - 79 | 8,5 - 7,9 | 85 - 79 |  | 85 - 79 | B- | BB |  | 4 | 88 - 83 | **2,0** |
| **2,3** | 78 - 74 | 7 | 5,1 - 5,0 | 8 | 78 - 74 | 7,8 - 7,4 | 78 - 74 | 2 | 78 - 74 | C+ | CB | BB |  | 82 - 79 | **2,3** |
| **2,7** | 73 - 69 |  | 4,9 - 4,8 |  | 73 - 69 | 7,3 - 6,9 | 73 - 69 |  | 73 - 69 | C |  |  |  | 78 - 75 | **2,7** |
| **3,0** | 68 - 62 | 6 | 4,7 - 4,5 | 7 | 68 - 63 | 6,8 - 6,2 | 68 - 62 |  | 68 - 62 | C- | CC | CB | 3 | 74 - 70 | **3,0** |
| **3,3** | 61 - 57 |  | 4,4 - 4,3 |  | 62 - 58 | 6,1 - 5,7 | 61 - 57 |  | 61 - 57 | D+ | DC |  |  | 69 - 66 | **3,3** |
| **3,7** | 56 - 52 |  | 4,2 - 4,1 |  | 57 - 53 | 5,6 - 5,2 | 56 - 52 |  | 56 - 52 | D |  |  |  | 65 - 62 | **3,7** |
| **4,0** | 51 - 50 | 5 / G | 4,0 | 6 | 52 - 51 | 5,1 - 5,0 | 51 - 50 | 3 | 51 - 50 | D- | DD | CC | 2 | 61 - 60 | **4,0** |
| **5,0** | < 50 | < 5 | < 4 |  | < 51 | < 5,0 | < 50 | 4 | < 50 | F | FD/FF |  | 1 | < 60 | **5,0** |

If there are ECTS grades next to the national grade (local grade), the conversion is always done according to the national grade. ¹ ESC Toulouse and ENSEA are excluded from this.

² For some Dutch universities there is a pass mark of 5.0. In these cases: 5.9 - 5.0 gets the grade 4.0.

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| **Dt. Note** | **Ägypten** | **Argentinien** | **Australien** | | | **Brasilien** | | **Chile** | **China** | | | | **Ecuador** | | **Indien** | | **Indonesien** | **Dt. Note** |
|  |  |  |  | | |  | |  |  | | | |  | |  | |  |  |
| **1,0** | A+ | 10 / 9,5 | HD | 7 | 100 - 84 | 100 - 97 | 10,0 - 9,6 | 7,0 - 6,8 | 100 - 97 | A+ / A | A | A+ | A | 100 - 97 | S | A+ / A | A | **1,0** |
| **1,3** | A | 9 |  |  | 83 - 80 | 96 - 93 | 9,5 - 9,1 | 6,7 - 6,5 | 96 - 93 | A- | A- | A | A- | 96 - 93 |  | A- | A- | **1,3** |
| **1,7** | A- | 8,5 |  |  | 79 - 76 | 92 - 89 | 9,0 - 8,6 | 6,4 - 6,2 | 92 - 89 | B+ | B+ | A- | B+ | 92 - 89 | A | B+ | B+ | **1,7** |
| **2,0** | B+ / B | 8 / 7,5 | D | 6 | 75 - 72 | 88 - 83 | 8,5 - 7,9 | 6,1 - 5,8 | 88 - 83 | B | B | B+ | B / B- | 88 - 83 | B | B | B | **2,0** |
| **2,3** | B- | 7 |  |  | 71 - 68 | 82 - 79 | 7,8 - 7,4 | 5,7 - 5,5 | 82 - 79 | B- | B- | B | C+ | 82 - 79 |  | B- |  | **2,3** |
| **2,7** | C+ | 6,5 |  |  | 67 - 64 | 78 - 75 | 7,3 - 6,9 | 5,4 - 5,2 | 78 - 75 | C+ | C+ | B- | C | 78 - 75 | C | C+ | B- | **2,7** |
| **3,0** | C | 6 / 5,5 | C | 5 | 63 - 59 | 74 - 70 | 6,8 - 6,2 | 5,1 - 4,8 | 74 - 70 | C / C- | C | C+ | C- | 74 - 70 |  | C / C- | C+ | **3,0** |
| **3,3** | C- | 5 |  |  | 58 - 55 | 69 - 66 | 6,1 - 5,7 | 4,7 - 4,5 | 69 - 66 | D+ | C- | C | D+ | 69 - 66 | D | D+ | C | **3,3** |
| **3,7** | D+ | 4,5 |  |  | 54 - 52 | 65 - 62 | 5,6 - 5,2 | 4,4 - 4,2 | 65 - 62 | D | D+ | C- | D | 65 - 62 |  | D |  | **3,7** |
| **4,0** | D | 4 | P | 4 | 51 - 50 | 61 - 60 | 5,1 - 5,0 | 4,1 - 4,0 | 61 - 60 | D- | D | D | D- | 61 - 60 | E | D- | C- | **4,0** |
| **5,0** |  | < 4 |  | 3 | < 50 | < 60 | < 5,0 | < 4,0 | < 60 | F | F | F | F | < 60 | U | F | D | **5,0** |

**Notenumrechnung – Übersee:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Dt. Note** | **Israel** | | **Japan** | | | | | **Kanada** | | | | | | | **Kolumbien** | **Mexiko** | **Neuseeland** | | **Dt. Note** |
|  |  | |  | | | | |  | | | | | | |  |  |  | |  |
| **1,0** | A+ / A | 100 - 97 | A+ | A+ | 100 - 97 | A | S | A+ / A | 100 - 88 | A+ | A | A+ | A+ | A+ | 5,0 - 4,9 | 100 - 98 | A+ | A+ | **1,0** |
| **1,3** | A- | 96 - 93 |  | A | 96 - 93 |  |  | A- | 87 - 84 | A | A- | A | A | A | 4,8 - 4,7 | 97 - 95 | A | A | **1,3** |
| **1,7** | B+ | 92 - 89 |  | A- | 92 - 89 |  |  | B+ | 83 - 80 | A- | B+ | A- | B+ | A- | 4,6 - 4,5 | 94 - 92 | A- |  | **1,7** |
| **2,0** | B | 88 - 83 | A | B+/B | 88 - 83 | B | A | B | 79 - 74 | B+ | B | B+ / B | B | B+ | 4,4 - 4,2 | 91 - 88 | B+ | A- | **2,0** |
| **2,3** | B- | 82 - 79 |  | B- | 82 - 79 |  |  | B- | 73 - 70 | B |  | B- |  | B | 4,1 - 4,0 | 87 - 85 | B | B+ | **2,3** |
| **2,7** | C+ | 78 - 75 |  | C+ | 78 - 75 |  |  | C+ | 69 - 66 | B- | B- | C+ | C+ | B- | 3,9 - 3,8 | 84 - 82 | B- | B | **2,7** |
| **3,0** | C / C- | 74 - 70 | B | C | 74 - 70 | C | B | C / C- | 65 - 60 | C+ | C+ | C | C | C+ | 3,7 - 3,5 | 81 - 78 | C+ | B- | **3,0** |
| **3,3** | D+ | 69 - 66 |  | C- | 69 - 66 |  |  | D+ | 59 - 56 | C | C | C- | D+ |  | 3,4 - 3,3 | 77 - 75 |  |  | **3,3** |
| **3,7** | D | 65 - 62 |  | D+ | 65 - 62 |  |  | D | 55 - 52 | C- |  | D+ |  | C | 3,2 - 3,1 | 74 - 72 | C | C+ | **3,7** |
| **4,0** | D- | 61 - 60 | C | D | 61 - 60 | D / P | C | D- | 51 - 50 | D | D | D | D | D | 3 | 71 - 70 | C- | C | **4,0** |
| **5,0** | F | < 60 |  | F | < 60 |  |  | F | < 50 | F | F | F | F | F | < 3,0 | < 70 |  |  | **5,0** |

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| **Dt. Note** | **Peru** | **Philippinen** | **Singapur** | | **Südafrika** | **Südkorea** | | **Taiwan** | **Thailand** | **USA** | | | | | | | | **Dt. Note** |
|  |  |  |  | |  |  | |  |  |  | | | | | | | |  |
| **1,0** | 20 | D / D- | A+ | A+ | 100-80 | A+ / AO | A+ | 100-97 | A | A+ / A | 4,0-3,7 | A+ | A | A | A / A- | A | Distinction | **1,0** |
| **1,3** | 19 | HP+ | A | A | 79-77 | A- | A | 96-93 | B+ | A- | 3,6-3,4 | A | A- | A- | AB |  |  | **1,3** |
| **1,7** | 18 |  | A- | A- | 76 - 74 | B+ | B+ | 92 - 89 |  | B+ | 3,3 - 3,1 | A- | B+ | B+ | B+ |  |  | **1,7** |
| **2,0** | 17 | HP | B+ / B | B+ | 73-69 | BO | B | 88-83 | B | B | 3,0-2,6 | B+ / B | B / B- | B | B / B- | B |  | **2,0** |
| **2,3** | 16 | HP- | B- | B | 68-66 | B- |  | 82-79 | C+ | B- | 2,5-2,3 | B- | C+ | B- | BC |  | Proficient | **2,3** |
| **2,7** | 15 |  | C+ | B- | 65 - 63 | C+ | C+ | 78 - 75 |  | C+ | 2,2 - 2,0 | C+ | C | C+ | C+ |  |  | **2,7** |
| **3,0** | 14 | P+ | C | C+ | 62-58 | CO / C- | C | 74-70 | C | C / C- | 1,9-1,5 | C | C- | C | C / C- | C |  | **3,0** |
| **3,3** | 13 | P | C- | C | 57-55 | D+ | D+ | 69-66 | D+ | D+ | 1,4-1,2 | C- | D+ | C- | D+ |  |  | **3,3** |
| **3,7** | 12 |  | D+ | D+ | 54 - 52 | DO |  | 65 - 62 |  | D | 1,1 - 0,9 | D+ | D | D+ | D |  |  | **3,7** |
| **4,0** | 11 | P- | D | D | 51 -50 | D- | D | 61 -60 | D | D- | 0,8-0,7 | D | D- | D | D- | D | Pass | **4,0** |
| **5,0** | < 11 | LP+ bis U | F | F | < 50 | F | F | < 60 | F | F | 0,6-0,0 | F | F | F | F | F | Fail | **5,0** |

If, in addition to numerical grades, there are also verbal grades in the transcript, the conversion is always made according to the numerical grade.. Grade Points are only taken into account for the conversion if there are no other grades such as A, B, etc.