



Overview of the degree programs offered by the Augsburg University of Applied Sciences for the winter semester 2022/23 and the accompanying selection procedures

Selection procedure for undergraduate bachelor degree programs (with restricted admission)

After deducting the quotas for advanced-admission students, foreign nationals, hardship, postgraduate students, professionals and students combining academic studies with vocational education training*, the Augsburg University of Applied Sciences awards

- 25 % of places based on qualifications (selection based on average grade)
- 65 % of places based on the average grade in the supplementary university selection procedure
- 10 % of places based on the average grade taking into account the waiting period

for the following courses of study:

**Application period
for bachelor degree
programs with
restricted admission
May 2 – July 15 !!! (for higher
semesters)**

Business Administration
International Management
Computer Science
Information Systems
Computer Engineering
Energy Efficient Planning and Building
Civil Engineering
International Management and Engineering
Social Work
Business Psychology

*) Please read the quota instructions in the information leaflet on admissions procedures for the winter semester 2021/2022. The information leaflet provides you with some important information relating to admissions procedures. It explains the different ways of awarding places, provides information about important deadlines, the authentication of certificates, the required supporting documents etc. **The information leaflet is very important for your application. Please read it through very carefully.**

So-called 'free' bachelor degree programs without restricted admission

**Application period
for 'free' bachelor
degree programs without
restricted admission
May 2 – July 15!!!**

Systems Engineering Mechanical
Engineering Environmental and
Process Engineering
Electrical Engineering
Mechatronics
Data Science

Undergraduate bachelor degree programs with an assessment test

Application period for degree programs with assessment test

Architecture
Interactive Media
Creative Engineering

May 2 – June 15!!!

Application period for degree program with assessment test

Communication Design

May 2 – June 02!!!

Undergraduate bachelor's degree program with aptitude testing procedure

Application period for undergraduate bachelor's degree program with aptitude testing procedure

International Information Systems
Digital.Design and Production

for May 2 – July 15!!!

You can find more information about the assessment tests on the web pages of the respective faculties.

The Augsburg University of Applied Sciences is offering the following master degree programs during the winter semester 2021/2022

You can find information about them on the respective faculty web pages.

Application period for master programs

Energy Efficiency Design
Identity Design
Civil Engineering
Architecture
Business Information Systems
Transformation Design
Interactive Media Systems
Computer Science
Human Resource Management
Taxation and Accounting
Digital Marketing Management
International Business and Finance
Mechanical Engineering
Environmental and Process Engineering

May 2 – June 15!!!

INFORMATION LEAFLET

on selection procedures for programs with restricted admission
Winter semester 2022/2023

Please read this information leaflet very carefully and take note of the important points listed here before submitting your application:

Please note the different application deadlines!!

For bachelor programs, applications for admission must be uploaded by the university no later than **July 15, 2022**. Failure to meet this deadline will result in **disqualification!** The deadline also applies to **applications for a more advanced semester**.

If you are applying for the first semester in a bachelor program with restricted admission, you must first register on hochschulstart.de. Please also take note of our application procedure **checklist**.

Kindly note that admission restrictions may also exist for more advanced semesters. You can find more information about this on the web page of the faculty in question.

For the bachelor programs with an assessment test, 'Architecture', 'Interactive Media' and 'Creative Engineer', the application deadline ends on June 15, 2022. The deadline for the 'Communication Design' program is **June 02, 2022**.

For the master's programs, the application must be submitted digitally to the university no later than **June 15, 2022**.

Provisional certificates are not accepted. You can upload your original certificate document as a scan. In case of doubt, we reserve the right to request certified copies. Should this be the case, you will be informed directly by us.

If you are applying for a **master program**, the **certificate from the previous degree** is to be provided.

In your own interest, we ask you to submit your application as early as possible in the online portal. We ask you to refrain from making further inquiries.

Only applications **in the required form** will be accepted. **Email applications are not permitted.** Applications are only accepted on the online form provided by Augsburg College and must be completed online during the application period.

You must print out the completed online application for admission, sign it and add it with the required documents in the application portal.

Entering your application online is not sufficient! Please note the different application deadlines!

Please check whether your application is **complete documents** (see section B in General Information).

The university is not obliged – and as a result of the large number of applicants – not in a position to alert you to any mistakes or missing documents. Please only provide documents that are actually required. **You are responsible for any mistakes in your application.** You can follow the status of your application on the university's web portal for applicants.

References to other or earlier applications cannot be taken into account. Please make a note of your applicant number.

Once you have decided to accept an offer of admission from hochschulstart.de, you are required – if necessary, via an authorized representative – **to accept the offer of a place at the university and submit an enrollment application online via the university WEB portal, within the timeframe established by the university.** Enrollment applications must be submitted by mail. To do this, you send the 'Enrollment Application' section **by mail** to the Augsburg University of Applied Sciences. The application form can be found on the university's online portal. Please note the deadline indicated there. Your enrollment is invalid if this deadline is not respected!

Ensure that your authorized representative is aware of the importance of these deadlines! Any omissions on the part of the authorized person are just as likely to lead to your exclusion from the enrollment procedure as your own omissions.

Enrollment can only be applied for one degree program at the university; except see § 12 para. 2 of the statutes on the procedure for [...] for enrollment. Applicants who have received several offers of admission and have already submitted an application for enrollment apply:

- Only the initial application for enrollment with the earliest date will remain in the enrollment process,
- Applicants who submit another application for enrollment in addition to the initial application for enrollment must actively withdraw the initial application with informal written justification and submit it to Division III Student Affairs.

Your uploaded documents will be stored until the end of the application procedure. After the end of the procedure, the application system will be cleaned and their data will be deleted.

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A) University admission procedures

1. Bachelor degree programs with an assessment test or aptitude testing procedure – winter semester applications

For degree programs with an assessment test / suitability assessment procedure admission to the university requires a proof of qualification in the form of an assessment test in addition to the university entrance certificate. Information about the requirements and procedures for the respective assessment tests are available on the faculty web pages.

If you should decide on a bachelor program requiring an assessment test / aptitude testing procedure you will need to find out about the individual admission modalities on the web page of the program in question.

Please note that, in the case of the assessment test for the **Communication Design** program, the so-called work portfolio for pre-selection must be submitted by **June 02 of the year of application**.

2. Local selection procedure

For degree programs with restricted admission, we expect more applications than we have places available. For this reason, admission to these programs is limited: places are only awarded up to the previously established thresholds.

Places in degree programs with restricted admission can only be awarded in a local selection procedure based on the university admissions regulations. The awarding of places is regulated as follows:

2.1. Reserved places in selection procedure

The following quotas need to be deducted from the previously established admission numbers:

- 2 % for cases of unusual, in particular, social hardship;
- 5 % for the admission of foreign nationals and stateless persons who do not benefit from the same legal status as German citizens;
- 3 % for postgraduates who have already successfully completed a degree program;
- 5 % for qualified professionals;
- 4 % for students combining academic studies with vocational education training that are not part of the restricted-admissions quota;
- 1 % for persons serving the public interest.

If you have already been awarded a place in a degree program during an earlier award procedure but were unable to start your studies because of the need to fulfill a service duty according to Art. 12a of the German constitution, or because of time spent with voluntary military service, the Federal Volunteers Service, the Development Service, the Youth Volunteer Service or a vocational training period in a program combining academic study and vocational education training, you will be immediately admitted (as a so-called 'advanced-admission' student).

2.2. Restricted admission quota in selection procedure

The remaining places in a degree program, which may increase in number if places from the aforementioned quota are not utilized, are awarded as follows:

- 25 % according to qualifications (selection based on average grade in the university entrance certificate):
- 65 % based on the average grade in the supplementary university selection procedure:
- 10 % according to the average grade of the university entrance qualification and the duration of the waiting period (waiting period after acquiring the university entrance qualification) the bonus on the average grade, however, amounts to a maximum of 1.0

Citizens belonging to another European Union (EU) member state benefit from the same legal status as German citizens when it comes to admissions. Foreign nationals and stateless persons who are not EU citizens but have obtained a German university entrance certificate are also on the same legal footing as German citizens when it comes to the award process. The remaining foreign nationals and stateless persons are selected based on their qualifications. You can find the **threshold values** from the previous winter semester at the university website. They should only be used as a guide and provide no more than a limited indication of the threshold values for this year's selection procedure.

2.3. Detailed rules for local selection procedure

2.3.1. Special quota for technical colleges/higher vocational schools

In so far as places are awarded based on the average grade, a special quota is established for the university entrance qualification of technical colleges or higher vocational schools. This quota caters for those applicants whose university entrance certificate does not grant them access to a university education. The proportion of study places afforded by the special quota corresponds to the ratio of those who have obtained a university entrance certificate at a technical college or a higher vocational school compared to the overall number of German applicants – or applicants on an equal legal footing to German applicants – for the degree course in question.

2.3.2. Waiting period

10 % of the study places remaining after deduction according to Art. 5 Abs. 3 BayHZG are allocated according to the average grade of the university entrance qualification and the duration of the time since the acquisition of the qualification for the chosen study course (waiting period). In this quota, the applicant receives a bonus of 0.1 on the average grade of the university entrance qualification for each half-year of waiting time acquired, but not more than 1.0.

Only complete half-years count from the moment the individual obtained the university entrance certificate to the beginning of the semester in which he/she applied for admission. It is possible to add to the number of half-years if a professional qualification was acquired outside the university before the university entrance certificate was obtained and if the certificate was obtained before **January 16, 2002** or **July 16, 2007**.

2.3.3. Special regulation for preferential admission

If you have honored a compulsory service obligation according to Art.12a of the German constitution, have completed voluntary military service, or have worked for the Federal Volunteer Service, the Development Service or the Youth Volunteer Service, you will be offered preferential admission. The preconditions are that, for the degree program in question, at the beginning of or during your period of service:

- No admission restrictions have existed or that
- Admission restrictions have existed and you have obtained a place in the degree program.

In this case, a copy of the notification of admission must be submitted. In addition, a certificate of service (if necessary, a provisional one) must be submitted for preferential admission.

Preferential admission is only possible if you apply for admission no later than the second semester following the end of your period of service

Information regarding advanced admission: if you obtain a place on a degree course before or during a period of service, the following applies:

Generally speaking, you are not able to accept the place on the degree course; instead, you can make a claim for preferential admission after your period of service. Preferential admission is designed to protect you from a potential narrowing of the selection threshold and prevent any education-related disadvantages that might result from a service obligation.

You can only be granted preferential admission if you have actually submitted an application and **been admitted** either at the start of or during your service period. This so-called 'advanced admission' only applies to the university from which you have received a notice of admission.

To be able to claim preferential admission, you must resubmit an application in the required form and in good time to the Augsburg University of Applied Sciences at the end of your period of service. In addition, a provisional certificate of service and the previous notification of admission should be enclosed with the application. Preferential admission enables you to obtain a place on a degree course once again at the end of your period of service.

2.3.4. Special regulations for students combining academic studies with vocational education training

The same applies if you are **combining academic studies with vocational education training** and you:

- Have commenced vocational training as foreseen in the program in question
- Were admitted to the degree program at the beginning of or during the period of vocational education training.

In this case, you must submit a copy of the notification of admission and a document proving that the

vocational education training is part of a program combining academic study and vocational education training.

You can only receive preferential admission if you have actually submitted your application and **been admitted** at the beginning of or during your vocational education training. The so-called 'advanced admission' only applies at the university from which you have received a notice of admission.

3. Admission procedures

3.1. Application deadlines, application form

Applications for admissions for the winter semester must be received by **June 15 for master degree programs and July 15 for bachelor degree programs in any given year.**

Failure to meet this deadline will result in disqualification!

Please take note of the different application deadlines for the 'Communication Design', 'Architecture', 'Interactive Media', 'International Information Systems', 'Creative Engineer' and 'Systems Engineering' degree program.

If you miss these deadlines, you may not participate in the admission procedure.

You must use the application forms provided by the university. Applications that are not in the correct form will be disregarded!

Applications for admission or supporting documents that are sent by email will not be recognized. An online application on its own is not sufficient!

The signed application for admission, including all documents, must be uploaded to the application portal by the deadlines stated on pages 1 and 2.

Changes and additions to an application that has already been submitted can also only be made in writing, with the name of the program and the applicant number indicated clearly, by **June 15 or July 15 (depending on the program) of the year of application.** The same applies to special applications (e.g. hardship petitions).

3.2. Application documents

You are required to submit the following documents with your application for admission by the deadlines listed on pages 1 and 2 in order to participate in the selection process:

1. **A copy or transcript of the university entrance certification;**
2. For applications with a higher school certificate from another country, **the university entrance certificate, together with a certified translation of the certificate. The preliminary review documentation from uni-assist** (German university online portal) should also be submitted;
3. For applications to master programs, a **copy or transcript of the previous university degree;**

4. **Résumé in tabular form** (use blank form provided by Augsburg University of Applied Sciences, if required);
5. **Copy of identity card/passport.**

Deadline for submitting qualification certificates at a later date

If you have not received your university entrance certificate, or your master craftsperson or apprenticeship certificate by July 15 (this only concerns certificates obtained during the year of application), you must submit these at the latest by

July 27 of the year of application

(Provisional certificates are not recognized). Unfortunately, it is not possible to submit documents later by mail or in person. Please also use the online platform for this purpose.

Exception:

If you obtain your university admission certificate

- at evening school,
- at an institute specializing in university certificates (a so-called 'kolleg'),
- at a Bavarian university preparatory college,
- by taking the so-called 'Begabtenprüfung' (aptitude tests for admission to universities of applied sciences),
- by taking the preliminary or final examination in a Bavarian university program
- or else as part of the examinations at specialist academies,

and have not yet received your qualification by July 31, you may apply for an extension which, however, can only be granted until **July 31 of the year of application.**

The documents listed below are not absolutely essential for your application but they could considerably improve your chances of success.

6. Attestation of completion of service.

The term 'service' refers to:

- Compulsory service according to Art. 12a of the German constitution for a period of up to three years;
- Voluntary military service;
- The Federal Volunteer Service;
- The Development Service;
- The Youth Volunteer Service;
- The supervision or care of a child under the age of 18 or a family member in need of care for a period of up to three years.

In the case of German nationals who are or have been in possession of another country's nationality in addition to German, a period of service performed abroad is recognized if it is comparable with a type of service existing in Germany. All details relating to the period of service must be accompanied by certificates of proof (**original documents as Scan**).

If you have already completed one of the types of service mentioned above at the time of your

application, please enclose a certified document showing the beginning and end of the period of service (a certificate of service with an official stamp – if the attestation is machine-produced, the official stamp is not required).

	Place, date
Unit, department	
EXAMPLE	
Provisional certificate of service	
for military service volunteers or temporary soldiers with a pre-determined service period of up to three years whose service period ends after April 30 and/or October 31	
This is to confirm that	
Mr/Ms _____	
born on _____ in _____	
is carrying out military service	
from _____ until probably _____	
He/she will be released from service to pursue his/her studies from _____.	
This attestation remains subject to any actual or legal change in service obligations.	
Signature	Official seal and/or stamp

Deployment location	Place, date
Provider of voluntary service	
The provider was authorized by: _____	
Notification by: _____	
EXAMPLE	
This is to certify that	
Mr/Ms _____	
Born on _____ in _____	
is carrying out/has completed*	
a year of voluntary social service, a year of voluntary environmental work, a period of work for the European Voluntary Service, the International Youth Volunteer Service (IJFD), the Federal Volunteer Service (BFD) and/or a period of service within the support programs 'Weltwärts' or 'Kulturweit' in accordance with the law for the support of a year of voluntary social work from August 17 1964	
in the period from _____ until _____	
Signature	Official seal/stamp
*Delete as applicable	

If you have also carried out **military or community service**, you are also required to submit a **certificate of service**.

The supervision/care of a child or another family member can only be recognized as a service if its scope and intensity are comparable with other services. You must supply a **hand-written personal declaration** which confirms that you provided this supervision/care full-time and that no other person was available to do so.

Moreover, if you were responsible for the supervision/care of a child, please enclose any evidence you have that provides information about the

supervision/care you were providing (e.g. birth, registration or medical certificates). If you were responsible for the supervision/care of another family member, please enclose a **medical certificate** which provides information about the reason for and extent of the need for care as well as a **registration certificate** of the person requiring care. The documents must demonstrate clearly and plausibly that the amount of supervision/care provided corresponds to the amount that you claim to have provided.

7. Proof of completed vocational training / professional activity

If you have successfully completed a program of vocational training (outside the university) or were employed for at least three years, you are required to prove this with the **relevant supporting documents** if it is to be accounted for in the waiting period.

The following **vocational training programs** are recognized:

- A completed apprenticeship in a recognized skilled occupation;
- A vocational training program in a state-owned vocational training college, technical college or professional academy, or one that is recognized by the state;
- A completed apprenticeship in the lower or middle grades of public administration;
- A successfully completed sergeant or officer qualification for professional or regular soldiers.

A vocational training program completed **abroad** can only be recognized if an **additional attestation** is provided, confirming its **equivalence** with a German vocational training program. This attestation should be issued by the organization responsible for the German vocational training program (e.g. the Chamber of Trade and Industry).

The following documents should be provided as proof:

- A certified copy of an attestation provided by the organization responsible for the vocational training examination (e.g. a certificate of apprenticeship, a journeyman's certificate, a trade proficiency certificate);
- An attestation of a period of employment lasting three years after the university entrance certificate had been obtained.

3.3. Admission and enrollment

After submitting your application, you can check the status of your application as well as offers of admission from the universities in your user account on the application portal of hochschulstart.de. You can accept an offer of admission or wait to see whether you receive an offer of admission from an institution that you have prioritized higher. If you accept an offer of admission, you are admitted to the university and receive a corresponding notification of admission. As long as you have not accepted any offer of admission, you can prioritize your study options until **July 22 of the year of application**. This prioritization process is essential for determining which option is best suited to

you. Later on in the process, only the best possible offer of admission will be displayed. Applications prioritized at a lower level are omitted. You can find detailed information about the application process on the website of hochschulstart.de at <http://www.hochschulstart.de/dosv>.

If you have accepted an offer of admission on hochschulstart.de, you must complete an online declaration of acceptance via the university web portal by the deadline mentioned in the notification of admission.

Next, you need to enroll in the university by mail. To do this, please send the following documents **by mail** to the Augsburg University of Applied Sciences:

- The 'Enrollment Application' section on your notification of admission, no later than the **deadline specified on it**;
- Proof that you have paid the Student Union membership fee of € 121,75.

If you do not confirm your enrollment with the university in the required form, the admission is no longer valid and you will be excluded from the rest of the procedure. **We therefore ask you to pay special attention to this deadline!**

Please ensure that the communication relating to your admission actually reaches you. Either you or a person authorized by you must accept the place on the degree program via the university's online portal, sign the enrollment declaration and send it by mail, to the Augsburg University of Applied Sciences.

4. Admission procedures for foreign nationals

4.1. Quota for foreign nationals

The quota for foreign nationals only includes foreign nationals or stateless persons who are not citizens of a European Union member state and who have not obtained their university entrance certificate in Germany or at a German school abroad. As far as admissions regulations are concerned, EU citizens are on an equal footing to German citizens. The admission quota for foreign students amounts to 5% of degree course places (see 2.1.).

4.2. Proof of previous education in another country

If you did **not** obtain the document (certificate, diploma) proving your previous education in Germany, you must submit it for evaluation/recognition to the following address:

Hochschule Augsburg
c/o uni-assist. e. V.
D-11507 Berlin
service@uni-assist.de

In addition to your preliminary review documentation, **you will need to ask for an average grade to be assigned to you**. If an average grade is not assigned, the application enters the selection procedure with the lowest possible average grade (4.5). You can find the application form on the web page of the department of student affairs at the Augsburg University of Applied

Sciences. Please be sure to take note of the subject options on the document acknowledging your certificate or on your preliminary review documentation – in certain circumstances, you may be limited to particular fields of study or even to certain degree programs. For example, you cannot study a technical subject such as mechanical engineering, computer science etc. with economics-related subject options. Our [Guidelines for applicants with a high school certificate from abroad](#) provides you with precise information about the application process.

Info sheet: https://www.hs-augsburg.de/Binaries/Binary_21049/LeitfadenBachelorAusland1.pdf

For the preliminary review documentation from uni-assist, prospective students from China, Vietnam and Mongolia must submit an APS certificate from the Academic Evaluation Center in addition to their prior education certificate.

China

<https://www.aps.org.cn/studium-in-deutschland>

Vietnam

http://www.hanoi.diplo.de/Vertretung/hanoi/de/06/APS_Hanoi.html

Mongolia

http://www.ulanbator.diplo.de/Vertretung/ulanbator/de/10/Akademische_20Pruefstelle/APS.html

4.3. German language test

If your prior education certificate enables you to be admitted directly to university, in other words, your admission has been recognized via uni-assist, you must **provide proof that you have passed a German test** to be admitted to a university in Bavaria.

The following German tests are recognized:

https://www.hs-augsburg.de/Binaries/Binary_21057/Anerkannte-Sprachpruefungen2.pdf

Different requirements may exist for master programs. You can find more information about this on the web pages of the respective programs.

You must submit the proof that you have passed a German test **at the latest when you enroll**.

The notification/result of the preliminary review documentation must be submitted to the Augsburg University of Applied Sciences no later than **July 27 of the year of application**.

4.4. Admission to university via assessment test

When it comes to the classification 'University admission via assessment test (preparatory college)', foreign students must take and pass a test to establish whether they are qualified to embark on a degree program at a German university. Prospective students prepare for the assessment test at:

**Studienkolleg bei den Fachhochschulen
des Freistaates Bayern
Friedrich-Streib-Straße 2
96450 Coburg, Tel.: +49 9561/427060**

Once they have passed the assessment test, they are entitled to enroll at a university in Bavaria. The final decision still depends, however, on the result of the local selection procedure.

5. Admission procedures for postgraduate students

5.1. Special quota for postgraduate students

If you have already graduated from a German university or will do so by **July 15 of the year of application**, you can only be admitted via the aforementioned special quota of 3% of the total number of university places.

If you have not received the final certificate of your first degree program by **July 15 of the year of application**, you will not be included in the postgraduate quota!

If the number of postgraduate students is higher than the number of places available according to the quota, admission depends on the level of the index number attributed to the student. This is composed of the first degree final examination result and the relevance of the reasons put forward for taking up postgraduate studies (scientific, professional or other reasons). The admission of postgraduate students via the hardship quota can only be considered if the applicant is confronted with particular social and family-related circumstances that provide him/her with a compelling reason to begin postgraduate studies immediately.

5.2. Application and evidence of achievements

In addition to the application form provided by the Augsburg University of Applied Sciences and/or the online application and the supporting documents listed in it, you are required to submit the following documentary evidence:

- The **final certificate of your first degree** (all pages); the average grade from your first degree must be included in the final certificate or in a special certificate provided by the authority responsible for issuing the final certificate. Otherwise, the lowest grade will be used as the basis for evaluation.
- **An informal, detailed, written justification** of your wish to embark on a postgraduate degree course with details about your previous education, your professional activity and your professional goals. Your justification should conclude with an overview of all factors that are of crucial importance for your postgraduate studies; the key reasons for your application should be stated specifically (see indications below).
- A Scan of the **university entrance qualification** (a certificate of the general or subject-related qualification for entrance to universities or universities of applied sciences).

5.3. Selection

The selection of postgraduate students is based on the criteria 'First degree examination result' and 'Reasons for postgraduate studies.' Points are awarded for both criteria. The points are added together to compose an

index number. This index number is crucial for your position in the ranking of postgraduate applicants. This system allows a clear ranking to be established of postgraduate students that have applied for the same degree program.

Postgraduate students are selected based on this ranking until the quota has been exhausted.

The points for calculating the index number are defined as follows:

a) Result of first degree final examination

'Excellent/very good'	4 points
'Good/completely satisfactory'	3 points
'Satisfactory'	2 points
'Sufficient'	1 point
Proof of grade not provided	1 point

b) Compelling professional reasons (9 points)

Compelling professional reasons exist if you aspire to a career that can only be pursued after having completed two degree programs.

c) Scientific reasons (7 to 11 points)

Scientific reasons exist if a further scientific qualification in a different degree program is envisaged which will enable you to embark on a later career in the field of science and research, using the scientific and professional activities that you have pursued to-date as a foundation. If scientific reasons exist, the allocation of points within the range of 7 to 11 depends on your previous achievements, the relevance of the reasons provided and the extent to which they are in the public interest.

d) Particular professional reasons (7 points)

Particular professional reasons exist, if your professional situation will be significantly improved as a result of postgraduate studies. In addition to the application form provided by the university and/or the online application and the documents listed in it, documentary evidence should be provided that the postgraduate degree complements the first degree in a meaningful way.

e) Other professional reasons (4 points)

Other professional reasons exist if postgraduate studies are recommended for other reasons based on your professional situation.

f) None of the previous reasons (1 point)

An accumulation of different reasons is not possible; it is always the most advantageous case that is taken to justify postgraduate studies. If you are aiming to embark on a postgraduate degree program, following a break for family reasons, so as to be reintegrated or make a new start in professional life, up to two additional points may be added to the index number. This addition may be applicable if you give up a previous professional activity for family reasons (e.g. marriage, bringing up children) or were forced to forego a suitable professional activity for family-related reasons after completing a first degree. The number of extra points depends on the extent to which the individual is affected by the situation. The degree of the burden on the individual (e.g. number of children,

length of family-related break) is to be accounted for in an appropriate manner.

6. University admission without a university entrance certificate from a school

6.1. Master craftsmen and graduates from technical colleges and professional academies

Art. 45 of the Bavarian University Regulations (BayHSchG) regulates the admission of qualified professionals to university. Holders of a master craftsman's diploma and graduates of an equivalent form of professional education such as technical colleges and professional academies are entitled to [enroll in university education](#), according to Art. 45, Para. 1 of the BayHSchG.

Proof of the right to enroll at university can be provided by a:

- Certificate of a successful master craftsman's examination according to the provisions of the Vocational Training Act or the Crafts Code;
- Certificate of a successful professional training program which is equivalent to the master craftsman's examination according to the provisions of the Vocational Training Act or the Crafts Code;
- Certificate of a successful final examination at a state technical college or professional academy or one that is recognized by the state.

Admission to a university also requires that a [counseling interview](#) take place at the Augsburg University of Applied Sciences. Please contact the faculty directly to make an appointment.

If a counseling meeting does not take place, you will be excluded from the award procedure!

The proof that a counseling meeting has taken place must be submitted [by no later than July 15 of the year of application](#). **Failure to meet this deadline will result in disqualification!**

Certificates obtained outside Bavaria but within Germany for training qualifications that are equivalent to the master craftsman's qualification can only be recognized if the exams were taken based on the provisions of the further education regulations issued by the competent federal ministry.

The certificate should contain an addendum with a reference to this legal framework.

Moreover, you are also required to provide a **certificate of equivalence** from the local competent authority in Bavaria. This **certificate of equivalence** provides proof that your vocational qualification corresponds to a Bavarian vocational qualification equivalent to a Master Craftsman's examination. Please contact the chamber that is responsible for your vocational training certificate (e.g. the Chamber of Trade and Industry or the Chamber of Crafts in Bavaria).

This also applies to the recognition of **vocational qualifications** that were obtained **outside Germany**.

6.2. Professional people with special qualifications

According to Art. 45 Para. 2 of the BayHSchG, **subject-specific university qualification** is open to those who can prove that:

- They have carried out vocational training lasting at least two years;
- They can prove that they were then employed for at least three years in their main field of professional activity.

To prove this, please enclose the **certificate of your final examination** and the **final certificate from your training institution** with your application.

Subject-specific university qualification via **vocational training with subsequent professional experience** is also possible if you can provide proof of a **successful probation study period lasting at least one year** at the Augsburg University of Applied Sciences. Admission is then possible if the probation period was successful.

To be admitted to the university, you also need to participate in a **counseling interview** at the Augsburg University of Applied Sciences. For this purpose, please contact the faculty directly to make an appointment.

If a counseling meeting does not take place, you will be excluded from the award procedure!

The proof that a counseling meeting has taken place must be submitted **by July 15 at the latest of the year of application**. **Failure to meet this deadline will result in disqualification!**

Certificates obtained outside Bavaria but within Germany can only be recognized if they are equivalent to the provisions laid down by the competent chamber (e.g. Chamber of Trade and Industry or the Chamber of Crafts in Bavaria). Please enclose a **certificate of equivalence** for your vocational qualification with your application. This also applies to the recognition of **vocational qualifications** that were obtained outside Germany.

Alternatively, people with vocational qualifications have the possibility to complete a **foundation course** to acquire a subject-specific university entrance certificate at the **Amberg-Weiden University of Applied Sciences**.

7. Cooperative study programs

7.1. Degree programs with intensive in-company training

A degree program with intensive in-company training is designed in such a way that you complete intensive periods of in-company training during your academic studies. You can combine the advantages of academic study with intensive in-company training. In contrast to the program combining academic studies with vocational education training, you do not complete the period of in-company training with a vocational training qualification. The degree program is offered at the Augsburg University of Applied

Sciences according to the so-called I.C.S. model and can be studied in the bachelor programs specified below:

- Business Administration
- Computer Science
- Environmental and Process Engineering
- Mechanical Engineering
- Information Systems
- Electrical Engineering
- Mechatronics
- International Management and Engineering

You can apply for the intensive in-company training either before or during your studies. University and in-company training phases alternate with each other. Please note that, if you decide on a degree program with intensive in-company training, you will participate in the local selection procedures in the usual way. There is no special quota, as there is with the program combining academic studies with vocational education training!

Please enclose the training contract with the company in which you will carry out your in-company training with your application. You can find additional information at <https://www.hs-augsburg.de/dual-studieren.html>.

7.2. Program combining academic studies with vocational education training

The program combining academic studies with vocational education training is designed in such a way that you carry out a commercial, industrial or business vocational training program alongside your degree course at the Augsburg University of Applied Sciences. In contrast to a degree program with intensive in-company training, you also complete a vocational training qualification in addition to your academic studies at university.

At the Augsburg University of Applied Sciences, a program combining academic studies with vocational education training is possible in the following degree programs:

- Civil Engineering
- Business Administration
- Electrical Engineering
- Mechanical Engineering
- Mechatronics
- International Management and Engineering
- Energy Efficient Planning and Building
- Computer Science
- Information Systems
- Computer Engineering
- Systems Engineering

Environmental and Process Engineering

Further information is available at: <https://www.hs-augsburg.de/dual-studieren.html>

If you are interested in a program that combines academic studies with vocational education training, you need to apply for both a training position in a company and for a place on a degree course at the Augsburg University of Applied Sciences in the usual way. When you apply for admission, please make sure that you inform the Augsburg University of Applied Sciences that

you are concluding/have concluded a training contract (please enclose proof) as part of a program combining academic studies with vocational education training. Companies do not generally inform the Augsburg University of Applied Sciences that you are participating in such a program.

You will participate in the selection procedure according to the normal rules for courses with restricted admission. If you are not awarded a place on a degree program, you can be admitted as part of the **special 4% quota**.

When doing so, the faculty at the Augsburg University of Applied Sciences that is responsible for the degree course in question prioritizes admissions based on ability. If you have received a notification of admission from the Augsburg University of Applied Sciences and are not able to take up this place because you first need to complete a year of vocational education training at the company, you count in the following year as an 'advanced-admission student.'

The prerequisite is that applicants

1. Have completed the period of vocational education training **and**
2. Have been/are admitted to this degree course at the start of/during the period of vocational education training.

Please pay particular attention to the following information: if you start your vocational education training during the year of application (e.g. in 2021), you should already apply for a place on a degree course **in the year of application** (so in this example from May 1 2022 – July 15 2022). If you are awarded a place on a degree course, you cannot accept it but are entitled to preferential admission in the application procedure of the following year (in this example, the winter semester 2020/21). Advanced admission is only possible at the university from which you have received the notification of admission.

In order to claim preferential admission, you must apply once again to the Augsburg University of Applied Sciences with all documents in the required form and in a timely manner **during the following year** (in this example from May 2 2023 – July 15 2023). **In addition**, please enclose a **document proving that you are participating in a program combining academic studies with vocational education training** issued by the Chamber of Trade and Industry / the Chamber of Crafts as well as the **earlier notification of admission**. **Please therefore keep the latter in a safe place!**

8. Special applications

8.1. Hardship petition

You can apply for admission via the hardship quota if you would suffer an intolerable level of hardship as a result of not being admitted and if a waiting period referral would be unacceptable. When it comes to the hardship quota, the recognition of a hardship petition leads directly to admission ahead of all other applicants without taking account of selection criteria (e.g. average grade, waiting period). Unusual hardship applies if you are confronted with particular social or family-related

issues that provide compelling reasons for starting your studies immediately. If your application for admission were rejected, you would suffer disadvantages which, when applying strict criteria, would significantly exceed the disadvantages usually associated with such a rejection. When taking the decision, the guidelines of the Central Office for the Allocation of Study Places (ZVS) are applied. Universities in Bavaria reserve **2% of university places for so-called hardship cases**. If more hardship cases are recognized than there are places available based on the quota, a selection is made based on the degree of unusual, in particular social hardship.

Such an application is therefore only an option for very few people. Some limitations or impairments do not justify admission as a hardship case, even if they are felt to be causing great hardship. On the contrary, the person in question must be confronted with such serious health, social or family-related issues that they cannot be expected to wait as little as one year for admission – even when the strictest possible criteria are applied. There must therefore be a truly exceptional situation.

The far-reaching implications of a positive hardship case decision, which leads to some students no longer being admitted according to the general selection criteria because some places are occupied by hardship cases, means that it is essential to check the justification and the proof that is presented very critically. The hardship needs to be proved by relevant supporting documents (e.g. a specialist medical report).

The application and the supporting documents are to be submitted in full **by July 15 of the year of application**. Applications or supporting documents that are submitted after this date will not be considered. Reasons that only become relevant after **July 15** cannot be considered under any circumstances.

Justified applications

A hardship case may, for example, be granted in the following cases:

1. Certain medical conditions which require immediate admission;
 - 1.1. You are suffering from an illness which generally has a tendency to get worse. It is highly likely that you will not be able to handle the burden that such a degree program entails in the future (specialist medical report);
 - 1.2. You need to give up your previous degree course or profession for health reasons: for this reason, it is not possible to bridge the waiting period in a sensible way (specialist medical report);
 - 1.3. You have a physical handicap which either means that you are not in a position to carry out any other reasonable activity until you are allocated a university place or that you are put at an unfair disadvantage versus other applicants who are not suffering from a handicap when it comes to a further waiting period referral (specialist medical report).

The **report** should contain statements about the **origins, severity and evolution of the illness**, the **options for treating it**, and a **prognosis of the potential course of the illness**. The report should also be understandable to

lay people. Additional supporting documents include, for example, a disabled person's pass, an assessment report from the maintenance office and a notice of withdrawal from military service.

1.4 Severe economic hardship, but only if circumstances relating to numbers 1 and/or 3 apply (with appropriate supporting documents provided as proof);

1.5 Particular family-related or social circumstances which require immediate admission (with appropriate supporting documents provided as proof).

1.6 You were admitted to the degree course in question during an earlier semester, but were unable to claim your place for compelling reasons beyond your control (in particular illness). You need to provide proof of these compelling reasons. This does not apply to advanced-admission candidates!

Unjustified applications

In the following cases in particular, applications have no chance of success:

- Being tied to a particular location because of a need for home care and supervision as a result of an existing illness;
- You had to give up your previous studies or profession for health reasons; it is, however, both possible and reasonable to bridge the waiting period;
- Limitations in the choice of professions following an illness; it is, however, both possible and reasonable to bridge the waiting period;
- A degree course cannot be financed from private means;
- The future loss of a private means of financing your studies if the start is delayed further;
- There is a limit on the way in which your studies will be financed (e.g. inheritance contract, will, payment of orphan's pension, army pension); the financing is no longer guaranteed for the chosen degree program, if admission is further delayed;
- You are married or have a child;
- Your father/mother/parents are sick or severely handicapped;
- You were born into a family with many children and your siblings are still in education;
- You are an orphan or have lost one parent.

8.2. Reasonable accommodation

8.2.1. Improvement of average grade

When university places are awarded, the average grade is a key selection criterion. For this reason, performance limitations or impairments, which may have hindered you from achieving a better average grade when you obtained your university entrance certificate, should be compensated for. If there is proof of these impairments and the effects that they have had, you can participate in the award procedure with an improved average grade.

Example:

Mr. C applies for the Business Administration degree program in the winter semester 2005/2006. His average grade in his university entrance certificate is 2.3. He is able to prove, however, that he had a serious traffic accident in the second half of 2002 which meant that he had to stay in hospital for a month. His certificates from before the accident (average grade 2.0) reveal that Mr C would probably have achieved an average grade of 2.0 if he had not had this serious accident. The effects of the impairment resulting from the accident have therefore resulted in a 0.3 decrease in the average grade in the entrance qualification certificate for universities of applied sciences. For this reason, Mr C's average grade in the selection procedure is 2.0. If the selection threshold for the Business Administration degree program is 2.1, a university place can be allocated to Mr C. If, however, the selection threshold turns out to be 1.9, Mr C's application will be rejected in spite of his improved average grade.

This example demonstrates that the proof of the underlying reason (a month's stay in hospital) is not sufficient to justify the application. On the contrary, further proof is required to demonstrate the effect that the underlying reason had on the average grade. As in the example described here, you can use your school certificates to prove the impact. They must, however, clearly show that you achieved better grades before the onset of the unfavorable circumstances and worse grades afterwards. If the effects are not immediately clear from the certificates, yet still seem possible and likely, an official report from the school (not from individual teachers) should be provided as further proof.

Request the official report as early as possible so that it reaches the Augsburg University of Applied Sciences by **July 15 of the year of application**. The principles listed below should govern the content of the school report and the requirements that it must meet. You must also enclose all of the supporting documents upon which the school report is based, e.g. certificates and specialist medical reports.

You can only dispense with a school report if the school is not in a position to produce one. In this case, a report by an educational as well as a psychologically trained expert can be considered. You must also enclose the statement from the school that they were unable to assess the effects of the impairment and were therefore not in a position to produce an official report. Pass on this statement to the educational and psychological expert.

In the education section, the official report must contain an evaluation of your performance at school both before and after the onset of the unfavorable circumstances. Based on this, the expert should apply the testing methods used in psychology to determine a person's intelligence, aptitude, personality structure, motivation to succeed and resilience in a recognizable way and present the results in a way that is easy to understand. Finally, to conclude his investigations, the expert must draw conclusions which should yield the precise average grade that you would have achieved had the reason for the application not existed. Please note that you must also enclose all the documents upon which the educational and psychological report is based, e.g. certificates and expert medical reports.

Justified applications

An application for an improved average grade may be

granted in the following cases which are designed to serve as examples:

a) Special social or health-related circumstances:

- Long periods of absence from classes during the three years prior to obtaining the university entrance certificate (specialist medical report);
- A severe disability of 50 percent or more (disabled person's pass or assessment report from the pension office);
- Any long, severe illness, which is not covered in the points mentioned above or any comparable health-related circumstances (specialist medical report);
- A pregnancy in the three years prior to obtaining the university entrance certificate (medical attestation or child's birth certificate)

b) Particular economic circumstances (suitable documents to be provided as proof)

c) Relocation to Germany

d) Particular family-related circumstances:

- Care of your own underage children, siblings or family members in need of care (in ascending order) in the three years prior to obtaining the university entrance certificate, providing that other people were not available to care for them (birth certificates of child/children/siblings together with the appropriate documents proving that other people were not available to take care of them – e.g. attestation from the social welfare office and/or evidence of care dependency);
- Loss of a parent in the three years prior to obtaining the university entrance certificate, in as far as you were single at this point in time and had not yet reached the age of 25 (death certificate of parents and declaration of marital status at the time);
- Several changes of school in the three years prior to obtaining the university entrance certificate because of parents frequently moving house (leaving certificate of applicant and parents' certificate of registration);
- At least one year of uninterrupted membership of the A, B or C squads of federal sports associations in the three years prior to obtaining the university entrance certificate.

Unjustified applications

In the following cases, an application has no chance at all of success:

- Helping in the family household, shop or firm during school time;
- Parental illness;
- Loss of a parent or another close relative before obtaining the university entrance certificate, in as far as no. 4.2 does not apply;

- Divorce or rift between parents;
- Parents moving house more than three years prior to you obtaining the university entrance certificate.

Key principles for the preparation of school official reports

In order to ensure that schools proceed according to comparable benchmarks when asked to provide official reports for reasonable accommodation applications if candidates are selected according to the degree of qualification, the following key principles should be considered when preparing such reports:

1. In a case of selection according to qualifications, the decision as to whether the school in which the university entrance certificate has been obtained provides an official report about an application for reasonable accommodation is taken by the principle of the school after due consideration. The school may decline to provide an official opinion – it will, in particular, refuse to do so if it is unable to make the statements that are necessary for the report because of a lack of knowledge about its subject (e.g. duration of presence at school was too short).
2. The official report that is to be signed by the school principal must contain:
 - A brief description of the student's school career;
 - A description of the circumstances beyond the student's control, in terms of both their type and duration, that have contributed significantly to a loss in performance – the school must limit itself here to proven facts;
 - A summary of the recognizable and credible effects of those circumstances on the student's performance in the individual subjects based on the opinion of the respective teachers;
 - A clause which explains that the official report is only intended for presentation to the Central Office for the Allocation of Study Places and may only be used for this purpose.
3. If the school is convinced that the circumstances that have been established, which were beyond the student's control, have had a negative impact on the student's performance at school, it must provide a credible assessment of the range within which a better grade and/or higher number of points could have been expected if the impairment had not existed, taking into account the student's overall development over many years in every relevant subject. Based on these considerations, a range should be specified for the university entrance certificate, within which the improved average grade and/or higher number of points is situated.
4. An official report can only be based on general empirical observations if the differences in performance that are to be certified are small.

The requirement to provide a coherent representation of the interdependent facts increases in line with the certified grades and/or range of scores.

5. In as far as it is possible and necessary in individual cases, a psychologist employed by or responsible for the school in question may be asked to contribute to the official report.

8.2.2 Improvement of waiting period

For degree programs with local selection procedures, the waiting period depends on the number of half-years that have passed since the university (or university of applied sciences) entrance certificate was obtained. There may, however, be circumstances beyond your control which have led to you obtaining your university entrance certificate later than expected. This may mean that you have a lower number of half-years to contribute to the waiting period. In this case, according to selection based on the waiting period, it is possible to stipulate an earlier point in time as the moment at which the university entrance certificate was obtained, if you request this and prove it accordingly. You therefore participate in the selection process with the waiting period that would have applied without the delay.

Example:

Ms. D submits an application for the winter semester 2002/2003. She obtained her university entrance certificate in May 2001, which means that her waiting period amounts to two half-years. Ms D. proves, however, that she had to repeat 12th grade because of illness. If she had not had to repeat 12th grade, she would have taken her entrance qualification for universities of applied science already in May 2000 and therefore would have had a waiting period of four half-years. For this reason, Ms D. participates in the selection process with a waiting period of four half-years. The proof of the underlying reason (in this example, illness) is also in this case not sufficient for the application to be accepted. You also need to prove that this difficult situation led to you obtaining your university entrance certificate later than expected, e.g. by means of a certificate from your school confirming the reason for and the duration of the delay.

Justified applications

The same reasons may be considered and recognized as those that can lead to an improvement of the average grade, whereby the point in time at which the reason for the reasonable accommodation occurred is, in the latter case, of no importance.

An application for an improvement in the waiting period can also be submitted if the university entrance certificate was obtained later in life, if the resulting inevitable loss of time is greater than the waiting period and the disadvantage has not already been compensated by an improvement in the waiting period amounting to four semesters. In all cases, enclose a certificate from the school explaining the reason for and duration of the delay in obtaining the university entrance certificate, as well as any other supporting documents which can prove the reasonable accommodation.

8.2.3. Special quotas for persons serving the public interest

There is a special quota for persons who are serving the public interest, require particular consideration and need to be supported. They include people who:

- Are members of the federal A, B or C squads of a federal association of the German Olympic Sports Confederation and are dependent on on-site training facilities, or
- Submit a certificate from a regional sports association which confirms that they are an up-and-coming sports person who competes at a high level and is dependent on on-site training facilities to maintain their previous performance level in the sport, or
- Can prove that they have been successful in the German youth science competition 'Jugend forscht' at Federal or Bavarian/Swabian regional level before the end of the application period, or
- Are tied to the university location as they are completing a year of voluntary social or environmental work, or
- Are carrying out voluntary work with fire services and charities and submit a certificate from the Augsburg City Fire Department Association or from the Working Group of Augsburg Charities (the Workers' Samaritan Federation/ASB, the Bavarian Red Cross/BRK, the German Lifesaving Association/DLRG, the St. John's Accident Assistance/JUH, the Malteser Hilfsdienst e.V./MHD) and the Technisches Hilfswerk/THW.

An application for admission within this quota is to be submitted together with the main application. Please enclose the appropriate supporting documents with your application. The ranking is defined according to the average grade in the university entrance certificate. If there are more applicants than there are places available, the applicants belonging to groups 1 and 2 will be given preferential admission.

B) General information

1. Certification

It is sufficient to scan all receipts as originals and upload them to the online portal.

In case of doubt, we reserve the right to request certified copies.

Should this be the case, you will be informed directly by us. If you submit legal attestations or certificates from public authorities, please ensure that the originals of these certificates have an official stamp. This does not apply to certificates that have been produced using electronic data processing.

If you have already applied to a university at an earlier date, you cannot use the documents that you submitted previously. Even if you have already enrolled at a university, you may not make use of the supporting documents in your file.

Do not enclose any original documents in your application for admission, only certified copies.

Copies of certificates that were produced using electronic data processing must also be certified.

Any public body with an official stamp can provide

certification. This includes, for example, public authorities, notaries and churches operating under public law. Certifications from the following authorities are not recognized (even if they have an official stamp): lawyers, associations, auditors, accountants and banks.

Any certification that is not in line with the regulations will lead to your exclusion from the selection procedure.

Certification, which can only be recognized if it is provided by German public authorities or notaries, must contain, as indicated in the example on this page, at least the following information:

1. A statement that certifies that the copy/transcript is identical to the original (**certification statement**),
2. The **certifier's signature**,
3. The official stamp, which generally contains an emblem. A simple text stamp is not sufficient.

If the certification does not comply with the specified requirements, the Augsburg University of Applied Sciences will not recognize the document. Please ensure yourself that the certification is in line with the stated requirements. Make sure that the authority providing the certification knows which form it should take. If the copy/transcript consists of several individual pages, you will need to prove that each page originates from the same document. It is sufficient if only one page contains the certification statement and the signature, as long as all sheets are placed on top of each other, stapled and stamped in such a way that part of the official stamp appears on every page (see diagram in the top left-hand corner of the example). It is, of course, possible for every page to be certified individually. Please ensure, in all cases, that your name appears on every page in the original document. If it is not indicated everywhere, it must be included in the certification statement, together with a reference to the type of document. If there is a copy with content on both the front and rear sides of a sheet of paper and if the content on both sides is important, the certification statement must refer to both the front and the rear sides (e.g. 'This is to certify that this copy – both front and rear sides – is identical to the original document). If this is not the case, the front and rear sides must be certified individually.

The Augsburg University of Applied Sciences does not certify any documents!

(Text for example)

Certificate for entrance to universities of applied sciences

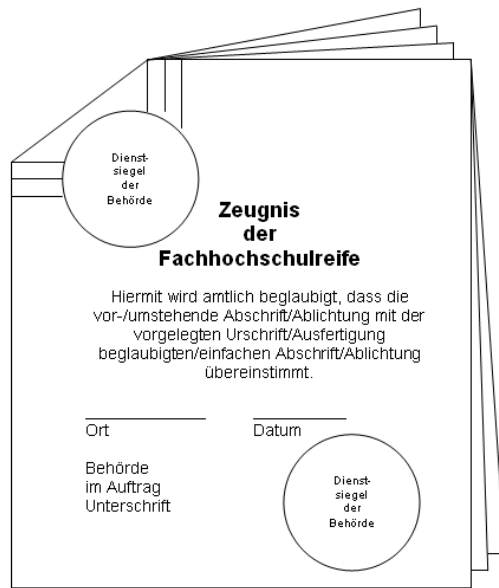
Public authority official stamp

This is to certify that the transcript/copy (front and rear sides) is identical to the original document/duplicate/transcript/copy that was presented.

Place

Date

Public authority
On behalf of
Signature



2. Translation and certification from another country

2.1. Certification from another country

A certification from another country can be recognized if it was issued by the German embassy or German consulate. Within the EU and the European Economic Area, certification can also be provided by a public authority with an official stamp.

2.2. Translations of certificates

Translations of certificates may only be completed from the original document. They must be completed and certified by a certified/sworn translator in Germany for the language in question. The translator's stamp must include the phrase '**officially appointed and certified/sworn translator**' or a similar phrase containing the same information.

Translations of certificates from other countries must be issued by the German Embassy or German Consulate there with the following **legalization statement**: 'Viewed in the German Embassy/German Consulate for legalization...'

It is also possible to legalize a translation completed abroad with the apostille stamp of a local notary.

If you have a translation from abroad without the relevant legalization statement, you can have your translation checked in Germany by a certified/sworn translator and subsequently have it legalized.

C. Student Health Insurance

For enrollment, every prospective student (including those from an EU member state) requires an electronic insurance registration from a statutory health insurance fund.

The student registration procedure between the health insurance companies and the university will run exclusively electronically from 1.1.2022.

Contact your relevant statutory health insurance fund before enrolling so that the health insurance fund can

transmit your insured status to us electronically.

1. Insurance Details

a) Insurance obligations

Insurance is compulsory for all students who have enrolled in public universities in Germany or universities which are recognized by the state. This also applies to students who are registered in Germany, but whose home or normal place of residence is abroad, if they are not entitled to benefits on the basis of international or supranational law.

Insurance remains compulsory until the end of the 14th semester of higher studies, and at the latest until the end of the semester in which the student reaches the age of 30. Insurance continues to be obligatory beyond this time if

- the type of education,
- family-related reasons,
- personal reasons, in particular, the situation in which a student obtains a university entrance qualification as an adult

justify the exceeding of the age limit and a longer period of study.

Students who earn money during their studies retain their obligatory student insurance if it is clear to everyone concerned that they are primarily students, i.e. if most of their time and working capacity is devoted to their studies. If, however, the volume of work suggests that the person is an employee, he/she is subject to compulsory insurance as an employee rather than as a student.

b) Family insurance

Insurance is not compulsory for students if they are covered by their parents' or partner's statutory health insurance. The same applies to nursing care insurance. Children have a right to family insurance until they reach the age of 25 if they are at school or are participating in vocational training. If the training is interrupted or delayed by military or community service, it is possible to extend family insurance cover beyond the age of 25 by a period of time corresponding to the service period. The prerequisite for family insurance is, among other things, the fact that the family member does not have an overall income that regularly exceeds one seventh of the reference amount; for marginally employed persons, the maximum total legal income is €400.

c) Exemption from compulsory insurance

Those who become subject to compulsory insurance when they enroll as students can apply to be exempt from it. The application should be made to the health insurance provider within three months from the moment that insurance becomes compulsory. It is not possible to withdraw the exemption as it applies to the entire duration of your studies.

d) Voluntary insurance

Students for whom insurance is no longer compulsory (e.g. when they have exceeded the maximum number of semesters or the maximum age) have the possibility to take out voluntary insurance. This is on condition that they were insured for at least 24 months in the five

years before they withdrew or for at least 12 months immediately before their withdrawal. A further requirement for the extension of health insurance membership as a voluntary member is that accession to the health insurance provider is declared in writing less than three months after the withdrawal from obligatory health insurance. Those who take out voluntary insurance remain subject to obligatory nursing care insurance.

2. Benefits

Students and, if applicable, their jointly insured family members, receive benefits such as medical and dental treatment, including the provision of dentures, pharmaceutical products, dressings and bandages, medicines, medical aids, hospital treatment, screening tests, pregnancy and maternity benefits as well as care-related benefits. There is, however, no entitlement to sick pay.

3. Enrollment

Students who are subject to compulsory insurance need to pay their contributions for the semester preceding enrollment to the health care provider in advance. The health care provider statutes may stipulate other means of payment. The university does not allow students to enroll who do not pay their compulsory contributions. Students who are covered by family insurance do not need to pay a contribution. The contribution assessment for students who have taken out voluntary insurance is governed by the health care provider's statutes. Before enrolling, each student applicant must contact the relevant health insurance company so that the university can be informed electronically of the current insurance status.

The health insurance company thereby informs the university whether the student applicant,

- He/she is insured, or
- He/she is exempt from insurance, is exempt from compulsory insurance or is not subject to compulsory insurance.

4. Which health insurance provider is responsible?

For their first enrollment, university applicants receive the required insurance certificate from the health care provider with which they are insured or most likely will be insured at the start of their studies as a full or family member. University applicants who are not insured by statutory health insurance when they begin their studies receive their insurance certificate from the health insurance provider with which they or their family were most recently insured. The time that has elapsed since the most recent membership and/or family insurance is of no importance. If there was no previous health care provider, one of the eligible health care providers is responsible for issuing the insurance certificate. University applicants who wish to be exempt from compulsory insurance receive their insurance certificate from the health care provider that confirms their exemption.

5. Choice of health insurance provider

Since January 1, 1996, students that are subject to or entitled to compulsory health insurance, have the possibility of choosing between the following health care providers:

- The local 'AOK' health care provider in their place of residence;
- Any health insurance fund whose statutes decree that its responsibility includes the place of residence of the insured person;
- A company health insurance fund or trade guild insurance fund if its statutes permit it and if the insured person lives in the same district as the fund is located;
- The health care provider with which a membership or family insurance policy was taken out most recently;
- The health care provider with which the spouse is insured;
- The 'AOK' or any other health insurance fund in the place in which the university is located.

The insured person needs to declare his/her choice to the selected health care provider no later than two weeks after insurance becomes obligatory. The selected health care provider is also responsible for nursing care insurance. Students who are insured via a family insurance policy are not able to choose a provider: the choice of the member also applies to them.

6. Who can provide information about health insurance?

This leaflet only provides general information. You can find more information about student health insurance from the health care providers.

D) Legal framework

For admission to degree courses with restricted admission, the following legal bases in their respective current versions are of particular importance:

- a) The Bavarian Higher Education Act –BayHSchG
- b) The Qualification Regulations (QualV)
- c) The German Higher Education Framework Act (HRG)
- d) The State Agreement on the Award of Study Places and the Act implementing the State Agreement on the Award of Study Places
- e) The Bavarian University Admissions Law (BayHZG)
- f) The University Admissions Regulation (HZV)
- g) The statutes relating to the detailed design of local selection procedures at the Augsburg University of Applied Sciences
- h) The statutes relating to the procedure for advanced registration, enrollment, re-registration, suspension and de-registration at the Augsburg University of Applied Sciences
- i) Statutes relating to the implementation and design of assessment tests in undergraduate degree programs and the procedure for establishing a student's qualifications for master degree programs at the Augsburg University of Applied Sciences
- j) Statutes relating to the procedure for establishing an individual's suitability for university studies by means of a probation period for qualified professionals at the Augsburg University of Applied Sciences
- k) Statutes relating to admission numbers at the