

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

Of 18 October 2024

Pursuant to § 2(1) in connection with § 19(3) *Landeshochschulgesetz* - LHG M-V (hereinafter State Higher Education Act) in the version announced on 25 January 2011 (Law and Ordinance Gazette of Mecklenburg-Vorpommern (GVOBl. M-V p. 18)), which was last amended by the Sixth Act to Amend the State Higher Education Act of 21 June 2021 (GVOBl. M-V, p. 1018), Hochschule Wismar, University of Applied Sciences: Technology, Business and Design (hereinafter UAS Wismar) has issued the following statutes:

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Part 1 General Information

§ 1

Aim and Purpose of the Entrance Examination

- (1) Professionals, who are not in possession of a higher education entrance qualification pursuant to § 18(1) State Higher Education Act, can take an entrance examination to ascertain their fulfilment of the required qualifications and their suitability.
- (2) In exceptional cases, the examination regulations may allow for an entrance examination to replace a university degree for non-consecutive master's programmes.
- (3) By passing a higher education entrance examination, applicants gain a subject-specific higher education entrance qualification.
- (4) Passing the entrance examination does not constitute an entitlement to a study place.
- (5) An entrance examination passed at a university in Mecklenburg-Vorpommern or a corresponding examination passed in another state of the Federal Republic of Germany is deemed to be a passed entrance examination for the respective subject at UAS Wismar.

§ 2

Admission Requirements

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

In postgraduate master's degree courses, the qualifying practical experience should amount to at least five years.

- (2) Persons cannot take part in the entrance examination, if:
1. they have failed the entrance examination at the final attempt for the degree course they would like to study at a higher education institution in Mecklenburg-Vorpommern or a corresponding examination in another federal state of the Federal Republic of Germany, or
 2. they have previously requested admission to the entrance examination at a higher education institution in Mecklenburg-Vorpommern or admission to a corresponding examination in another federal state of the Federal Republic of Germany.

§ 3

Examination Dates

The entrance examinations usually take place twice a year. The examination dates are announced to the applicants at least two weeks prior to the examination.

§ 4 Examination Committee

- (1) The faculties appoint examination committees. If the teaching for the degree course in question is shared by several faculties, a joint examination committee must be created for these faculties. An interfaculty examination committee must be appointed for the entrance examination for distance and online degree courses. The faculties form separate examination committees for the entrance examination for non-consecutive master's programmes, which consist of members who are closely related to the subject area of the intended degree course.
- (2) The examination committee comprises three professorial members. Professors who still regularly teach courses after reaching retirement age may be members of the examination committee. A professor is appointed chairperson.
- (3) If an examination committee is to be set up for several faculties and the incumbent faculty representatives are unable to reach an agreement on who is to chair the committee prior to the examination, the examination committee shall appoint its chair by drawing lots.
- (4) The members of the examination committee are appointed by the competent Faculty Council for a period of three years. The members of the examination committee for distance and online degree courses are appointed by the Wismar Business School in consultation with the other faculties. Appointment is made on the basis of a suggestion made by the Dean. Members can be reappointed.
- (5) The examination committee has a quorum if the majority of the members with voting rights is present. Decisions are made with the majority of votes. If there is a tied vote, the chairperson's vote shall be decisive.
- (6) The examination committee may consult other members of the university community for advice.

§ 5 Tasks of the Examination Committee

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

Part 2 Admissions Procedure

§ 6 Admissions Procedure

(1) The respective examination committee shall decide upon admission to the entrance examination.

(2) The application for admission to the entrance examination must be made in writing or submitted electronically and addressed to UAS Wismar. Applicants for distance learning and online degree courses must send their applications to the Admissions and Examination Office for Distance Learning Degree Courses. The application must indicate the desired degree course.

(3) The application must be accompanied by the following - in electronic form if the application is being submitted electronically:

1. Detailed description of previous education, in particular school education and professional training,
2. Copies of the leaving and graduation certificates from schools and vocational colleges attended as well as examination certificates for vocational training and, if applicable, for further vocational training measures; on request, applicants must submit the original or an officially certified copy and provide proof of the authenticity of foreign certificates,
3. Full proof of the kind, duration and location of professional experience,
4. Declaration as to whether and for which degree course an entrance examination has been taken at another higher education institution and, if so, with which result,
5. Declaration as to whether the applicant has previously requested admission to an entrance examination or corresponding examinations for the intended degree course.

(4) Applications for admission to the entrance examination must be submitted no later than 6 weeks before the set examination date. The deadline is only considered to have been kept to if all of the required documents have been submitted and the charges or fees have been paid. The respective examination committee can set different deadlines.

(5) The application for admission to the entrance examination must be rejected if:

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

The application may be rejected if the required documents have not been submitted within the period stipulated in sub-section (4).

(6) The admissions procedure is subject to charges and fees. The fee amount is stipulated in the list of fees in the *Satzung über die Erhebung von Gebühren, Beiträgen und Entgelten an der Hochschule Wismar* (Statute for the Collection of Fees, Contributions and Charges at UAS Wismar) in the version as amended from time to time. The fee is due upon notification of admission to the entrance examination. Applicants will be required to prove payment of the fee in order to participate in the examination.

§ 7 Vocational Training and Professional Experience

- (1) A completed vocational training course pursuant to § 2(1) is proven by:
1. the examination certificate for a completed vocational training course in a vocation recognised in the Federal Republic of Germany or considered equivalent as stipulated in the *Berufsbildungsgesetz* (Vocational Training Act) or the *Handwerksordnung* (Crafts Ordinance) in their respective versions as amended from time to time,
 2. the examination certificate for completed corresponding vocational training as part of an employment relationship in the public sector, or
 3. the examination certificate for a completed vocational training course that was concluded with a state examination.
- (2) The professional experience as stipulated in § 2(1) must be proven suitably. Part-time employment shall be equivalent to three years of full-time employment, if the overall amount exceeds at least half of the expected hours.

§ 7a Trial Period of Study

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

(2) The trial period of study is successfully completed if the student is able to prove completion of the required coursework and examinations pursuant to the study and examination regulations. If the trial period of study was passed, studies can be continued in the degree course without any further request. Passed coursework and examinations are officially recognised. A certificate is issued for the successful completion of the trial period of study to confirm the subject-specific higher education entrance qualification.

A failed trial period of study is considered a failed entrance examination. In such cases, the trial period of study ends on the date enrolment expires. It is not possible to repeat the trial period of study in a degree course belonging to the same group of subjects. However, the failed trial period of study can be repeated once as a regular higher education entrance examination.

(3) If students surpass the deadline for the trial period of study according to sub-section (1) due to reasons for which they are not responsible, or it is clear that it will be exceeded, upon request, the examination committee may grant an extension. The corresponding reasons must be provided and substantiated immediately.

§ 8 Confirmation of Admission to the Examination

- (1) The applicant will receive written or electronic notification from UAS Wismar about the examination committee's decision regarding admission to the examination.
- (2) If the applicant is admitted to the entrance examination or trial period of study, the notification must indicate the degree course to which admission applies.

Part 3 Examination Procedure

§ 9 Examination Requirements

- (1) The entrance examination shall determine whether the applicant is in possession of the skills required for successfully completing the degree course.
- (2) The applicant must fulfil the following requirements:
 1. Ability to think and judge,
 2. Understanding of academic issues,
 3. Ability to present thoughts understandably, both orally and in writing
 4. Proficiency in the language in which the degree course is taught that corresponds to the level required for successful studies.
- (3) The examination committee can determine further details regarding the examination requirements in a separate ruling.

§ 10 Examinations

The entrance examination consists of a written and an oral part. It covers the important general and subject-specific fundamental knowledge that is required for studying the chosen degree course. Particular attention must be paid to knowledge and experience gained through professional experience. If the entrance examination is being used for a degree course that is taught in English, all examinations must be taken in English.

§ 11 Written Examination

- (1) The written examination consists of:
 1. an invigilated examination covering the basic principles of the subject area covered by the chosen degree course;
 2. for admission to non-consecutive master's programmes, a further invigilated examination on a second topic from the basic principles of the subject area covered by the chosen degree course;
 3. an invigilated examination in which participants must work on a topic related to public life, e.g. from areas such as politics, culture, economy, technology and environment.
- (2) The invigilated examinations shall last for two hours each.
- (3) Invigilated examinations are marked by two members of the examination committee. Results of the examinations must also be marked by two examiners who belong to the examination committee. The examiners are appointed by the Chairperson of the examination committee.

§ 12 Oral Examination

- (1) The oral examination covers the basics of the subject area of the chosen degree course.
- (2) The examination committee determines whether the oral examination shall take place as an individual or a group examination with a maximum of three applicants. The

examination shall last between at least 30 minutes and a maximum of 60 minutes per applicant.

(3) Applicants shall only receive admission to the oral examination if they have passed all of the invigilated examinations. The invitation to the oral examination shall be sent out within four weeks after the last invigilated examination.

(4) The chairperson of the examination committee shall chair the oral examination. They can convey the running of the oral examination to another member of the examination committee. All of the members of the examination committee are entitled to ask questions.

(5) The names of the examiners and the examination results shall be recorded in the minutes. The result of the oral examination shall be announced to the applicant immediately after the oral examination.

§ 12a

Holding Oral and Written Examinations as Online Examinations

(1) Examinations pursuant to §§ 10 and 11 can also be held as written online examinations with video supervision, without participants having to be present in person in a specific examination room. They are held with the help of telecommunication devices and usually taken at the examinee's home or at other premises outside of UAS Wismar. Written online examinations are invigilated by individuals or using computers, or, in the case of distance learning and online degree courses, solely using computers/in automated form. The corresponding Supplementary Statute of Hochschule Wismar's General Examination Regulations for Holding Online Examinations regulates the provisions for securing data protection, for registering for, deregistering and withdrawing from examinations, for ensuring the examination tasks are performed by the examinee, for identifying the examinee, and for dealing with technical difficulties.

(2) The oral examination pursuant to § 12 may be held as an oral remote examination (video conference). The regulations in the Supplementary Statute of Hochschule Wismar's General Examination Regulations for Holding Online Examinations and the Procedural Regulations for § 21 General Examination Regulations for Holding Online Colloquia apply accordingly.

§ 13

Marking of Examinations

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

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

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

very good	for an average of 1,0 to 1,5
good	for an average of 1,6 to 2,5
satisfactory	for an average of 2,6 to 3,5
sufficient	for an average of 3,6 to 4,0
not sufficient	for an average of 4,1 or below

Only the first decimal place after the comma will be used for calculating the final grade.

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

(4) The applicant shall immediately receive a certificate with the result of the entrance examination.

§ 14 Unexcused Absence, Withdrawal

(1) An examination shall be evaluated as ‘not sufficient’ if the applicant withdraws from an already started examination without a valid reason or fails to complete the examinations within the set amount of time. In these cases, the entire entrance examination will count as ‘failed’.

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

§ 15 Cheating, Breach of Regulations

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

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

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

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

(5) The examination committee shall decide upon circumstances as stipulated in sub-sections (3) and (4). If the entrance examination has been declared ‘failed’ or admission to the entrance examination has been revoked, the rights of admission to a degree course and to enrolment shall expire. The certificate for a passed entrance examination (§ 17) shall be confiscated.

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

§ 16 Retaking the Entrance Examination

- (1) If an applicant fails the entrance examination, they can retake the examination once.
- (2) They must retake the failed part of the entrance examination.
- (3) The applicant can select an entrance examination for a different degree course for the resit if they fulfil the admission requirements for this degree course as stipulated in § 2. If the applicant chooses this option, they will not be permitted to retake the entrance examination for the new selection of degree course.

Part 4 Final Provisions

§ 17 Certificate

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

§ 18 Inspection of the Examination Files

After completion of the examination procedure, the applicant, upon request, shall be granted permission to inspect the examination files. The chairperson determines the time and place of the inspection.

§ 19 Entry into Force

- (1) These statutes enter into force on the day after their publication in the Official Bulletin of UAS Wismar.
- (2) At the same time, the Examination Regulations for the Admission of Professionals to Hochschule Wismar: University of Applied Sciences: Technology, Business and Design of 15 July 2003 (Mittl.bl. BM M-V 2003 p. 361), which were last amended by the Sixth Amending Statutes of the Entrance Examination Regulations of 22 September 2023 (official bulletin of UAS Wismar, special edition of 22 September 2023), shall cease to apply.

Drawn up following a resolution passed by UAS Wismar's Senate on 17. October 2024 and the approval of the Rector of 18 October 2024.

Wismar, 18 October 2024

**The Rector
of Hochschule Wismar
University of Applied Sciences: Technology, Business and Design
Prof. Dr. Bodo Wiegand-Hoffmeister**