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Regulations on the Selection and Admission Procedures for Degree Programmes with Restricted Admissions at Rhine-Waal University of Applied Sciences

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Section 1 Scope

These regulations govern the admissions procedures for first-semester enrolment pursuant to Sections 7 to 10 of the University Admissions Act (*Hochschulzulassungsgesetz, HZG*), in conjunction with Sections 23 to 33 of the Regulations on the Distribution of Slots in Degree Programmes at Universities in North Rhine-Westphalia (*VergabeVO NRW*) – or, alternatively, Sections 34 to 35 for admission into an advanced semester of study – and apply to degree programmes at Rhine-Waal University of Applied Sciences which have a limited number of admission slots (*Numerus Clausus*) that are managed by the university itself.

Section 2 Form, deadline and number of applications for admission

(1) Applications for admission to the first semester of study must be received by Rhine-Waal University of Applied Sciences by 15 January for intake in the subsequent summer semester or 15 July for intake in the subsequent winter semester (final deadline). Students who have submitted an application before the aforementioned deadline may submit additional supporting documents afterwards, specifically by 20

January for summer semester intake or 20 July for winter semester intake (final deadline).

(2) After expiry of the aforementioned deadlines, applicants may submit electronically a request to participate in the final lottery for any remaining slots in accordance with Section 28 (5) of the Regulations on the Distribution of Slots at Universities (*VergabeVO*). Requests must be received by no later than 1 September for winter semester intake and 1 March for summer semester intake. The lottery will occur after the main selection phase and the move-up procedures have concluded, provided any slots remain unclaimed.

(3) Applications for admission to an advanced semester of study must be received by Rhine-Waal University of Applied Sciences by 15 March for intake in the subsequent summer semester or 15 September for intake in the subsequent winter semester. Applications for admission to an advanced semester of study must include all of the required documents indicated on the form. Credit recognition decisions will be handled in accordance with Section 63a HG NRW.

(4) A maximum of three degree programmes can be chosen on the application form. Applicants may amend their choices before the aforementioned final deadline. If an applicant submits multiple applications for admission, HSRW will only consider the final application received before the deadline. Applications for admission must be submitted electronically.

(5) Admission letters will be sent out electronically.

Section 3

Selection and admission procedure for first-semester slots in bachelor's degree programmes

(1) Five percent of the available first-semester slots in bachelor's degree programmes that are to be distributed by selection procedure per Section 9 (1) sentence 1 no. 2 and Section 9 (2) of the University Admissions Act (HZG) will be given

1. to applicants with vocational qualifications pursuant to Section 27 (5) of the Regulations on the Distribution of Slots at Universities (*VergabeVO*)
2. as well as to waitlisted applicants based on their university admission qualification ("UAQ") and under consideration of the maximum waiting period of seven semesters.

(2) The ranking score calculated based on the UAQ will be improved by 0.1 grade points for each semester a candidate has been waitlisted. Periods of study at state or state-supported universities in Germany do not count towards the waiting period.

(3) A candidate's score can be improved by a maximum of 1.0 grade point.

(4) The faculties can define their own selection criteria for the awarding of programme slots per subsection (1) in the examination regulations for their degree programmes in accordance with Section 9 (2) HZG.

Section 4

Selection and admission procedure for slots in master's degree programmes

(1) Slots in master's degree programmes that are to be awarded by selection procedure per Section 10 (6) HZG will be awarded based on the grade point average ("GPA") in the final grade certificate of applicants' qualifying bachelor's degree programmes within the meaning of Section 49 (6) HG NRW.

(2) Applicants who have not yet completed their qualifying bachelor's degree programme may apply for a master's degree programme, provided their only missing graduation requirements are the colloquium, one module examination and the evaluation of the thesis. Applicants must submit a current copy of their transcript of records for verification purposes. In addition, applicants must prove that they have submitted their thesis. An average grade will be calculated via the grades that are available at the time of application in accordance with Section 49 (6) sentence 4 HG NRW. This grade average will replace the GPA from the final grade certificate defined in sentence 1 and be used to verify that the applicant fulfils the admission requirements set forth in the applicable examination regulations as well as for the purpose of the selection procedure, regardless of whether the final examination results in a different grade. The other admission criteria set forth in the applicable examination regulations remain unaffected. Applicants must submit proof of completion of their qualifying bachelor's degree programme by the end of the re-registration deadline for the second semester of study. If proof of completion per sentence 7 is not submitted on time or at all, the applicant's enrolment will be terminated with future effect, resulting in de-registration from the university.

(3) The faculties can define additional selection criteria for the awarding of degree programme slots per subsection (1) in the examination regulations of their degree programmes in accordance with Section 9 (2) HZG.

Section 5

Selection procedure for applicants with vocational qualifications in accordance with Section 27 (5) VergabeVO NRW

(1) If the number of applicants with vocational qualifications exceeds the number of available slots per the quota in Section 3 (1), a selection procedure will occur. Admission will be granted in accordance with this selection procedure. If two applicants

are tied in the resulting ranking, admission be granted by drawing lots. The results of the selection procedure and any drawing of lots must be recorded in writing.

(2) The president will appoint a selection committee for each degree programme; a single selection committee can be appointed for multiple, related degree programmes. The selection committee will include two professors and a member of the university's administration; as an exception and where justified, the selection committee can include a professor, a member of the academic staff, and a member of the university's administration. The selection committee can include an additional external person as a representative of industry.

(3) During the selection process, applicants will be ranked according to their application documents and their performance in a selection interview; the selection committee can forgo a selection interview in special cases and by unanimous vote. Selection interviews should give insight into applicants' aptitude and motivation to pursue a degree in the chosen programme and for the future professional career they aspire to.

(4) The selection committee will calculate a ranking using the following point totals:

1. up to 3 points if the applicant's performance in their qualifying degree exceeded minimum requirements;
2. up to 3 points for work experience in a field related to the qualifying degree;
3. up to 2 points for other work experience with particular relevance for the degree programme they are applying to;
4. up to 2 points for other important circumstances which support the applicant's acceptance into the programme.

Section 5a **Selection and admission of international applicants**

(1) International and stateless applicants who are not considered to have equivalent higher education qualifications as German citizens according to Section 1 (2) sentence 2 *VergabeVO* NRW can be admitted to restricted-admission degree programmes primarily based on their aptitude and past academic performance, both which are derived from their university entrance qualification (UAQ). At their own discretion, the faculties can include a provision in their examination regulations which permits an improvement in the ranking score of applicants (based on sentence 1) who are currently receiving a merit-based scholarship from a German organisation up to the limit set forth in Section 3 (3). Additional details are set forth in the examination regulations.

(2) The examination regulations can also stipulate the formation of sub-groups of applicants by country of origin for quota purposes. In order to fill country-specific quotas, applicants will be ranked according to subsection (3).

(3) Accordingly, applicants will be ranked by their calculated scores within the country's sub-group. The applicants with the highest score will be ranked first and the applicant with the lowest score ranked last. In the event of a tie, winners will be determined by drawing lots. The resulting country-specific rankings will then be incorporated into an overall ranking as follows: The best rankings will be given to first-ranked applicants from the country-specific subgroups. These first-ranked applicants will be ranked according to their scores on the overall ranking list. The process will be repeated with the subsequent ranks from the various country-specific lists until all available slots in the degree programme have been distributed. In the event of a tie, winners will be determined by drawing lots.

Section 6 Entry into force

These regulations will enter into force on the day after publication of the German-language original in the Official Notices of Rhine-Waal University of Applied Sciences.

Note: These regulations entered into force in their present version on 6 December 2025.