

Framework Statutes of Aalen University – Technology, Business, and Health on Admission and the University's Own Selection Procedure for Master's Programs (ZUL_RAHMEN_MA)

Reading version dated July 21, 2025

Based on Sections 59 (1) sentence 2, 63 (2) sentences 1 and 3, and 19 (1) sentence 2 no. 10 of the State Higher Education Act (LHG) in the version dated January 1, 2005 (GBI. p. 1), last amended by Article 8 of the Act of February 7, 2023 (GBI. p. 26, 43), as well as Sections 6 (4) to (9) of the Higher Education Admission Act (HZG) of September 15, 2005 (GBI. p. 629), last amended by Article 9 of the Act of December 17, 2020 (GBI. p. 1204, 1229) and Sections 19 et seq. of the Higher Education Admission Ordinance (HZVO) of December 2, 2019 (GBI. p. 489), last amended by Article 2 of the Ordinance of July 2, 2024 (GBI, 2024 No. 52), the Senate of Aalen University of Applied Sciences – Technology, Economics and Health adopted the following framework statutes for master's degree programs on October 23, 2024. The rector approved these statutes by order dated October 31, 2024.

On January 29, 2025, the Senate of Aalen University of Applied Sciences – Technology, Economics and Health – Technology and Economics adopted the following 1st amendment to the framework statutes of Aalen University of Applied Sciences – Technology, Economics and Health – Technology and Economics on admission and the university's own selection procedure for master's degree programs (ZUL_RAHMEN_MA). By order dated February 5, 2025, the Rector approved this amendment to the study and examination regulations.

On July 9, 2025, the Senate of Aalen University – Technology, Business, and Health adopted the following second amendment to the statutes. By order dated July 21, 2025, the rector approved this amendment to the study and examination regulations.

Table of contents

§1 Scope of application, content of the statutes, and university admission	3
§ 2 Deadlines	3
§3 Form of application	3
§4 Conditional admission	4
§5 Admission	4
§ 6 Selection procedure	5
§ 7 Selection committee	5
§ 8 Selection interview	6
§ 9 Aptitude test	6
§ 10 Advance quotas	7
§ 11 Hardship	7
§12 Local ties in the public	7
§ 13 Entry into force	7

§ 1 Scope of application, content of the statutes, and university admission

- (1) These framework statutes apply to the selection process and admission to the master's programs at Aalen University of Applied Sciences – Technology, Business, and Health in the first and higher semesters.
- (2) These statutes are supplemented by program-specific admission statutes.

§ 2 Deadlines

- (1) Each application for admission to German-language degree programs
 - a) for the summer semester by December 15 of each year and
 - b) for the winter semester by June 15 of each yearat Aalen University of Applied Sciences - Technology, Business and Health (cut-off dates). Notwithstanding this, admission to the first semester of the degree programs Health Management, SME Management, Health Technology Management, Business Informatics and Human-Centered Design is only possible for the winter semester, and admission to the degree program Data Management in Product Development and Production is only possible for the summer semester.
- (2) Each application for admission must be submitted for English-language degree programs
 - a) for the summer semester by September 15 of each year and
 - b) for the winter semester by March 15 of each year.must be received by Aalen University - Technology, Business, and Health (cut-off date).
- (3) Notwithstanding paragraph 2, applications for admission to the Vision Science and Business (Optometry) program for the winter semester must be received by Aalen University of Applied Sciences - Technology, Economics and Health by January 15 of each year (cut-off date).

§ 3 Form of the application

- (1) 1The application for admission must be for a specific degree program and a specific semester. 2It must be submitted electronically via the application portal of Aalen University - Technology, Business and Health, together with the supporting documents specified in the respective degree program-related admission regulations, in accordance with the requirements specified there (online application). 3Notwithstanding sentence 1, in exceptional cases the application for admission may be submitted using the form provided by Aalen University - Technology, Business and Health. 4Applicants who can demonstrate that they are unable to communicate via the web portal of Aalen University - Technology, Business and Health will be supported by Aalen University - Technology, Business and Health.
- (2) 1Aalen University of Applied Sciences – Technology, Economics and Health may require that the documents specified in the respective study program-related admission regulations be submitted in the original or in officially certified form. 2If the documents are not written in English, they must be translated into German by a person or institution authorized to provide sworn or court-approved translations.

- (3) Applications for the examination and evaluation of foreign educational qualifications of foreign applicants must be submitted to the Working and Service Center for International Student Applications (uni-assist) e.V. in the form required by the latter.

§ 4 Conditional admission

- (1) Admission may also be applied for if the applicant has not yet completed individual examinations and, based on their previous course of study, in particular their previous examination results, it can be expected that the bachelor's degree will be obtained by the start of lectures at the latest.
- (2) In addition to the evidence specified in the respective admission regulations, an official certificate issued by Aalen University of Applied Sciences – Technology, Economics and Health or the faculty, showing the applicant's overall grade achieved by the application deadline, must be submitted by the application deadline.
- (3) Applicants according to paragraph 1 participate in the selection process with the average grade determined on the basis of previous examination results. In this case, admission shall be granted on condition that the bachelor's degree or missing individual examination results are proven by the start of lectures for the master's program applied for at the latest and that the final grade shown on the degree certificate would still justify admission to the chosen program.
- (4) If the proof is not provided by the deadline or if the final grade shown on the degree certificate means that admission to the chosen program would not have been granted if the grade had been submitted by the application deadline, admission to the program will be revoked.

§ 5 Admission

- (1) Admission notices will be made available for download via a user account on the Aalen University of Applied Sciences - Technology, Business, and Health portal or sent by mail.
- (2) Admission shall be refused if the applicant
- a) does not receive a place at university after the selection process for capacity reasons;
 - b) has permanently lost the right to take examinations in the same degree program or in a related degree program with essentially the same content in accordance with the applicable study and examination regulations of the degree program being transferred from;
 - c) has lost the right to take examinations for other reasons;
 - d) does not meet the requirements of the respective program-related admission regulations;
 - e) has not submitted the application in the proper form and within the specified time limit.
- (3) 1In justified cases, admission may be subject to a condition, time limit, or requirement. 2If proof can only be provided after the deadline specified in § 2, admission shall be granted on the condition that the proof is submitted within the deadline set by Aalen University of Applied Sciences - Technology, Business, and Health. 3This applies in particular to admission to a master's program if the bachelor's degree has not yet been obtained due to the lack of individual examination results; in this case, admission is granted on the condition that the bachelor's degree and the associated admission requirements are proven by the start of lectures in the master's program at the latest. 4The university

may set different deadlines in this regard if necessary. 5If admission to Aalen University of Applied Sciences – Technology, Economics, and Health is based on false information, Aalen University of Applied Sciences – Technology, Economics, and Health will revoke the admission. 6If the admission is otherwise flawed, the university may revoke it; after one year has elapsed, revocation of admission is excluded.

§ 6 Selection process

- (1) Only those who
 - a) have applied for a place at the university in due time and form,
 - b) meet the admission requirements pursuant to § 59 (1) LHG, and
 - c) are not participating in the allocation procedure within the framework of a quota to be deducted in advance.
- (2) If the number of qualified applications exceeds the total number of available study places, the selection committee shall draw up a ranking list in accordance with the regulations laid down in the study program-specific admission statutes.

§ 7 Selection committee

- (1) A selection committee shall be appointed to prepare the selection decision.
- (2) The faculty council of the faculty to which the degree program in question is assigned appoints the selection committee, which consists of at least the following two members:
 - a) the program coordinator, the head of the Admissions and Recognition Office, or the head of the study area, or the dean of studies, and
 - b) a professor of the faculty or a research assistant of the faculty to which the degree program is assigned.
- (3) Notwithstanding paragraph 2, in the case of degree programs that are assigned to two faculties, an additional member may be appointed by the faculty council. The additional member shall be appointed in such a way that each faculty is represented by at least one member on the selection committee.
- (4) The faculty council shall also appoint a deputy member from the respective faculty.
- (5) 1The term of office of the members is four years and begins when they take office.
2Reappointment is possible.
- (6) 1Membership in the selection committee ends upon expiry of the term of office or upon leaving the respective faculty. 2It also always ends at the end of the term of office of the dean of the respective faculty. 3The faculty council appoints a successor for the remaining term of office.
- (7) 1The members of the Faculty Council have the right to be present at the deliberations of the Selection Committee; however, they do not have the right to vote. 2After completion of the procedure, the Selection Committee reports to the Faculty Council on the experiences gained and makes suggestions for the further development of the selection procedure.

§ 8 Selection interview

- (1) If a selection interview is used to compile a ranking list for a degree program, the following applies:
- a) 1The applicants with the highest rankings according to the other criteria shall be invited to a selection interview, which shall generally last 15 minutes. 2The number of persons to be invited shall be at least three times the number of study places available. 3Up to three applicants may be invited per selection interview. 4If the number of participants is less than the maximum permitted number, the duration of the interview shall be reduced proportionally.
 - b) If the certificate for the first professional qualification is not yet available at the time of the invitation, the provisional grade certificate shall be used instead when deciding on the invitation to the selection interview.
 - c) In the selection interview, the suitability for the chosen degree program and typically subsequent professional activities will be assessed on the basis of the following criteria and according to the following system:
 - 1. Degree of motivation for the chosen degree program and typically subsequent professional activities,
 - 2. Soft skills relevant to the degree program, such as communication/social skills, technical understanding,
 - 3. Degree of overlap between the applicant's expectations and the actual content of the degree program and typical subsequent professional activities,
 - 4. Personal impression, in particular, e.g., coherence of argumentation, self-presentation and expression, and stress resistance.
 - d) 1Between 0 and 5 points are awarded for each item. 2If an applicant fails to attend the interview without providing evidence of an important reason, they will be awarded a total of 0 points; in the event of illness, a medical certificate must be submitted. 3If there is an important reason for non-attendance, the applicant must be invited to a later interview date.
 - e) 1The selection committee shall appoint several interview panels to conduct the selection interviews. 2Members of the selection committee may also be members of an interview panel. 3Each interview panel shall consist of two suitably qualified persons, at least one of whom must be a full-time member of the academic staff of the faculty offering the respective degree program. 4The main content of the interviews must be recorded in minutes. 5The minutes must clearly show the allocation of the content to one of the criteria specified in paragraph 1, number 3, as well as to the participating candidates.
- (2) Deviations from paragraph 1 are permitted in the course-specific section of the respective degree program.

§ 9 Aptitude assessment test

Study programs may stipulate in their study program-specific admission regulations that an aptitude assessment test be conducted. Further details are specified in the study program-specific admission regulations.

§ 10 Advance quotas

- (1) 1Aalen University of Applied Sciences - Technology, Business, and Health allocates the available places on its master's degree programs primarily on the basis of a selection process in accordance with the advance quotas specified in § 11 and § 12 and, secondarily, on the basis of the results of the university's own selection process. 2The selection decision is made on the basis of the applicant's suitability for the degree program applied for.
- (2) After deducting the advance quotas, the remaining study places are allocated in accordance with the university's own selection procedure based on the applicant's suitability for the degree program applied for.

§ 11 Hardship

- (1) Within the framework of the advance quota for selection based on hardship criteria, 2%, but at least 1 study place per degree program, will be reserved for applicants for whom it would constitute exceptional hardship if they were not admitted to the degree program in question.
- (2) 1Exceptional hardship exists if special social or family reasons relating to the applicant's personal circumstances make it imperative that they commence their studies immediately. 2The ranking is determined by the degree of exceptional hardship.

§ 12 Local ties in the public interest

- (1) Within the framework of the advance quota for selection based on local ties in the public interest, applicants who
 - a) belong to an Olympic, prospective, supplementary, or team sports squad or junior squad 1 of the German Olympic Sports Confederation or a team playing at the federal level, or
 - b) are an elected member of a local political body with a general political mandate (no interest groups, etc.)and are therefore tied to their place of study.
- (2) 1Applicants must provide evidence by the deadline specified in § 2 of these statutes (cut-off date) that they belong to one of the groups of persons specified in paragraph 1 and to what extent this results in a local connection to the place of study. 1For persons belonging to the group specified in paragraph 1(a), the relevant evidence shall be certificates from the associations or a certificate from the German Olympic Sports Confederation or the relevant club. 2The evidence must prove membership of one of the aforementioned squads or teams and the connection to the training opportunities at the place of study. 2Evidence for persons belonging to the group of persons specified in paragraph 1 letter b shall be certificates from the competent authority or institution proving the exercise of local political activity and the corresponding local connection.

§ 13 Entry into force

- (1) These statutes shall enter into force retroactively on October 21, 2024, and shall apply for the first time to the selection and admission procedure for the 2025 summer semester.

- (2) The framework statutes of Aalen University – Technology, Economics, and Health – Technology and Economics – on admission and the university's own selection procedure for master's degree programs dated April 28, 2021, in the version dated April 22, 2024, shall cease to be in force.

Aalen, October 31, 2024

Prof. Dr. Harald Riegel
Rector