

**Examination Regulations for the Admission of Professionals
to Hochschule Wismar
University of Applied Sciences: Technology, Business and Design
(*Zugangsprüfungsordnung* - Entrance Examination Regulations)**

Of 15 July 2003

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Part 1 General Information

§ 1

Aim and Purpose of the Entrance Examination

(1) Professionals, who are not in possession of a higher education entrance qualification pursuant to § 18(1) of the *Landeshochschulgesetz* (State Higher Education Law), can take an entrance examination to ascertain the required qualifications and suitability for the chosen degree course.

(2) In exceptional cases an entrance examination can replace a university degree for postgraduate Master degree courses in accordance with the examination regulations.

The English translation of the *Prüfungsordnung für den Zugang von Berufstätigen an der Hochschule Wismar University of Applied Sciences: Technology, Business and Design* is intended solely as a convenience to non-German-reading students/members of the university. Only the German text published in the *Mitteilungsblatt des Ministeriums für Bildung, Wissenschaft und Kultur Mecklenburg-Vorpommern* (Official Gazette of the Ministry of Education, Science and Culture of Mecklenburg-Vorpommern) and in the *Hochschulanzeiger der Hochschule Wismar* (University Gazette of UAS Wismar) is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

(3) A person who has passed the entrance examination has gained the required qualifications for a study place at UAS Wismar in the degree course indicated in the certificate (§ 17).

(4) Passing the entrance examination does not constitute a claim to a study place.

(5) An entrance examination that has been passed at a tertiary education institution in Mecklenburg-Vorpommern or a corresponding examination that has been passed in another federal state of the Federal Republic of Germany shall count as a passed entrance examination for the same degree course at UAS Wismar. Corresponding *Diplom* and bachelor's degree courses count as the same degree courses as defined in sentence 1.

§ 2 Admission Requirements

(1) Persons who completed a vocational training course that lasted at least two years and are able to prove at least three years of professional experience will be granted admission to the entrance examination. The vocational training and professional experience should have taken place in a field which is related to the degree course that the prospective student would like to study. The vocational training and professional experience will be considered to be related if the contents of both are sufficiently similar to the contents of the degree course the student would like to study, in particular if they have conveyed the knowledge and the skills required for this degree course. In deviation to sentence 1, only two years of professional experience in an area that is related to the desired degree course are required for persons who are receiving an *Aufstiegsstipendium* from the federal government. Periods of parental leave and periods of care for family members can be recognised as periods of professional experience for up to one year.

In postgraduate Master degree courses the qualifying practical experience should amount to at least five years.

(2) Persons cannot take part in the entrance examination, if:

1. they have definitively failed the entrance examination for the degree course they would like to study at a tertiary education institution in Mecklenburg-Vorpommern or a corresponding examination in another federal state of the Federal Republic of Germany, or
2. they have already requested admission to the entrance examination at a tertiary education institution in Mecklenburg-Vorpommern or admission to a corresponding examination in another federal state of the Federal Republic of Germany.

§ 3 Examination Dates

The entrance examinations take place on an annual basis. Examinations for starting degree courses shall be held prior to the 15th June. The examination dates shall be announced to the study applicants at least two weeks prior to the examination.

§ 4 Examination Committee

(1) The faculties create examination committees. If the teaching for the degree course in question is shared by several faculties, a joint examination committee must be created for these faculties.

- (2) The examination committee shall have three members, of which at least two professors shall represent the subject area. A professor representing the subject area shall be the chairperson.
- (3) If an examination committee must be created for several faculties and if the faculty representatives cannot agree who is to be chairperson of the committee prior to the examination, the examination committee shall determine the chairperson by drawing lots.
- (4) The members of the examination committee shall be appointed by the faculty council that is responsible for the subject area for a period of three years. Appointment is made according to a suggestion made by the Dean. Members can be reappointed.
- (5) The examination committee has a quorum if the majority of the members with voting rights is present. Decisions are made with the majority of votes. If there is a tied vote, the chairperson's vote shall be decisive.
- (6) The examination committee can call in further university members for consultation.

§ 5

Tasks of the Examination Committee

- (1) The examination committee shall decide whether the admission requirements have been met, in particular if previous experience is related to the desired degree course.
- (2) The examination committee is responsible for organising and realising the examinations. It determines:
 1. Time and location for the written and oral examinations and
 2. the topics for the written examinations.
- (3) The examination committee marks the examinations, determines the overall mark and issues the certificate with your higher education entrance qualification. The procedural rules pursuant to § 4(5) sentences 1 and 3, as well as § 4(6) do not apply for the determination of marks.
- (4) The chairperson manages the day-to-day business of the examination committee.

Part 2 Admissions Procedure

§ 6

Admissions Procedure

- (1) The respective examination committee shall decide upon admission to the entrance examination.
- (2) The request for admission to the entrance examination must be made in writing and addressed to UAS Wismar. The request must indicate the desired degree course.
- (3) The request must be accompanied by:
 1. a detailed description of previous education, in particular school education and professional training,
 2. officially certified copies of the school leaving and completion certificates from the general education schools and vocational colleges, as well as final certificates for the professional training courses and, if applicable, the continuing professional development and training courses,

3. full proof of the kind, duration and location of professional experience,
4. a declaration as to whether and for which degree course an entrance examination has been taken at another higher education institution and, if so, with which result,
5. a declaration as to whether admission has been requested to an entrance examination or corresponding examinations for the desired degree course.

(4) The requests for admission to the entrance examination must be submitted by the 1st April. The deadline is only considered to have been kept to if all of the required documents have been submitted. The respective examination committee can set differing deadlines.

(5) The request for admission to the entrance examination shall be refused, if:

1. the admission requirements pursuant to § 2 have not been met,
2. the applicant fails to provide the required proof pursuant to § 6(3) or does not submit all of the required documents in spite of being prompted to do so, or
3. the required documents have not been submitted or have not been submitted in full prior to the deadline stipulated in sub-section (4).

(6) The admissions procedure is subject to a fee. The fee amount is stipulated in the list of fees in the *Satzung über die Erhebung von Gebühren, Beiträgen und Entgelten an der Hochschule Wismar* (Statute for the Collection of Fees, Contributions and Payments at UAS Wismar) in the respective valid version. It is due when the prospective student receives notification of admission to the examination or trial period of study. Applicants will be required to prove payment of the fee in order to participate in the examination or trial period of study.

§ 7 Vocational Training and Occupation

(1) A completed vocational training course pursuant to § 2(1) can be proven by:

1. the certificate for a completed vocational training course in a vocation recognised in the Federal Republic of Germany or considered equivalent as stipulated in the *Berufsbildungsgesetz* (Vocational Training Act) of 14 August 1969 (BGBl. I P. 1112) or the *Handwerksordnung* (Crafts Ordinance) in the version of the announcement of 28 December 1965 (BGBl. 1966 I P. 1),
2. the certificate for completed corresponding vocational training as part of an employment relationship in the public sector, or
3. the certificate for a completed vocational training course that was concluded with a state examination.

(2) The professional experience must be proven suitably. Part-time employment shall be equivalent to three years of full-time employment, if the overall amount exceeds at least half of the expected hours.

§ 7a Trial Period of Study

(1) If the requirements for an entrance examination are met, upon request, the examination can be replaced by a trial period of study of one year, if it is a degree course without admission restrictions. Prior to making the decision regarding the request, a consultation takes place at the University. The participants in the trial period of study are enrolled for a certain degree course as students with all rights and obligations pursuant to the legal provisions for a limited amount of time of two semesters.

(2) The trial period of study is successfully completed if the required study and examination achievements according to the study and examination regulations are proven. If the trial period of study was passed, the studies can be continued in the degree course without having to make a further request. Passed examination achievements are officially recognised. A certificate is issued about the passed trial period of study, which entitles the student to study the chosen degree course. A failed trial period of study is considered a failed entrance examination. In this case the trial period of study ends on the date enrolment expires. It is not possible to repeat the trial period of study in the same degree course.

(3) If students surpass the deadline for the trial period of study according to sub-section (1) due to reasons for which they are not responsible, or it is clear that it will be exceeded, upon request, the examination board can grant an extension. The institution is to be informed immediately about the respective reasons and they must be proven.

§ 8

Confirmation of Admission to the Examination

(1) The applicant will receive written notification from UAS Wismar about the decision regarding admission to the examination.

(2) If the study applicant is granted admission to the entrance examination or trial period of study, the notification must indicate the degree course and the tertiary education institution for which admission has been granted.

Part 3 Examination Procedure

§ 9

Examination Requirements

(1) The entrance examination shall determine whether the applicants are in possession of the skills required for successfully completing the degree course.

(2) The applicant shall be required to prove:

1. Ability to think and judge,
2. Understanding for academic issues,
3. Ability to explain thoughts in an understandable fashion, both orally and in writing and
4. Proficiency in both written and oral German that is needed for successful studies.

(3) The examination committee can determine further details regarding the examination requirements in a separate ruling.

§ 10

Examinations

The entrance examination consists of a written and an oral part. It covers the important general and subject-specific fundamental knowledge that is required for studying the chosen degree course. Knowledge and experience gained as part of professional experience must receive special attention.

§ 11
Written Examination

- (1) The written examination consists of:
 1. an invigilated examination covering the basics of the subject area of the chosen degree course and
 2. an invigilated examination in which the applicant must work on a topic related to public life, e.g. from areas such as politics, culture, economy, technology and environment.
- (2) The examinations shall last for four hours each.
- (3) The examinations shall be marked by every member of the examination committee.

§ 12
Oral Examination

- (1) The oral examination covers the basics of the subject area of the chosen degree course.
- (2) The examination committee determines whether the oral examination shall take place as an individual or a group examination with a maximum of three applicants. The examination shall last between at least 20 minutes and a maximum of 30 minutes per study applicant.
- (3) Applicants shall only receive admission to the oral examination if they have passed both invigilated examinations. The invitation to the oral examination shall be sent out within four weeks after the last invigilated examination.
- (4) The chairperson of the examination committee shall chair the oral examination. He can convey the running of the oral examination to another member of the examination committee. All of the members of the examination committee are entitled to ask questions.
- (5) The names of the examiners and the examination results shall be recorded in the minutes. The result of the oral examination shall be announced to the applicant immediately after the oral examination.

§ 13
Marking of Examinations

- (1) The mark for the examination is calculated using the arithmetic mean of the examiners' individual marks. The decision shall be made by the chairperson of the examination committee in cases of doubt. The following marks are to be used for evaluating the examinations:

very good (1,0; 1,3)	= excellent work
good (1,7; 2,0; 2,3)	= work that is well above the average requirements
satisfactory (2,7; 3,0; 3,3)	= work that corresponds to the average requirements
sufficient (3,7; 4,0)	= work that fulfils the requirements despite its
insufficient (5)	= work that does not fulfil the requirements due to

(2) The overall mark of the entrance examination is calculated as the average mark of the individual examinations. The examinations are weighted equally for the calculation of the overall mark. The following marks are to be used for the overall mark:

very good for an average of 1,0 to 1,5
good for an average of 1,6 to 2,5
satisfactory for an average of 2,6 to 3,5
sufficient for an average of 3,6 to 4,0
insufficient for an average of 4,1 or below.

Only the first decimal place after the comma will be used for calculating the overall mark.

(3) The entrance examination has been passed if the invigilated written examination and the oral examination have been evaluated with a mark of at least 'sufficient'.

(4) The applicant shall receive immediate written notification of the result of the entrance examination.

§ 14

Failure to Observe the Time Limit, Withdrawal

(1) An examination shall be evaluated as 'insufficient' if the applicant withdraws from the examination without an important reason or fails to complete the examinations within the set amount of time. In these cases the entire entrance examination will count as 'failed'.

(2) The entire examination will count as not taken if the study applicant is not responsible for the failure to observe the time limit or the withdrawal. Credible reasons for excuse must be immediately announced in writing to the chairperson of the examination committee. If the study applicant claims to have been ill, s/he must provide a doctor's certificate. If the chairperson of the examination committee recognises the reasons for excuse, s/he shall notify the applicant in writing and set a new examination date.

§ 15

Cheating, Breach of Regulations

(1) If the study applicant attempts to influence the outcome of an examination by cheating, in particular by using unauthorised aids, the corresponding examination and therefore the entire entrance examination shall be marked as 'failed'.

(2) A study applicant who disturbs the usual course of the examination can be excluded from continuing the examination depending on the extent of the disruption. If this is the case, sub-section (1) will apply correspondingly. The reasons for exclusion must be placed on record.

(3) Sub-section (1) shall apply correspondingly if evidence of cheating becomes apparent during the marking of an invigilated examination.

(4) If the applicant falsely claimed to fulfil the admission requirements (§ 2), the entrance examination will be terminated or the certificate that has already been issued for a passed entrance examination (§ 17) shall be revoked.

(5) The examination committee shall decide upon circumstances as stipulated in sub-sections (3) and (4). If the entrance examination has been declared 'failed' or admission to the entrance examination has been revoked, the rights of admission to a degree

course and to enrolment shall expire. The certificate for a passed entrance examination (§ 17) shall be confiscated.

(6) The study applicant must be given the opportunity to pass comment prior to making a decision pursuant to sub-section (5).

§ 16 Retaking the Entrance Examination

- (1) If applicants fail the entrance examination, they can retake the examination.
- (2) They must retake the whole entrance examination. Upon request, passed examinations that were part of a failed overall entrance examination can be recognised as part of the resit examination.
- (3) A failed entrance examination can only be retaken once. The study applicant can select an entrance examination for a different degree course for the resit if s/he fulfils the admission requirements for this degree course as stipulated in § 2. If the applicant chooses this option, s/he will not be permitted to resit the entrance examination for the new selection of degree course.

Part 4 Final Provisions

§ 17 Certificate

A certificate shall be issued to confirm the passing of the entrance examination, which shall be signed by the chairperson of the examination committee and stamped with the university's seal.

§ 18 Inspection of the Examination Files

After the examination procedure has come to an end, the study applicant, upon request, shall be granted permission to inspect the examination files. S/he can request the inspection of the files within one month after s/he has received announcement of the result of the entrance examination from the examination committee, by contacting the chairperson of the examination committee. The chairperson shall decide upon the location and date for the inspection of the files.

§ 19 (omitted)

§ 20 (Entry into Force)