

INFORMATION **ON THE** **ADMISSION** **PROCEDURE**

**FOR THE WINTER SEMESTER 2024/2025
AND THE SUMMER SEMESTER 2025**

**DATES CAN CHANGE AT ANY TIME - EVEN
AT SHORT NOTICE!
PLEASE CHECK OUR APPLICATION PAGE
REGULARLY FOR UPDATES.**

TABLE OF CONTENTS

Procedure	4
Degree programmes without admission restrictions	4
Degree programmes with admission restrictions (local selection procedure)	4
Pre-selection quotas in the selection procedure	5
NC quotas in the selection procedure	5
Peculiarities	6
1. Special quota Fachoberschule (FOS)/ Berufsoberschule (BOS)	6
2. Waiting times	6
3. Preferential admission	7
4. Service	8
5. Quota for foreigners	9
Application for admission	10
Application documents	10
Procedural steps	11
Letters of admission and rejection notices	11
Enrolment	12
Move-up procedure	12
Hochschulstart	13
Degree Programmes	13
Schedule	13
Phases of the application	13
Work-Study (Dual) Degree programme: combined studies	15
Special requirements with foreign university entrance qualification	16
Preliminary review documentation: Vorprüfungsdocumentation (VPD)	16
Proof of proficiency in German	17
University access via a Studienkolleg	18
Second degree applicants	19
Documents to be submitted	19
Selection criteria	19
Professionally qualified applicants	21
General university access	21
Subject-specific admission to higher education	22
Trial study	23
Transfer of vocationally qualified students to a Bavarian university	24

Special applications	24
Hardship application	24
Compensation of disadvantages	26
Improvement of the waiting time	29
General information	30
Certification of documents	30
Preliminary work placements	31
Applications for special cases	32
Application for several degree programmes	32
Applications for higher semesters	32
Application for the summer semester 2025	32
Application for Master's degree programmes	33
Course guidance service	33

PROCEDURE

DEGREE PROGRAMMES WITHOUT ADMISSION RESTRICTIONS

Insofar as degree programmes are not subject to admission restrictions, applicants must apply for the desired degree programme using the online form provided for the winter semester by 15 July 2024.

The application procedure takes place online and in paperless form. Only for enrolment must documents be submitted in a specific form (e.g. certified copy). Applications received after 15 July 2024 cannot be considered. For work-study (dual) degree programmes with vocational training, the application deadline is 1 July 2024.

An application after 15 July 2024 is only possible if the application portal is opened again or continues to be opened in the respective degree programme.

Please check our application page regularly for updates: <https://www.hswt.de/en/study/before-the-study/application>

For applications for the summer semester 2025, please see p. 32!

DEGREE PROGRAMMES WITH ADMISSION RESTRICTIONS (LOCAL SELECTION PROCEDURE)

In the admission-restricted degree programmes (so-called NC degree programmes), more applicants are expected than there are places available. For this reason, admission to these degree programmes is restricted, i.e. applicants are only admitted up to the set number (admission number = NC limit).

In the winter semester 2024/2025, places in the restricted-admission degree programmes at Weihenstephan-Triesdorf University of Applied Sciences will be allocated exclusively by means of a local selection procedure in accordance with the Higher Education Admission Ordinance (Hochschulzulassungsverordnung).

The following Bachelor's and Master's degree programmes at Weihenstephan-Triesdorf University of Applied Sciences are expected to be subject to admission restrictions in the form of the local selection procedure for the winter semester 2024/25. The allocation of places in the Bachelor's degree programmes is carried out by hochschulstart.de (see also p. 13):

Weihenstephan campus (application deadline 15 July 2023):

- » Arboristik und urbane Wälder (Arboriculture and Urban Forests, UW, Bachelor's)
- » Forstingenieurwesen (Engineering in Forestry, FI, Bachelor's)

Triesdorf campus:

- » no degree programmes with admission restrictions

You can find the threshold values for the courses of study with restricted admissions at Weihenstephan-Triesdorf University of Applied Sciences in the previous year at www.hswt.de/en/study/before-the-study/application#c89.

However, they only allow limited conclusions to be drawn about the threshold values of the procedure for the coming winter semester.

Helpful information on the application and the procedure can also be found on our application page under "FAQ" (frequently asked questions).

The allocation of study places for these NC degree programmes is regulated as follows:

PRE-SELECTION QUOTAS IN THE SELECTION PROCEDURE

If you have already received a place in a previous allocation procedure but were unable to take up the study programme due to the fulfilment of a service obligation or the vocational training phase in a work-study programme in the form of combined studies (so-called 'Vorwegzulasser'), you will be admitted immediately (upload the letter of admission with your application).

The following quotas are deducted from the remaining study places:

- » 5 % for the admission of foreigners and stateless persons who do not have the same status as Germans ('Quota for foreigners', see p. 9, 16 ff.)
- » 4 % for cases in which the qualification for the chosen degree programme was acquired in another degree programme not yet completed at a higher education institution,
- » 4 % for applicants who have already completed a degree programme ('Quota for second degree applicants', see p. 19 ff.)
- » 3 % for particularly qualified professionals according to Art. 88 BayHG who do not have any other entitlement to study (see p. 21 ff.)
- » 4 % for applicants who wish to take up a degree programme which is designed in such a way that vocational training can be completed in parallel with the degree programme (combined course of study). (This quota thus applies to BG dual, see p. 15).
- » 2 % for cases of exceptional hardship (p. 24 ff.)

NC QUOTAS IN THE SELECTION PROCEDURE

The remaining study places, the number of which may be increased by places not taken up from the above-mentioned quotas, are awarded to applicants as follows:

- » 90 % according to qualification (selection according to average grade in the certificate of higher education entrance qualification),
- » 10 % according to waiting time (waiting time after obtaining the higher education entrance qualification).

Nationals of another member state of the European Union (EU) have the same admission status as Germans. Foreigners and stateless persons who are not EU nationals but who have acquired a German higher education entrance qualification are also on an equal footing with Germans in the admissions procedure. The remaining foreigners and stateless persons (EU nationals excepted) are only selected according to qualification.

PECULIARITIES

1. SPECIAL QUOTA FACHOBERSCHULE (FOS)/ BERUFSOBERSCHULE (BOS)

Insofar as places are allocated according to the average grade, a special quota is formed for applicants who have acquired their higher education entrance qualification (Fachhochschulreife, Fachgebundene or allgemeine Hochschulreife) at a Fachoberschule (FOS) or Berufsoberschule (BOS). The share of the special quota in the study places corresponds to the share of applicants with a higher education entrance qualification acquired at a Fachoberschule or Berufsoberschule in the total number of German or German-equivalent applicants in the relevant study programme.

2. WAITING TIMES

In the selection according to waiting time, the rank of the applicants is determined by the number of half-years that have elapsed since the acquisition of the higher education entrance qualification. Periods of study at a higher education institution in the Federal Republic of Germany (except Hochschule für Politik/München) are detrimental to the waiting period and are not taken into account in the waiting period. An improvement of the average grade of the higher education entrance qualification depending on the waiting period does **not** take place.

If the higher education entrance qualification was acquired before 16 July 2007, an improvement of the waiting period is possible if vocational training was completed before the acquisition of the higher education entrance qualification or the applicant was prevented from obtaining such a qualification due to the completion of a service. The number of waiting half-years is then increased by one for every six months of vocational training (outside the higher education institution), but by a maximum of two half-years. If the higher education entrance qualification was acquired before 15 January 2002, a maximum of 4 half-years of waiting period is granted for vocational training completed before the acquisition of the higher education entrance qualification. Vocational training prior to the acquisition of the higher education entrance qualification is deemed to be proven if the applicant acquired the higher education entrance qualification at an evening school or at an institute for the acquisition of the higher education entrance qualification (Kolleg).

If the higher education entrance qualification was or will be acquired after 16 July 2007, no waiting period improvement can be granted for vocational training already completed beforehand.

The following vocational training will be considered:

- » completed training in a recognised training occupation
- » vocational training at a state or state-recognised vocational college (Berufsfachschule), technical college (Fachschule) or university of cooperative education (Berufsakademie).
- » a completed apprenticeship in the lower and middle civil service of the public administration
- » a passed non-commissioned officer's or officer's examination of professional or temporary soldiers.

Vocational training completed abroad can only be taken into account with an additional certificate of equivalence with German vocational training issued by the bodies responsible for German vocational training (e.g. Chamber of Industry and Commerce).

3. PREFERENTIAL ADMISSION

Applicants who have completed a full period of service, or can credibly demonstrate that at least six months of this will have been completed by 30 September 2024, will be given preferential admission if, for this degree programme in Bavaria, at the beginning of or during the period of service

- » there were no admission restrictions, or
- » admission restrictions existed, but the applicant was already admitted.

In this case, a copy of the letter of admission or the restitution notice must be submitted. For preferential admission, a certificate of service (if applicable, provisional certificate of service) must also be submitted.

Preferential admission is only possible if admission is applied for no later than the second admission procedure following termination of service.

Notes on preferential admission:

If you receive a study place at the beginning of or during your service, the following applies:

As a rule, you cannot claim the study place; however, you are entitled to preferential admission after the end of your service. Preferential admission is intended to protect the applicant from a possible tightening of the selection limits and thus prevent him/her from suffering disadvantages with regard to his/her educational opportunities as a result of service.

You can only be given preferential admission if you had actually applied and received admission at the beginning of or during the service. The so-called preferential admission **only** takes place at the university from which you had received a letter of admission.

In order to realise the entitlement to preferential admission, you must reapply to the university with all documents in due time and form after the end of service or already during service. This application must also be accompanied by a provisional certificate of service and the previous letter of admission (copy) and, if available, the notice of restitution. Preferential admission means that you will again receive a place at university after the end of your service.

4. SERVICE

Service is defined as

- » compulsory service in accordance with Article 12a of the German Grundgesetz (Basic Law) for a period of up to three years
- » a federal voluntary service in accordance with the Bundesfreiwilligendienstgesetz (Federal Voluntary Service Act)
- » voluntary military service in accordance with the Soldatengesetz (Soldiers' Act)
- » a voluntary social year or a voluntary ecological year
- » voluntary youth service within the meaning of the Jugendfreiwilligendienstgesetz (Youth Voluntary Service Act)
- » service of at least one year under the Entwicklungshelfer-Gesetz (Development Aid Workers Act) or development service
- » (full-time) care of a natural or adopted child under the age of 18 or of another relative in need of care for a period of up to three years, but at least six months.

Service performed by a foreign national or stateless person who is treated as German shall be deemed equivalent to service if it is equivalent to such service. All details of the service must be proven by corresponding certificates. Other stays abroad such as work & travel, au-pair etc. are not recognised.

If you have already completed one of the above-mentioned periods of service at the time of application, please enclose official proof of the beginning and

_____	_____
_____	Ort, Datum
Einheit/Dienststelle	
Muster	
Vorläufige Dienstzeitbescheinigung für Wehrdienstleistende/Zivildienstleistende deren Dienstzeit nach dem 30.4. bzw. 31.10. endet	
Herrn _____	
geb. am _____ in _____	
wird hiermit bestätigt, dass er vom _____ bis voraussichtlich _____ Wehrdienst/Zivildienst leistet. Zur Aufnahme des Studiums wird er bereits ab _____ freigestellt. Die Bescheinigung gilt vorbehaltlich einer tatsächlichen oder rechtlichen Änderung der Dienstleistungspflicht.	
Unterschrift _____	Dienstsiegel falls nicht geführt, Dienststempel

end of the full stop of service (service certificate with official seal - the official seal is not required for certificates issued by machine).

If you are still in service and have completed the legally prescribed minimum period of service by 15 March for the summer semester and by 30 September for the winter semester, you must submit a certificate from your unit or place of employment confirming the beginning and probable end of your service (provisional certificate of service) as well as a certificate

confirming the legally prescribed minimum period of service.

Anyone who is doing or has done a federal voluntary service, a voluntary ecological year or a voluntary social year needs a certificate according to the model shown above. A certificate from the place of deployment is not sufficient.

Anyone who is doing or has done other service abroad (development service) requires a certificate of service issued by the recognised institution.

The care of a natural or adopted child or other dependents can only be recognised as a service if it is comparable in its scope and intensity to the other services. The care/caring must be proven with a handwritten declaration by the applicant stating that this full-time demanding activity was carried out by him/her and that no other person was available. In addition, in the case of the care of a child, all documents that provide information about the care activity (e.g. birth certificate, registration certificate, medical certificate) must be enclosed. In the case of the care of another relative, a medical certificate must be enclosed, which must provide information on the reason and extent of the need for care, as well as a registration certificate of the person in need of care.

The documents must show in a comprehensible and credible manner that the care was provided to the extent stated.

5. QUOTA FOR FOREIGNERS

Only foreign or stateless applicants who are not citizens of a member state of the European Union and who have not acquired their higher education entrance qualification in the Federal Republic of Germany or at a German school abroad are taken into account in the quota for foreigners. EU nationals are treated the same as Germans for admission purposes (see p. 6).

5% of the study places are reserved for admission in the foreigners' quota. If more foreigners have applied to a higher education institution than there are places available within the quota of 5%, the applicants are only selected according to the degree of qualification. Waiting periods are not taken into account.

In addition, special circumstances may be taken into account within this quota which speak in favour of admission. Such a circumstance shall be considered in particular if the applicant

- » receives a scholarship from a German institution for the promotion of gifted students,
- » has been earmarked for admission to a Studienkolleg or a comparable institution on the basis of special regulations for the allocation of a study place in the degree programme named in the application for admission,
- » enjoys the right of asylum in the Federal Republic of Germany,
- » comes from a developing country or a country in which there are no educational institutions for the degree programme in question, or
- » belongs to a German-speaking minority abroad.

In these cases, suitable evidence must be submitted.

APPLICATION FOR ADMISSION

APPLICATION DEADLINE

Applications for admission to the winter semester 2024/2025 must be received in the online application portal by 15 July 2024! This deadline is a cut-off deadline! This means that applications received after this date for degree programmes with restricted admission will not take part in the admission procedure.

Attention: The application deadline for work-study (dual) degree programmes with vocational training is 1 July 2024!

In degree programmes with no admission restrictions, applications can only be considered after 15 July 2024 if there are still places available and the applicant portal has been reactivated for applications. You can find this out on our website www.hswt.de/en/study/before-the-study/application.

APPLICATION FORM

The application must be made via the online application portal provided by Weihenstephan-Triesdorf University of Applied Sciences. An informal application is not permitted and will not be processed! Applications for admission or supporting documents sent by fax or e-mail will also not be recognised.

Changes and additions to the submitted application are also only possible online until 15 July 2024; the same applies to special applications (e.g. hardship application).

Underage applicants (at the time of application) require the consent of their legal representatives.

You will find the form provided for this purpose on our application page!

APPLICATION DOCUMENTS

By 15 July 2024 (by 1 July 2024 for work-study (dual) degree programmes with vocational training), the following documents must be submitted with the online application in order to take part in the selection procedure:

- » **Certified copy of higher education entrance qualification.**
Please note the information on p. 30 regarding certification!

If you do not acquire your university entrance qualification until July 2024 and cannot submit it by **15 July 2024** because you do not yet have it, it must be submitted by **27 July 2024** at the latest.

Provisional certificates will not be recognised. The date of receipt at Weihenstephan-Triesdorf University of Applied Sciences is decisive. The documents can also be deposited in the house letterbox (at building A6 in Weihenstephan or at building F in Triesdorf).

- » **Current curriculum vitae in tabular form**
- » **Copy of your official identification document (identity card, passport...)**
(black and white copy; blacken data such as the issuing authority, serial number and ID number)
- » **If required for the degree programme: Proof of preliminary work experience, if already available,** or proof of relevant vocational training (proof can be submitted at the latest by the beginning of the degree programme, for information see chapter "Preliminary work placements" on p. 31).
- » Only for applicants with a non-German higher education entrance qualification for degree programmes taught in German: Certificate confirming the language skills required for studying at a German higher education institution at a minimum level of B2 CEFR (see p. 16).

Please upload the certificate of service (see p. 8). Please enclose proof of completed vocational training or professional activity (e.g. if this replaces a preliminary internship).

If your application was unsuccessful or you do not start studying with us for the application semester, the uploaded and submitted documents will be destroyed unless you enclose a sufficiently stamped return envelope already addressed to you.

PROCEDURAL STEPS

LETTERS OF ADMISSION AND REJECTION NOTICES

Letters of admission for degree programmes without admission restrictions are made available as PDF files in the applicant account immediately after the application has been processed. This is subject to the uploading of all required documents proving eligibility for the relevant programme.

First-year students in the 1st semester of Bachelor's degree programmes can find out about their admission offers and enrolment deadlines in the application portal.

In the case of degree programmes with restricted admissions, the notification can be printed out as a **pdf on the Hochschulstart.de portal**. Applicants will receive an electronic notification from Hochschulstart. The rejection notices are sent out from the end of August, at the end of the coordination phase.

After that, no more rejection notices will be sent out, not even during the coordinated moving-up period. (see p. 13 Schedule).

ENROLMENT

Applicants who are granted admission must **enrol online via the university's application portal** within the deadline stated in the application portal or in the letter of admission.

If enrolment is refused due to failure to meet the enrolment deadline, missing documents or the existence of obstacles to enrolment, the admission becomes invalid.

If the applicant does not enrol at Weihenstephan-Triesdorf University of Applied Sciences by the deadline stated, the admission will become invalid and the applicant will be excluded from the further procedure. It is therefore essential that you observe this deadline!

For admission offers for degree programmes with admission restrictions participating in Hochschulstart, please see "Hochschulstart" (see p. 13 ff.).

A place on a degree programme with restricted admission for which online enrolment is not completed by the deadline will be awarded to the next applicant who has not been admitted by that time.

Applicants who are unable to commence their studies due to service should upload the letter of admission from the previous year or the notification of restitution and a certificate of service with their application for the winter semester 2025/2026 (see also page 8).

Applicants for a **work-study (dual)** degree programme please see p. 15!

When applying for admission-restricted degree programmes, make sure that you actually receive the notification. Please also bear in mind that the provision of the notifications falls within the holiday period. If you therefore or for other reasons do not have online access at this time, you must under all circumstances authorise a person to receive/read your emails and, if necessary, accept the offer of admission and the associated online enrolment for you. Please make the person concerned aware of the importance of the deadlines and bear in mind that any failures by this person will be treated as your own failures!

MOVE-UP PROCEDURE

There is no additional/special moving-up procedure.

If there are still places available, they are allocated via the so-called coordinated moving-up procedure (see "Hochschulstart"). Current information can be found at www.hswt.de/en/study/before-the-study/application and at www.hochschulstart.de

HOCHSCHULSTART

DEGREE PROGRAMMES

The allocation of places for these Bachelor's degree programmes with restricted admission is expected to take place via the nationwide allocation procedure of hochschulstart.de; study locations/campuses in brackets:

- » Arboriculture and Urban Forests (Freising)
- » Engineering in Forestry (Freising)

This procedure is designed to accelerate the allocation of study places in a transparent manner. Hochschulstart.de coordinates the university admissions procedure for degree programmes with local admissions restrictions and prevents multiple admissions for the participating degree programmes. The aim is to reduce the number of unfilled places.

You can view the current status of your applications for the participating degree programmes at any time and thus better assess your chances of admission.

You can apply for a maximum of 12 degree programmes from the entire range offered by Weihenstephan-Triesdorf University of Applied Sciences. You can only apply via the application portal of the Weihenstephan-Triesdorf University of Applied Sciences, after successful registration first at Hochschulstart.de.

SCHEDULE

Application phase	beginning of May - 15 July 2024
Coordination phase	16 July - 24 August 2024
Coordinated moving up	25 August - 30 September 2024

PHASES OF THE APPLICATION

Application phase

First you register at hochschulstart.de. Here you will receive an Applicant ID (BID) and Applicant Authentication Number (BAN), which you will need for the rest of the procedure. Then you apply at the online application portal of the Weihenstephan-Triesdorf University of Applied Sciences. Here you can already enter your BID and BAN during registration so that your personal data will be transferred from Hochschulstart to the university's own applicant portal. Complete the online application in the portal of Weihenstephan-Triesdorf University of Applied Sciences for the desired degree programme with the required documents **by 15 July 2024** at the latest.

If you do not have your university entrance qualification by 15 July 2024, you can submit it online by 27 July of the year at the latest (receipt by the university!).

Coordination phase

Weihenstephan-Triesdorf University of Applied Sciences carries out the admission procedure and sends the results to hochschulstart.de for the actual allocation of study places.

In this phase, the best possible admission option is determined for you based on your personal priority list. Even though several offers are possible in the coordination phase, in the end only one offer remains in this phase: it is the currently best possible offer. You can actively accept this offer of admission (in the hochschulstart.de portal) and will then receive an admission and a notification of admission (as a pdf and, at your choice, also by post) from which you can see the enrolment deadline. You can only enrol via the application portal of Weihenstephan-Triesdorf University of Applied Sciences within this deadline.

If you do not react, at the end of the coordination phase the offer available at that time will automatically be converted into an admission.

If no offer can be made to you, you will receive a rejection notice (automatic rejection email) at the end of this phase.

You can view the status of your applications for the above-mentioned degree programmes and any offers of admission in your hochschulstart.de user account. **As soon as you have accepted an offer, you will drop out of the procedure with your other applications**, thus freeing up places for other applicants.

If you are applying for several degree programmes that participate in the hochschulstart.de procedure, we recommend that you prioritise.

The possibility to prioritise your study wishes starts at the beginning of the application phase and ends at the end of the coordination phase. Prioritise particularly attentively and consciously, as the determination of admission depends on this! Details on the coordination rules can be found at:

<https://hochschulstart.de/informieren-planen/verfahrensdetails/details-zu-den-dosv-regeln>

Coordinated moving up (allocation of remaining places)

Within the coordinated moving up procedure, places can still be allocated. Only prospective students who have not yet been admitted or who have not yet applied can apply.

Prospective students who have been rejected from the coordination phase must explicitly declare their participation in the coordinated move-up via a **confirmation link** (included in the rejection e-mail!) for each study programme **within 72 hours**.

The ranking lists from the coordination phase will then be processed further. As soon as an application falls within the admissible range of a ranking list, admission will be granted immediately, irrespective of prioritisation, and all other applications will be eliminated from the procedure. Participation in the coordinated moving up procedure is not obligatory for the HSWT. In the last few years there were no remaining places available!

WORK-STUDY (DUAL) DEGREE PROGRAMME: COMBINED STUDIES

The application for a dual study programme in the form of combined studies with integrated vocational training (Verbundstudium) is a two-step process:

1) Year of the start of training:

Applicants for the **dual study programme** who **start their training** in 2024 apply online (for admission-restricted dual study programmes, please register in advance at Hochschulstart.de) from the beginning of May 2024 until 1 July 2024 for a study place for the winter semester 2024/25.

In addition to the application documents, please submit a copy of the registered training contract and the cooperation agreement by the application deadline. Information on this can be found on the HSWT study programme pages (dual) and from the contact persons for dual studies listed there.

In the event of admission, the notification of admission is expected to be issued from the second week of August 2024. **Please note: In this case, enrolment will not yet take place!**

2) Year of the start of studies (second year of training):

A distinction must be made between two cases here:

» You have received a letter of admission in 2023:

For the winter semester 2024/2025, you must apply again for the **dual study programme** (expected application period from May 2024 - 1 July 2024) and present the admission notice from the previous year. Applicants who were admitted in the previous year will certainly receive admission in the following year. In this case, be sure to submit an application for preferential admission when applying online (registration at Hochschulstart.de is required for dual degree programmes with restricted admission if you did not have one from the previous year).

When enrolling, you must submit a certificate that **the training is still ongoing** in addition to the other documents.

» There is only a rejection notice from the year 2023:

For the winter semester 2024/2025, you will once again have the opportunity to apply for the dual study programme (from May 2024 - 1 July 2024) and thereby still receive admission. When enrolling, in addition to the other documents, you must submit a certificate that the training is still ongoing.

SPECIAL REQUIREMENTS WITH FOREIGN UNIVERSITY ENTRANCE QUALIFICATION

PRELIMINARY REVIEW DOCUMENTATION: VORPRÜFUNGS-DOKUMENTATION (VPD)

Applicants with foreign school and university degrees must check whether their foreign certificates entitle them to study in Germany. To do this, they must apply for a 'Preliminary review documentation' (Vorprüfungsdokumentation – VPD) from uni-assist. This check needs to be carried out for:

- » all our bachelor's programmes and
- » the master's programmes
 - » Biotechnologie / Bioingenieurwesen (Biotechnology/Bioengineering)
 - » Business Management & Entrepreneurship Erneuerbare Energien (Business Management & Entrepreneurship Renewable Energy)
 - » Climate Change Management
 - » International Management of Forest Industries
 - » Lebensmittelqualität (Food Quality)

Detailed information is available on the uni-assist website: <https://www.uni-assist.de/en>

The VPD is not required from

- » Applicants for Bachelor's degree programmes who
 - » have acquired their higher education entrance qualification at a school with German Abitur examination regulations,
 - » hold the European Baccalaureate (from one of the 13 European Schools),
 - » have the Mixed Language International Baccalaureate (GIB) from a foreign school with German language tuition,
 - » have passed the Feststellungsprüfung (assessment test) at a Studienkolleg (preparatory course)
- » Applicants to Master's degree programmes who are applying for a Master's degree programme other than those mentioned above.

The VPD must be applied for in the uni-assist portal: <https://my.uni-assist.de/>

You must submit the following documents to uni-assist:

- » School-leaving certificate that qualifies you to start a course of study in your home country (including a list of subjects and grades).
- » Evidence, if available, of:
 - » a passed university entrance examination
 - » academic achievements from former studies (overview of subjects and grades; information on the grading system; degree certificate).

- » Applicants from India, the People's Republic of China and Vietnam also need a certificate from an Academic Verification Office (APS) in their home country.

* All documents are required in the original language. If the original language is not German or English, a translation by a sworn translator is also required.

Please note that a VPD is subject to a fee (currently €75). The VPD application will only be processed after payment of the processing costs to uni-assist.

The processing time is about 4 to 6 weeks. Apply for the VPD with all necessary documents at uni-assist early enough to receive the VPD in time before the application deadline at the HSWT.

In addition to applying for the VPD, it is **mandatory** that you apply for your desired degree programme via HSWT's online application by 15 July 2024 at the latest (dual study programme: 1 July 2024). Please upload the VPD, a copy of your university entrance qualification from abroad, your CV and a copy of your identity document. Submission of the VPD is possible until 27 July 2024 at the latest. Please note the instructions for the required language certificate German or English.

Additional information for applicants from India, China and Vietnam

Applicants from India, the People's Republic of China or Vietnam must have their higher education entrance qualification and academic performance certificates/credentials checked and recognised by an Academic Verification Office (APS) in their home country. Detailed information on this can be obtained from the APS responsible for you (see also www.hswt.de/en/international/ways-to-the-hswt/international-students).

After the review by the APS, you will receive a certificate indicating your average grade. Please upload the APS certificate both when applying for the VPD at uni-assist and when applying online at the HSWT application portal.

PROOF OF PROFICIENCY IN GERMAN

For our degree programmes taught in German, international applicants have to prove a knowledge of German at level B2 of the Common European Framework of Reference for Languages (CEFR) or higher.

As a general rule, the following certificates are valid as proof:

- » the Deutsches Sprachdiplom der Kultusministerkonferenz (DSD - level 2) (German Language Diploma of the Standing Conference of Ministers of Education and Culture)
- » the Goethe-Zertifikat B2
- » the certificate of the Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber (DSH - level 1) (German Language University Entrance Examination for Foreign Applicants)

- » the certificate for the Test Deutsch als Fremdsprache für ausländische Studienbewerber (TestDaF) (Test of German as a Foreign Language for Foreign Applicants to University) showing attainment of level 3 in all four parts of the examination
- » a pass in the German language section of the final assessment exam (Feststellungsprüfung) at a Studienkolleg
- » the telc German language certificate (from telc Deutsch B2)
- » the certificate for the "Deutsche Sprachprüfung II" of the Sprachen- und Dolmetscher-Institut München;
- » the ÖSD Zertifikat B2
- » Proof of German language skills that has been recognised by bilateral agreements or other agreements made by the KMK or HRK as sufficient proof of language skills for admission to higher education;
- » Certificates showing competence level B2 of the Council of Europe reference level (e.g. ÖSD Zertifikat B2).

Submit your language certificate to our university with your application documents or within the application deadlines.

UNIVERSITY ACCESS VIA A STUDIENKOLLEG

If the preliminary review documentation (VPD) at uni-assist shows that you need to attend a Studienkolleg before you can study, we recommend the Studienkolleg Coburg (<https://studienkolleg-coburg.de/en>). You can apply directly to the Studienkolleg with the VPD; you do not need any further proof from us. A good intermediate level of German is required for the entrance examination at the Studienkolleg.

After passing the final examination (Feststellungsprüfung) at the Studienkolleg Coburg, you can apply directly to the Weihenstephan-Triesdorf University of Applied Sciences for a study place. A new VPD is not necessary.

Of course, you can also apply to another Studienkolleg at any time. See: www.studienkollegs.de/Studienkollegs.html

For information on choosing a specialised course ("Schwerpunktkurs") at the Studienkolleg, see: www.hswt.de/fileadmin/Redaktion/Englisch/Ways_to_the_HSWT/Information_Studienkolleg.pdf

SECOND DEGREE APPLICANTS

Applicants who have already completed studies at a German higher education institution or who will have completed their studies by 27 July 2024 can only be admitted within the framework of the special quota for second degree applicants of 4% of the study places.

If the certificate of completion of the first degree is not available by 27 July 2024, consideration in the quota for second degree applicants is not possible!

If the number of second degree applicants is higher than the number of places available in this quota, the decisive factor for admission is the measurement number, which is formed from the result of the final examination of the first degree and the degree of importance of the reasons for the second degree (academic, professional or other reasons).

DOCUMENTS TO BE SUBMITTED

In addition to the application form provided by Weihenstephan-Triesdorf University of Applied Sciences and the documents listed therein, the following evidence must also be submitted:

- » certified copy of the degree certificate of the first degree (all pages); the **average grade** with which the first degree was completed must be proven in the degree certificate or in a special certificate issued by the office responsible for issuing the degree certificate. Otherwise, the worst performance grade must be taken as a basis.
- » Informal, written justification for your second course of study, including information on previous education and professional activity as well as the desired career goal. The justification should contain all aspects that are decisive for your second degree course; the reasons asserted (see notes below) should be mentioned.
- » Copy of the higher education entrance qualification (certificate of general or subject-specific higher education entrance qualification or Fachhochschulreife certificate)

SELECTION CRITERIA

Second degree applicants are selected according to the criteria "Examination result of first degree" and "Reasons for second degree". Points are awarded for both criteria. The points are added up to a measurement number. The measurement number is decisive for your placement on the ranking list of second degree applicants. Applicants with a higher score have priority over applicants with a lower score. Thus, there is a clear ranking among the second degree applicants who have applied for the same degree programme. Second degree applicants are selected in this order until the quota is exhausted.

The following points are awarded for the result of the final examination of the first degree:

Grades	excellent and very good	4 points
Grades	good and fully satisfactory	3 points
Grade	satisfactory	2 points
Grade	sufficient	1 point
Grade	not proven	1 point

According to the importance of the reasons for the second degree, the applicant receives the following points:

Compelling professional reasons 9 points

Compelling professional reasons exist if the applicant is pursuing a profession that can only be exercised on the basis of two completed courses of study.

Scientific reasons 7 to 11 points

Scientific reasons are given if, with regard to a later occupation in science and research, on the basis of the previous scientific and practical work, a further scientific qualification in another degree programme is sought.

If there are scientific reasons, the number of points within the range of 7 to 11 points depends on the weight of the reasons, the applicant's previous achievements and the extent to which the reasons are of general interest.

Special professional reasons 7 points

Special professional reasons exist if the applicant's professional situation is considerably improved by the fact that the completion of the second degree complements the first degree in a meaningful way. This is the case if the activity sought through the second degree in conjunction with the first degree is to be regarded as a combination of two fields of activity specific to the degree programme, which, as a rule, cannot already be performed by graduates of one of the two degree programmes and the person concerned demonstrably seeks this activity.

Other professional reasons 4 points

Other professional reasons are deemed to exist if the second degree programme is necessary due to the individual professional situation for other reasons, in particular to compensate for an unfair professional disadvantage or to expand the possibilities of employment in the activities pursued with the help of the first degree programme.

None of the above reasons 1 point

An accumulation of several reasons does not take place; the most favourable case group is taken as a basis in each case.

Lack of justification 0 points

The second study project of an applicant who is seeking to reintegrate or re-enter professional life after a family phase may be taken into account by granting an increase of up to 2 points in the measurement score. The increase can be considered if an applicant had to give up his/her former professional activity for family reasons (e.g. marriage, raising children) or had to refrain from taking up an adequate professional activity after completing a first degree programme due to family concerns. The amount of the points supplement depends on the degree to which the person is affected. The extent of the burdens (e.g. number of children, duration of the family phase) shall be taken into account in an appropriate manner.

PROFESSIONALLY QUALIFIED APPLICANTS

GENERAL UNIVERSITY ACCESS

for graduates of a further or continuing vocational training examination (beruflichen Fort- oder Weiterbildungsprüfung)

General admission to higher education is proven by

- » a master craftsman's examination in accordance with the provisions of the Berufsbildungsgesetz (Vocational Training Act) or the Handwerksordnung (Crafts Code)
- » vocational further training examination in accordance with §§ 53, 54 of the Berufsbildungsgesetz (Vocational Training Act) or §§ 42, 42a of the Handwerksordnung (Crafts Code) in the Free State of Bavaria, the preparatory course of which comprises a total of at least 400 hours of instruction
- » further vocational training examination outside the Free State of Bavaria in Germany, if the examination was taken in accordance with the provisions of the further training regulations issued by the competent Federal Ministry pursuant to § 53 of the Berufsbildungsgesetz (Vocational Training Act) or § 42 of the Handwerksordnung (Crafts Code) and is recognised as equivalent by the higher education institution.
- » final examination of a public or state-recognised Fachschule or Fachakademie (graduates of a Fachakademie für Sozialpädagogik must also submit the certificate of state recognition as a "Staatlich anerkannten Erzieher" or a separate certificate confirming that they have passed the professional internship).
- » Fortbildungsabschluss (further training qualification) from a Verwaltungs- und Wirtschaftsakademie (academy of administration and economics) if the examination regulations are approved by the state and/or a state commissioner is involved in the examinations and the further training comprises a total of at least 400 hours, or
- » Examination to become a Verwaltungsfachwirt (administrative specialist) or the successful completion of the Fachprüfung II at the Bayerische Verwaltungsschule (Bavarian School of Administration).

taken and passed in Germany.

These graduates can apply for all degree programmes. The prerequisite is that an appropriate counselling interview has been completed at the University of Applied Sciences.

Educational certificates **acquired abroad** are only considered as proof of general admission to higher education if they have been recognised as equivalent.

The following documents must be submitted with the application:

- » Proof of the special vocational qualification (master craftsman or technician training, certificate of graduation from a technical academy) **with a stated average grade**, as a certified copy.)
- » in the case of equivalent further training examinations, additional proof of the required number of hours (400 hours).
- » and
- » Proof of participation in a counselling interview conducted at the University of Applied Sciences with the study advisor for the respective degree programme.
- » If applicable, a certificate or report with the overall examination grade or average grade in the advanced vocational training examination, if this grade is not included in the proof of graduation.
- » In the case of certificates of further training examinations equivalent to the master craftsman's examination acquired in Germany outside the Free State of Bavaria, a certificate of equivalence from the chamber responsible for the qualification (e.g. Chamber of Industry and Commerce, Chamber of Crafts), if issued. For further information, please contact: zulassung@hswt.de

SUBJECT-SPECIFIC ADMISSION TO HIGHER EDUCATION

Qualified professionals are granted subject-specific access to higher education if the following requirements are met:

- » Successful completion of vocational training of at least two years' duration in a field related to the intended degree programme, in accordance with the provisions of the Vocational Training Act (Berufsbildungsgesetz), the Crafts Code (Handwerksordnung), federal or state law; and
- » subsequent full-time professional experience of at least three years in a field related to the intended degree programme, and
- » completion of a counselling interview at the university at which the degree programme is to be taken up, and
- » proof of successful completion of a two-semester trial programme (you will study the first two semesters on a trial basis and must acquire at least 30 EC credits within this time).

The university decides on the recognition of educational certificates from abroad as part of the admission procedure.

Documents to be submitted

- » Proof of the first vocational qualification (certified copy of apprentice's or journeyman's certificate, training certificate with average grade) and
- » Proof of at least three years of full-time professional experience in a related field after completing vocational training (certified copy) and
- » Nachweis über die Teilnahme an einem an der Hochschule durchgeführten Beratungsgespräch mit dem Studienfachberater für den jeweiligen Studiengang.
- » Proof of completion of a counselling interview at the university with the study advisor for the respective degree programme.
- » If applicable, certificate or report with the overall examination grade or average grade of the final examination of the vocational training as well as the final report of the vocational school, if these grades are not included in the proof of graduation.

A subject-related field is given if the vocational training and the professional practice each show sufficient content-related connections with the intended degree programme, in particular impart knowledge and skills that are conducive to this degree programme. In the certificate of the counselling interview, the study advisor also comments on whether there is a subject-related field.

Part-time employment amounting to at least half of the average regular working hours of a full-time employee is also considered to be full-time professional experience.

In the degree programmes with restricted admission, admission of the two aforementioned groups of qualified professionals can only take place via the special quota for professionally qualified persons.

TRIAL STUDY

The trial study is passed if at least 30 credit points are proven at the end of the second semester. The statutes on the implementation of the trial studies for qualified professionals at the Weihenstephan-Triesdorf University of Applied Sciences in the current version can be found in the official gazette of the university. A one-time repetition for examinations taken and failed is possible.

The trial study can be replaced by a university entrance examination successfully completed at another university in accordance with § 31 QualV (Qualification Ordinance) in the same or in a closely related degree programme.

TRANSFER OF VOCATIONALLY QUALIFIED STUDENTS TO A BAVARIAN UNIVERSITY

Proof of a successfully completed year of study (= 60 credit points) by professionally qualified students at a higher education institution outside the Free State of Bavaria in Germany is recognised as a qualification for further study in the same or a closely related degree programme at a Bavarian higher education institution.

SPECIAL APPLICATIONS

HARDSHIP APPLICATION

Within the framework of the quota for hardship cases, only applicants for whom non-admission to the desired degree programme would mean exceptional hardship can be admitted.

Exceptional hardship exists if there are personal, special social or family reasons that make immediate admission to the degree programme absolutely necessary. The rejection of the application for admission would have to be associated with disadvantages for the applicant which, when applying a strict standard, considerably exceed the degree of disadvantages usually associated with rejection. The guidelines of the Stiftung für Hochschulzulassung (Foundation for University Admission) are applied accordingly in the decision. The universities of applied sciences in Bavaria keep 2% of the study places free for so-called hardship cases. If more cases of hardship are recognised than there are places available in this quota, the selection is made according to the degree of exceptional, in particular social, hardship. However, this quota does not have to be exhausted. Within this quota, the recognition of a hardship application without consideration of selection criteria (e.g. average grade, waiting period) leads directly to admission before all other applicants.

The application is therefore only considered for a few persons. Not every impairment, even if it is perceived as severe, justifies admission as a case of hardship. Rather, there must be such serious health, social or family reasons in the person of the applicant that he or she cannot reasonably be expected to wait even one year for admission, even if particularly strict standards are applied. In other words, there must be a special exceptional situation.

The far-reaching significance of a positive hardship decision for those applicants who can no longer be admitted according to the general selection criteria due to the filling of study places by hardship cases necessitates a particularly critical examination of the reasons given and the evidence submitted. The case of hardship must be proven by appropriate evidence (e.g. specialist medical report).

The application and supporting documents must be submitted in full by 15 July 2024. Applications submitted later or supporting documents justifying the application submitted later will not be considered. Likewise, reasons that only occur after 15 July 2024 cannot be considered under any circumstances.

Reasoned applications

As a rule, a hardship application can be granted in the following exemplary cases.

1. Special health circumstances of the applicant which require immediate admission:
 - 1.1 Applicant suffers from an illness with a tendency to worsen, which will in all likelihood in the future mean that the stresses and strains of studying cannot be endured (specialist medical report).
 - 1.2 Applicant has to give up his/her previous studies or profession for health reasons; it is not possible for him/her to meaningfully bridge the waiting period for these reasons (specialist medical report).
 - 1.3 Applicant is physically disabled; due to his/her disability, he/she is either unable to engage in any other reasonable activity until a study place is allocated to him/her or is at an unreasonable disadvantage compared to non-disabled applicants in the event of a further referral to the waiting period (specialist medical report).

You can find information on studying with impairments at www.hswt.de/en/study/during-study/service-advice/studying-with-disabilities

Note on bullet points 1.1-1.3:

The medical report should contain statements on the origin, severity, course and treatment options of the disease as well as a prognosis on the further course of the disease and should also be comprehensible for medical laypersons. Suitable additional proofs are, for example, the severely disabled person's identity card, the assessment notice from the pension office and the notice of withdrawal from the armed forces.

2. Special economic hardship of the applicant, but only in the case of a coincidence with circumstances of numbers 1 and/or 3 (appropriate documents to prove this).
3. Special family or social circumstances of the applicant which require immediate admission (suitable documents to prove this).
4. Applicant has been admitted to the above-mentioned degree programme in a previous semester, but was unable to take advantage of it for compelling reasons for which he/she is not responsible (in particular illness), provided that there is no preferential admission (proof of compelling reason, previous notification of admission).

Unfounded applications

In the following cases in particular, the application is generally unsuccessful:

Re 1.:

- » Local connection due to necessary home care and support in the case of an existing illness
- » Previous studies or profession had to be abandoned for health reasons; however, bridging the waiting period is possible and reasonable.

- » Restriction in the choice of occupation due to illness; however, a bridging of the waiting period is possible and reasonable.

Re 2.:

- » The studies cannot be financed from private funds.
- » Future discontinuation of private financing of studies in the event of further delay in the start of studies
- » Financing of studies is limited (e.g. inheritance contract, will, payment of orphan's allowance or pension payments from the Federal Armed Forces); it is no longer secured for the intended course of study if admission is further delayed.

Re 3.:

- » Applicant is married or has a child
- » Father or mother or both parents are ill or severely disabled
- » Comes from a family with many children; siblings are still in education.
- » Applicant is an orphan or half-orphan

COMPENSATION OF DISADVANTAGES

Improving the average grade

The average grade is an important selection criterion in the allocation of study places. Therefore, performance impairments which have prevented an applicant from achieving a better average grade when acquiring the entitlement to study (e.g. Fachhochschulreife) are to be compensated. If such circumstances and their effects are proven, the admission application with an improved average grade can participate in the award procedure under certain conditions.

Example:

Mr C applies for the winter semester 2024/2025 in the Social Work degree programme. The average grade in the Fachhochschulreife certificate, acquired in 2024, is 2.3. However, he proves that in the second half of 2022 he suffered a serious traffic accident with a month-long stay in hospital. It can be seen from the certificates before the accident (average grade: 2.0) that Mr C would probably have achieved an average grade of 2.0 without the serious accident. The effects of the accident-related impairment are thus expressed in a worsening of the average mark in the Fachhochschulreife certificate of 0.3. Mr C is therefore included in the selection with the average mark of 2.0. If the selection threshold for the Social Work degree programme is 2.1, Mr C can be allocated a place. However, if the selection limit is 1.9, Mr. C must be rejected despite his improved average grade.

You can see from the example that the proof of the reason (here: months of hospitalisation) is not sufficient to justify the application. Rather, it must be additionally proven how the reason has affected the average grade. You can prove the effects, as in the example given, by means of your school reports. However, it must be clear from them that you achieved better grades before

the occurrence of the incriminating circumstance and worse grades afterwards. If the effects are not directly evident from the school reports, an expert opinion from the school (not from individual teachers) must be provided as further evidence.

Please request the report as early as possible so that it is available at the university by **15 July 2024**. The following principles determine the content of the school report and the requirements for the report. You must also enclose with your application all documents on which the school report is based, e.g. certificates and specialist medical reports.

A school report can only be waived if the school is not in a position to prepare it. In this case, an expert opinion from a pedagogically as well as psychologically trained expert can be considered. You must also enclose with your application the school's notification that it could not assess the impact of the reason and therefore could not prepare a school report. Submit this notification to the pedagogical-psychological expert.

The report must contain an evaluation of your school performance in the educational area before and after the occurrence of the incriminating circumstance. Based on this, the assessor must use the test procedures developed in psychology to determine a person's intelligence, aptitude, personality structure, achievement motivation and resilience in a recognisable manner and present their results in a comprehensible manner. Finally, the assessor must make findings as a result of his or her examinations which show the precise value of the average grade you would have achieved if the reason for application had not occurred. Please note: You must also enclose with your application all documents on which the pedagogical-psychological expert opinion is based, e.g. certificates and specialist medical reports.

Reasoned applications

In the following exemplary cases, an application for improvement of the average grade can usually be granted:

1. Special social or health circumstances of the applicant
 - 1.1 Prolonged absence from classes due to illness during the three years preceding the acquisition of the higher education entrance qualification (specialist medical report).
 - 1.2 Severe disability of 50 per cent or more (severely disabled person's identity card or notice of assessment from the pension office, to be submitted as an officially certified copy).
 - 1.3 Prolonged serious illness of the applicant, as far as not covered by No. 1.1 or 1.2, or comparable special health circumstances (specialist medical report)
 - 1.4 Pregnancy of the applicant during the three years preceding the acquisition of the higher education entrance qualification (specialist medical report or birth certificate of the child)
2. Special economic circumstances of the applicant (documents suitable for proof)
3. Moving to the Federal Republic of Germany

4. Special family circumstances
 - 4.1 Care of own minor children, siblings or relatives in need of care (in the ascending line) in the last three years before acquisition of the higher education entrance qualification, if other persons were not available to care for them (birth certificates of the child/siblings in connection with suitable proof that other persons were not available to care for them - e.g. certificate from the social welfare office or proof of need for care).
 - 4.2 Loss of one parent in the last three years before acquisition of the higher education entrance qualification or loss of both parents before acquisition of the higher education entrance qualification, provided the applicant was single at that time and had not yet reached the age of 25 (death certificate of parents and declaration of marital status at that time).
 - 4.3 Multiple changes of school in the last three years before acquisition of the higher education entrance qualification due to relocation of the parents (school leaving certificates of the applicant and registration certificate of the parents).
5. Membership in the A, B or C squad of the national sports associations of at least one year's uninterrupted duration during the last three years prior to the acquisition of the higher education entrance qualification (certificate of the responsible national sports association).

Unfounded applications

In the following cases, the application is generally unsuccessful:

- » Working during schooling in the parental household, business or enterprise
- » Illness of the parents
- » Loss of a parent or other close relative prior to acquisition of the higher education entrance qualification, unless No. 4.2 applies.
- » Divorce or falling out of love between the parents
- » Relocation of the parents within the last three years prior to the acquisition of the higher education entrance qualification.

Principles for the preparation of school reports

In order to ensure that schools from which expert opinions are requested on applications for disadvantage compensation in the selection process according to the degree of qualification proceed according to comparable standards, the following principles shall be observed in the preparation of such expert opinions:

1. The decision as to whether the school at which the higher education entrance qualification has been obtained shall issue an expert opinion on an application for compensation for disadvantages in the selection process according to the degree of qualification shall be made by the head of the school at its due discretion. The school may refuse to prepare an expert opinion; it will refuse in particular if the findings necessary for the expert opinion cannot be made due to a lack of

knowledge about the person to be assessed (e.g. too short a period of affiliation to the school).

2. The school report to be signed by the head of the school must contain:
 - » A brief description of the pupil's school career.
 - » A description of the circumstances which are not the pupil's own fault and which are decisive for a possible impairment of performance, according to type and duration; the school must limit itself to proven facts;
 - » The task of identifying and substantiating the effects of those circumstances on performance in the individual subjects in the judgement of the relevant subject teachers;
 - » A clause stating that the report is only intended for submission 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 alleged special circumstances (for which it is not responsible) have led to an impairment of academic performance, it must be credibly established, taking into account the overall development of performance over many years, within which range a better grade or a higher score could have been expected without that impairment. The range resulting from this for the higher education entrance qualification, within which the better overall average grade or higher overall score would then have been, must be stated.

4. An expert opinion can only be based on general facts of experience when certifying minor differences in performance. The requirements for a coherent presentation of the interrelationships must increase with the certified marks or range of marks.

5. If necessary and possible in individual cases, a school psychologist working at the school or responsible for the school may be consulted in the preparation of the report.

IMPROVEMENT OF THE WAITING TIME

In the degree programmes with local selection procedure, the waiting period is based on the number of half-years that have elapsed since the acquisition of the higher education entrance qualification (e.g. Fachhochschulreife). However, an applicant may have circumstances for which he/she is not responsible, but which have delayed the acquisition of the higher education entrance qualification. The applicant will then have less waiting time. In this case, the selection according to waiting time can be based on an earlier date of acquisition of the entitlement to study, if the applicant applies for this and provides corresponding evidence. The applicant thus participates in the selection with a waiting time that he/she would probably have achieved without the delay.

Example:

Ms D. applies for the winter semester 2024/2025. She acquired her university entrance qualification in May 2023, so her waiting period is two semesters. However, Ms D. proves that she had to repeat grade 12 due to illness. If she had not repeated grade 12, she would already have obtained her Fachhochschulreife in May 2022 and would therefore have had a waiting period of four semesters. Ms D. is therefore included in the selection with a waiting period of four half-years.

Here, too, proof of the reason (in the example: illness) is not sufficient for the application to be recognised. You must additionally prove that this incriminating circumstance has delayed the acquisition of the entitlement to study; e.g. by means of a certificate from your school about the reason and duration of the delay.

Reasoned applications

The same reasons can be taken into account and recognised which can also lead to an improvement in the average grade (see compensation for disadvantages), although the time at which the reason for the disadvantage occurred is irrelevant here.

An application for an improvement of the waiting period can also be submitted if the higher education entrance qualification was acquired via the second educational pathway and the time loss inevitably suffered as a result is greater than the waiting period and the disadvantage has not already been compensated for by the improvement in value of four semesters.

In all cases, please enclose a certificate from the school stating the reason for and duration of the delay in acquiring the entitlement to study, as well as all other documents with which you can prove the reason for the disadvantage.

GENERAL INFORMATION

CERTIFICATION OF DOCUMENTS

The following applies to certificates, proofs, etc., which must be submitted in the form of an officially certified copy: If you submit official certificates, e.g. certificates from authorities, please ensure that these certificates contain the original imprint of the official seal. Electronically generated certificates are excepted.

If you have already applied to Weihenstephan-Triesdorf University of Applied Sciences in the past, the documents submitted at that time cannot be used. Even if you are already enrolled, the documents in your file cannot be used.

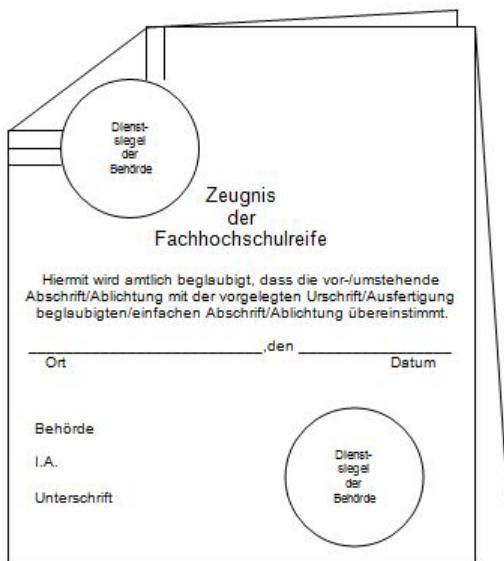
Official certification can be carried out by any public body that bears an official seal. These are, for example, authorities and notaries.

Authentications from the following bodies (even if they bear a seal) are not recognised: Lawyers, associations, auditors, accountants, churches, savings banks, health insurance companies.

A required but improper certification may result in exclusion from the procedure.

The official certification must - as the sample shows - at least contain:

- » a note certifying that the copy/transcript corresponds to the original (certification note),
- » the signature of the certifier, and
- » the imprint of the official seal. An official seal usually contains an emblem. A simple hand stamp is not sufficient.



If the certification does not meet the above requirements, the university will not recognise the document. Please make sure yourself that the certification complies with the form. Point out the correct form of the certification to the office carrying out the certification.

If the copy/transcript consists of several individual sheets, it must be proven that each page originates from the same document. It is sufficient if only one page bears the certification mark and the signature, provided that all the sheets are placed on top of each other (e.g. in a scale-like manner), stapled and sealed in

such a way that part of the official seal imprint appears on each page (see illustration in the upper left part of the specimen). Of course, each page can also be certified separately. In any case, make sure that your name appears on each page of the original. If it is not written everywhere, it must be included in the certification notes, together with a reference to the type of document.

If there is a copy on the front and back of a sheet and the content of both sides is important, the certification note must refer to the front and back (e.g. "It is hereby certified that this copy of the front/back corresponds to the original"). If this is not the case, the front and back must be certified separately. At the Weihenstephan-Triesdorf University of Applied Sciences, **no** certifications are made!

Preliminary work placements

Depending on the degree programme, practical experience of between four and six weeks is required prior to commencement of studies. Information on this can be found on our degree programme pages or in the **information sheet on preliminary work placements** on our "Application" website.

The preliminary work placement certificate issued by the company must show the duration and type of activity and, if necessary, whether it is a *recognised training company* ("anerkannter Ausbildungsbetrieb").

The proof must be submitted to the university **by the beginning of your studies at the latest**, otherwise you will lose your place at the university.

Only in justified exceptions (prolonged illness, employment before the start of studies) can an **application** for a make-up of the preliminary work placement submitted to the Office of Academic Affairs be granted.

In the case of work-study (dual) degree programmes with vocational training, no prior work experience is required.

Please contact the study advisor of the respective degree programme to clarify whether the existing or intended preliminary work placement can be recognised and is sufficient.

APPLICATIONS FOR SPECIAL CASES

APPLICATION FOR SEVERAL DEGREE PROGRAMMES

If you are applying for more than one degree programme, please send us the applications for admission divided according to the place of study with one complete set of the enclosures to the address of the respective campus, see below.

APPLICATIONS FOR HIGHER SEMESTERS

Application for a direct start in a higher semester in the winter semester 2024/2025 also need to be submitted by 15 July 2024.

In some cases, there are also admission restrictions for higher semesters.

Please note our information sheet on applying for higher semesters, which you can find at www.hswt.de/en/study/before-the-study/application.

Only applications that are complete and received by the deadline can be processed.

If you are applying to our university exclusively for a higher semester of a degree programme with restricted admission or for the first or higher semester of a non-restricted admission Bachelor's degree programme or for a Master's degree programme, registration with Hochschulstart.de is not required.

APPLICATION FOR THE SUMMER SEMESTER 2025

Application for the summer semester 2025 takes place between the beginning of December 2024 and 15 January 2025 (cut-off deadline!). As it is not possible to start a Bachelor's degree programme at Weihenstephan-Triesdorf

University of Applied Sciences in the summer semester 2025, this date only applies to **further studies in a higher semester** or for some **Master's degree programmes**. Please see our information sheet on applying for higher semesters. Information on the admission requirements for our Master's programmes can be found on the programme pages.

APPLICATION FOR MASTER'S DEGREE PROGRAMMES

The application for Master's degree programmes is made via the online application portal of Weihenstephan-Triesdorf University of Applied Sciences with a CV within the application deadline at Weihenstephan-Triesdorf University of Applied Sciences.

Depending on the specific requirements for the Master's degree programmes, further documents must be submitted by the deadline (e.g. certified copy of the Bachelor's degree certificate with average grade, language certificates, etc.).

Information on this can be found on the respective websites of the Master's degree programmes.

COURSE GUIDANCE SERVICE

The following offices are available for advice on the choice of degree programme and the range of courses on offer:

Weihenstephan campus

General course guidance service
Weihenstephan
Am Hofgarten 4
85350 Freising
Germany

Tel: +49 8161 71 2891
+49 8161 71 5288
Fax: +49 8161 71 4987

Email:
studienberatung.weihenstephan@hswt.de

Triesdorf campus

General course guidance service
Triesdorf
Markgrafenstr. 16
91746 Weidenbach
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If you have any questions regarding the admission procedure (especially second degree programmes and professionally qualified persons), please contact the Admissions Department, zulassung@hswt.de