

Guidelines for the Admission of International Student Applicants to RWTH Aachen University

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Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.

Based on § 2 (4, 48, 49) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz; HG) in the version of the announcement dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia; GV. NRW, p. 547), most recently amended by Art. 1 of the Act Concerning Further Measures to Address the COVID-19 Pandemic in Higher Education dated December 1, 2020 (GV. NRW, p. 1110), in conjunction with § 3 of the Enrollment Regulations, RWTH Aachen University (Rheinisch-Westfälische Technische Hochschule; RWTH) has issued the following guidelines:

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Preamble

RWTH aims to advance top academic research and expand its excellence in research and teaching in this globalized world. For this reason, RWTH embraces diversity and supports its members in seeing this diversity as an opportunity and source of potential for themselves, the University, and the common good.

These guidelines are intended to form the basis for a fair, transparent, and comprehensible selection process among student applicants and to guarantee fair and equal treatment, ensuring that suitable international applicants can take up studies at the University.

Section One: General Provisions

§ 1 Groups of International Student Applicants

- (1) International applicants are those individuals who do not hold German citizenship. Applicants who hold both non-German and German citizenship are considered German applicants.
- (2) These guidelines make a distinction between the following groups of international student applicants:
 - (a) "Bildungsinländerinnen" or "Bildungsinländer", i.e. non-German citizens who have a school leaving certificate or university degree that is recognized by German Law and internal applicants: This includes all student applicants who do not have German citizenship but who have acquired the right to take up studies in their chosen course of study by acquiring a school leaving certificate or university degree under German law, or who were enrolled as a student at RWTH in the previous semester.
 - b) Citizens of the EU or EEA: This includes all applicants who are citizens of a member state of the European Union (EU) or the European Economic Area (EEA) and do not fall under (a).
 - c) Persons from non-EU countries: This includes all applicants who are not citizens of an EU or EEA country and do not fall under (a). Applicants to whom the above criteria apply and who have acquired their university entrance qualification by successfully passing an assessment test in accordance with the current valid version of the Framework Agreement for University Admission with Foreign Educational Qualifications for Training at Preparatory Colleges and for the Assessment Test issued by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder are also considered to be individuals from non-EU countries.
 - d) Exchange students: This includes all individuals who come to RWTH from a university outside Germany to complete a temporary placement abroad that does not serve the purpose of obtaining a degree from RWTH, irrespective of the distinctions made in § 1 (2) (a-c). This group includes students who come to RWTH via an exchange program ("incoming students") as well as those who want to complete a self-organized placement ("free-mover students").

§ 2 Responsibilities

- (1) Decisions on the admission of applicants shall be made by the Rector, who is represented by the responsible administrative unit of the Central University Administration.

- (2) Regarding applications for undergraduate degree programs, the Division of Admissions and Social Affairs in the International Office is responsible for the admission of all international applicants who do not hold a German university entrance qualification.
- (3) Regarding applications for Master's degree programs, the Division of Admissions and Social Affairs in the International Office is responsible for the admission of all applicants who have acquired their academic qualification for the intended Master's degree program (Master's entrance qualification) at a university outside Germany. This also applies to German citizens.
- (4) With regard to applications for doctoral studies, the Division of Admissions and Social Affairs in the International Office is responsible for the applications of all applicants who have acquired their academic qualification for doctoral studies (doctoral studies entrance qualification) at a university outside Germany. This also applies to German citizens.
- (5) The divisions of the International Office are responsible for all applicants when it comes to applications for student status in German courses and for studies leading to a degree outside RWTH (short-term or exchange studies).
- (6) The Registrar's Office of RWTH is responsible for all other groups and formats applied for when wishing to take courses at RWTH.

§ 3 Principles and General Procedural Rules

- (1) International student applicants can be admitted to study at RWTH if they
 - a) provide proof of eligibility for the chosen course of study as defined in § 49 HG,
 - b) provide confirmation that they have not yet ultimately lost the right to take examinations in the chosen degree program in Germany,
 - c) successfully participate in a test procedure that assesses their suitability for the degree program in accordance with the respective examination regulations or these guidelines, and
 - d) provide proof of the other special admission requirements of the respective degree program.
- (2) International applicants may enroll for studies at RWTH if
 - a) they meet the conditions established in the Enrollment Regulations of RWTH Aachen University in its most current version,
 - b) they present evidence of the required language skills in accordance with the respective examination regulations,
 - c) there are no objections to enrollment as defined by HG NRW,
 - d) they enroll within the set deadlines by the formats provided by RWTH.
- (3) Admission is granted in accordance with the following provisions.

- (4) International applicants who have already started a degree program at a German university may be admitted to the University if they meet the admission requirements of RWTH. An admission offer from another German university cannot be transferred to RWTH.
- (5) The valid version of the NRW Qualification Ordinance on Foreign Educational Certificates in conjunction with the assessment proposals of the Central Office for Foreign Education at the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder determines eligibility for admission to the chosen course of study for applicants with a school leaving certificate or university degree not acquired under German law.
- (6) Applications for admission shall only be checked with regard to the fulfillment of the admission requirements if complete and correct information has been provided on all points of the admission application. Applicants are required to use the electronic forms of RWTH. If forms other than those prescribed are used, the applicant will be disqualified from the selection procedure.

§ 4 Language Proficiency Qualifications

- (1) For admission to a course of study that is conducted entirely or predominantly in German, all applicants who have not acquired their (university) entrance qualification at a German-speaking institution or who have not successfully acquired a degree in a German-speaking university course of study for which proof of German language proficiency was an admission requirement must provide evidence of German language proficiency. All further specifications are regulated by the Regulations for the German Language Examination for the Admission of International Student Applicants (DSH) of RWTH Aachen University as well as the General Examination Regulations of RWTH Aachen University applicable for the chosen course of study in its most current version.
- (2) For admission to a course of study conducted in English, applicants who have not acquired their study qualification at an exclusively English-speaking institution must provide evidence of English language proficiency. Educational institutions in the following countries are recognized as exclusively English-speaking: Australia, Canada, Ireland, New Zealand, the United Kingdom, and the United States of America. Dependencies of educational institutions whose parent institution is headquartered in one of these countries but whose educational programs are predominantly offered in a country not listed above, are not recognized as exclusively English-speaking. All further specifications are regulated by the examination regulations of the respective degree program.
- (3) For degree programs that require proficiency of other languages besides German and English, the provisions of the respective examination regulations shall apply.

§ 5 Notifications From the University

- (1) Admission is granted by electronic notification on the condition that the information provided in the application is substantiated by original documents and their translations as prepared by a sworn translator. Applicants for an open-admission degree program who are unable to provide evidence of the required certificates at the time of application may be admitted on the condition that they provide this evidence at the time of enrollment. Admission notifications may contain further requirements that the applicant must prove they fulfill by providing the relevant documents at the time of enrollment. In the case of subject-specific additional requirements, the responsible examination board may determine that the imposed requirements can be fulfilled during the course of study.

- (2) Admission notifications are valid only for the designated degree program and semester and are not transferable.
- (3) The admission notification is rendered void if any of the conditions stated in the notification, the relevant examination regulations, or the valid version of the Guidelines for Admitting International Applicants or the Enrollment Regulations are not fulfilled by the set deadline or if the applicant does not enroll for the designated semester. The admission offer can be withdrawn if incomplete or incorrect information was provided on the application or if the authenticity of documents submitted as copies cannot be subsequently established.
- (4) The provisions of the Enrollment Regulations remain unaffected.

**Section Two:
Admission to Undergraduate Degree Programs**

**§ 6
Forms and Deadlines for Submitting Applications for Admission to
Undergraduate Degree Programs With Restricted Admission**

- (1) Applications for admission to undergraduate degree programs with restricted admission must be submitted via the application portal set up for this purpose on RWTHonline. Individuals who are required to simultaneously apply via the Dialog-Oriented Service Process of the Foundation for University Admissions (Hochschulstart) must also set up their account there by the set deadline. No other forms of application are permitted. The applicant must provide complete and truthful information on all points of the application.
- (2) The following details shall be provided in the application for admission that is to be submitted electronically:
 - a) last name, first name, birth name, title, place and date of birth, gender, nationality, home address, contact address, selected courses of study with course semesters,
 - b) periods of schooling, studies, work experience, or internships,
 - c) information on the university entrance qualification acquired (school leaving certificate, university entrance examinations, etc.)
 - d) details of all degree programs already commenced or completed, university degree certificates obtained, and any ultimately failed exams at German higher education institutions,
 - e) information on German and English language proficiency, indicating the certificates already acquired or that will be acquired.
- (3) The electronic application must be submitted to RWTH by July 15 for the winter semester or January 15 for the summer semester. These are the final deadlines. Application documents may be submitted in electronic form until the end of the extension period specified in the currently valid version of the Ordinance for Allocating Student Placements in North Rhine-Westphalia (Studienplatzvergabeordnung NRW). Applications that are incomplete after the end of the extension period will be excluded from further processing.
- (4) Certificates issued outside Germany that serve as proof of a qualification pursuant to § 49 (1) HG (university entrance qualification) and of achievements or examinations in a course of

study at a university outside Germany can be submitted as a copy when submitting the application. If a particular country has a problem with forgery according to RWTH's knowledge or if it seems necessary due to recommendations from the Central Office for Foreign Education, the documents must be officially certified by the responsible German diplomatic or consular representation in the country of origin or by the diplomatic representation of the country of origin in Germany. A confirmation of authenticity may also have to be provided.

- (5) If certificates or attestations are not issued in German or English, a translation shall be included whose accuracy shall be certified by the competent diplomatic or consular representation or by a sworn interpreter or translator. If there is any doubt, RWTH is entitled to appoint a translator of its choice. The applicant bears the costs for certifications or translations.

§ 7

Selection of Applicants From Non-EU Countries for Admission to Restricted-Admission Undergraduate Degree Programs

- (1) In accordance with § 1 (2) (c), the admission of applicants from non-EU countries to admission-restricted undergraduate degree programs is primarily based on the level of suitability and performance as indicated by the university entrance qualification. In addition, the aim is to include as many different nationalities as possible. For this purpose, a ranking of the suitable applicants is created.
- (2) The ranking is primarily determined by the degree of qualification, which is shown in the average grade. The average grade is calculated in accordance with the regulations issued by the Ministry of Culture and Science of the State of North Rhine-Westphalia. All grades are converted into a uniform grading system with the best possible grade of 1.0 and the lowest pass grade of 4.0. Certificates that do not show grades will be considered to have a grade of 4.0. A grade of 4.0 is also automatically imposed on applicants who have been granted university admission in accordance with § 1 (2) of the Ordinance on the Assessment Test for Admission to Degree Programs in the State of North Rhine-Westphalia and who have not provided the certificates for university admission in accordance with the Central Office for Foreign Education.
- (3) The ranking from paragraph 2 is amended in a way so that no nationality is allotted more than one placement more than any other nationality (ranking change). In the event of a tie in grades, the TestAS result first decides the ranking among applicants of the same nationality, and if their TestAS result is the same, the ranking is decided by a lottery process. This regulation does not apply if there are enough places available for all suitable applicants from non-EU countries within the legal quota.
- (4) Only applicants who submit a TestAS certificate that meets the following conditions will be considered in this ranking:
 - It must have been taken in German.
 - The core test must have been taken, as well as the relevant subject-specific test module for their chosen degree program.
 - The applicant must be among the top 30% test takers in their test cohort. To work out the ranking, both percentage scores will be added together and then divided by two and must produce a result of 70 or more.

Students who have achieved an average grade of 2.5 or better when converted into the German grading system in the certificates relevant for their university entrance qualification can be exempted from taking TestAS.

§ 8

Forms and Deadlines for Submitting Applications for Admission to Undergraduate Degree Programs With Open Admission

- (1) Applications for enrollment in open-admission undergraduate degree programs must be submitted using the application portal set up for this purpose on RWTHonline. Applicants who wish to participate in a preliminary, subject-specific German language course at RWTH and would like to be enrolled as students of RWTH during their participation in the course must provide proof of admission to the German language course at the Language Center of RWTH as well as proof of their university entrance qualification. RWTH is not required by law to grant them a place in the German course nor the enrollment associated with it.
- (2) The following details shall be provided in the application for admission that is to be submitted electronically:
 - a) last name, first name, birth name, title, place and date of birth, gender, nationality, home address, contact address, selected courses of study with course semesters,
 - b) periods of schooling, studies, work experience, or internships,
 - c) information on the university entrance qualification acquired (school leaving certificate, university entrance examinations, etc.)
 - d) details of all degree programs already commenced or completed, university degree certificates obtained, and any ultimately failed exams at German higher education institutions,
 - e) information on German and/or English language proficiency, indicating the certificates already acquired or that will be acquired.
- (3) The electronic application must be submitted no later than seven days before the end of the enrollment period published by RWTH, which constitutes the final deadline. Applications that are incomplete after the deadline will be excluded from further processing.
- (4) Certificates issued outside Germany that serve as proof of a qualification pursuant to Section 49 (1) HG (university entrance qualification) and of achievements or examinations in a course of study at a university outside Germany can be submitted as a copy when submitting the application. If a particular country has a problem with forgery according to RWTH's knowledge or if it seems necessary due to recommendations from the Central Office for Foreign Education, the documents must be officially certified by the responsible German diplomatic or consular representation in the country of origin or by the diplomatic representation of the country of origin in Germany as well as a confirmation of authenticity, if necessary.
- (5) If certificates or attestations are not issued in German or English, a translation shall be included whose accuracy shall be certified by the competent diplomatic or consular representation or by a sworn interpreter or translator. If there is any doubt, RWTH is entitled to appoint a translator of its choice. The applicant bears the costs for certifications or translations.

§ 9

Selection of Applicants From Non-EU Countries for Admission to

Open-Admission Undergraduate Degree Programs

Depending on the chosen degree program, international applicants as defined in §1 (2) (c) will generally be granted admission to the program, provided they meet the other admission requirements, if they submit a valid TestAS certificate by the set deadline that fulfills the following conditions:

- TestAS must have been taken in German.
- The core test must have been taken, as well as the relevant subject-specific test module for their chosen degree program.
- The applicant must be among the top 30% test takers in their test cohort. To work out the ranking, both percentage scores will be added together and then divided by two and must produce a result of 70 or more.

Students who have achieved an average grade of 2.5 or better when converted into the German grading system in the certificates relevant for the university entrance qualification can be exempted from taking the TestAS.

§ 10

Admission to Undergraduate Degree Programs for Applicants According to § 49 (5) HG

- (1) International applicants can be admitted to undergraduate degree programs pursuant to § 49 (5) HG if they
 - a) have applied by the set deadline and submitted all the required documents,
 - b) can provide evidence that they have successfully attended a secondary educational institution outside Germany and are eligible to take up studies in that country; and
 - c) have participated in an admissions assessment procedure at RWTH and have proven their subject-specific suitability and the necessary methodological skills for the degree program by passing the admissions exam.
- (2) The following documents must first be submitted in the form an application:
 - a) the application form for admission to RWTH, which is available on the University website;
 - b) copies of certificates from previous school education and, if necessary, translations into German or English that were prepared by a certified translator, if the certificates were issued in a language other than German or English. The certificates must demonstrate that the applicant will be able to obtain a university entrance qualification in their home country after completing their schooling in said country, which shall not be later than July 15 of the year that the application was submitted.
- (3) For applications for the winter semester, the documents listed above must be completed in full and submitted to RWTH. It is not possible to apply for the summer semester.
- (4) After the International Office and the examination board responsible for the selected course of study have reviewed the submitted documents, RWTH will invite those applicants to take an admissions exam whose documents indicate that, based on their educational background and

performance, the applicant is in a position to take up studies in Germany after completing their school education in their home country. RWTH is not required by law to grant them a place in the examination.

- (5) The RWTH admissions exam consists of the Test for Academic Studies (TestAS) and an interview exam. For TestAS, the core test as well as the relevant subject-specific test module for the chosen degree program must be completed in German.
- (6) Admission is granted to individuals who have achieved an average grade of at least 2.0 when converted into the German grading system in their school record and who can demonstrate above-average results in the percentile rank in three of the four areas of the core test. In addition, the following scores must be achieved in the relevant study-specific test module for the chosen degree program:
 - in the Economics Module, three out of four areas must be above average in the percentile rank,
 - in the Engineering Module, two out of three areas must be above average in the percentile rank,
 - in the Humanities, Cultural Studies, and Social Sciences Module, two out of three areas must be above average in the percentile rank,
 - in the Mathematics, Computer Science, and Natural Sciences Module, all areas must be above average in the percentile rank.

Furthermore, the examiners must come to the conclusion that the candidate is capable of studying at RWTH from the interview exam. Individuals may be exempted from the interview exam if they can present school records with a grade point average of at least 1.5 when converted into the German grading system and a TestAS result of an overall percentile rank of 85 or higher upon the examination board's decision.

- (7) In accordance with § 28 (3) of the Allocation Regulation, a sub-quota of up to 10 percent shall be established for individuals who are admitted to a degree program with restricted admission according to § 49 (5) HG.
- (8) A fee may be charged for participation in the admissions exam. Further details may be regulated by the Fee Regulations of RWTH Aachen University.
- (9) Successful participation in the admissions exam exempts the student from having to take a language test in accordance with § 4 of these guidelines.
- (10) In accordance with § 49 (5) HG, RWTH shall only grant admission to the course of study to persons who have successfully participated in the admissions assessment procedure of RWTH Aachen University. The result of an admissions exam for another university or a third party is not transferable to RWTH. The possibility of a change of university according to § 5 of the Ordinance on University Admission for Applicants Qualified Abroad (BAHZVO) remains unaffected.

Section Three: Admission to Master's Degree Programs

§ 11

Forms and Deadlines for Submitting Applications for Admission to Master's Degree Programs With Restricted Admission

- (1) Applications for admission to Master's degree programs with restricted admission must be submitted via the application portal set up for this purpose on RWTHonline.
- (2) The following details shall be provided in the application for admission that is to be submitted electronically:
 - a) last name, first name, birth name, title, place and date of birth, gender, nationality, home address, contact address, selected courses of study with course semesters,
 - b) periods of schooling, studies, work experience, or internships,
 - c) information on the university entrance qualification acquired (school leaving certificate, university entrance examinations, etc.)
 - d) details of all degree programs already commenced or completed, university degree certificates obtained, and any ultimately failed exams at German higher education institutions,
 - e) information on German and/or English language proficiency, indicating the certificates already acquired or that will be acquired.
- (3) The electronic application must be submitted to RWTH by July 15 for the winter semester or January 15 for the summer semester. These are the final deadlines. Application documents may be submitted in electronic form until the end of the extension period specified in the currently valid version of the Student Placement Allocation Regulation in North Rhine-Westphalia (Studienplatzvergabeverordnung NRW). Applications that are incomplete after the extension period will be excluded from further processing.
- (4) Certificates issued outside Germany that serve as proof of a qualification pursuant to § 49 (1) HG (university entrance qualification) and of achievements or examinations in a course of study at a university outside Germany can be submitted as a copy when submitting the application. If a particular country has a problem with forgery according to RWTH's knowledge or if it seems necessary due to recommendations from the Central Office for Foreign Education, the documents must be officially certified by the responsible German diplomatic or consular representation in the country of origin or by the diplomatic representation of the country of origin in Germany as well as a confirmation of authenticity, if necessary.
- (5) If certificates or attestations are not issued in German or English, a translation shall be included whose accuracy shall be certified by the competent diplomatic or consular representation or by a sworn interpreter or translator. If there is any doubt, RWTH is entitled to appoint a translator of its choice. The applicant bears the costs for certifications or translations.

§ 12

Selection of Applicants From Non-EU Countries for Admission to Master's Degree Programs With Restricted Admission

- (1) The admission of international applicants to admission-restricted Master's degree programs is primarily based on the degree of qualification as shown on the certificate of the relevant first

university degree (Master's entrance qualification), provided that the other admission requirements are fulfilled. In addition, the aim is to include as many different nationalities as possible. For this purpose, a ranking of the applicants is created.

- (2) The ranking is primarily determined by the degree of qualification, which is shown in the average grade. The average grade is calculated in accordance with the regulations issued by the Ministry of Culture and Science of the State of North Rhine-Westphalia. All grades are converted into a uniform grading system with the best possible grade of 1.0 and the lowest pass grade of 4.0. Certificates that do not show grades will be considered to have a grade of 4.0.
- (3) The ranking from paragraph 2 is subsequently amended in a way so that no nationality is allotted more than one placement more than any other nationality (ranking change). In the event of a tie in grades, the placement in the ranking is allotted at random by a lottery process. This regulation does not apply if there are enough places for all applicants from non-EU countries within the legal quota.
- (4) Once the grade has been determined, the applicant's subject-specific qualifications shall be reviewed in the respective faculties in accordance with the respective Master's examination regulations. Only applications that meet the subject-specific requirements of the respective degree program or subject-specific examination regulations will be included in the ranking procedure.
- (5) If, based on the written documents submitted, an applicant appears to be suitable in terms of their subject-specific knowledge, RWTH may invite the applicant to a special examination in accordance with § 49 (9) HG. In this examination, the applicants are given the opportunity to prove their suitability in terms of their subject knowledge. The applicant has no entitlement to take a special examination. The result of the exam does not affect the calculation of the average grade.
- (6) Once the faculties have finished the review, the International Office prepares the final ranking list according to paragraphs 2 and 3. In the event of a tie, the ranking placement will be decided by a lottery process.

§ 13

Forms and Deadlines for Submitting Applications for Admission to Master's Degree Programs With Open Admission

- (1) Applications for admission to Master's degree programs with open admission must be submitted via the application portal set up for this purpose on RWTHonline.
- (2) The following details shall be provided in the application for admission that is to be submitted electronically:
 - a) last name, first name, birth name, title, place and date of birth, gender, nationality, home address, contact address, selected courses of study with course semesters,
 - b) periods of schooling, studies, work experience, or internships,
 - c) information on the university entrance qualification acquired (school leaving certificate, university entrance examinations, etc.)

- d) details of all degree programs already commenced or completed, university degree certificates obtained, and any ultimately failed exams at German higher education institutions,
 - e) information on German and/or English language proficiency, indicating the certificates already acquired or that will be acquired.
- (3) Just like with the electronic application, the documents listed in § 11 (3) and any other documents required by the respective examination regulations must be submitted by the following deadlines, stating the registration number issued in the electronic application procedure:
- a) The same deadlines apply to German citizens with academic qualifications from a non-German institution and EU/EEC citizens as to German citizens with German academic qualifications.
 - b) Individuals from non-EU countries who have not acquired their Master's entrance qualification in Germany must apply by March 1 for the winter semester and by September 1 for the summer semester of the following year. These are the final deadlines.
- (4) Certificates issued outside Germany that serve as proof of a qualification pursuant to § 49 (1) HG (university entrance qualification) and of achievements or examinations in a course of study at a university outside Germany can be submitted as a copy when submitting the application. If a particular country has a problem with forgery according to RWTH's knowledge or if it seems necessary due to recommendations from the Central Office for Foreign Education, the documents must be officially certified by the responsible German diplomatic or consular representation in the country of origin or by the diplomatic representation of the country of origin in Germany as well as a confirmation of authenticity, if necessary.
- (5) If certificates or attestations are not issued in German or English, a translation shall be included whose accuracy shall be certified by the competent diplomatic or consular representation or by a sworn interpreter or translator. If there is any doubt, RWTH is entitled to appoint a translator of its choice. The applicant bears the costs for certifications or translations.

§ 14

Selection of Applicants From Non-EU Countries for Admission to Master's Degree Programs With Open Admission

- (1) Depending on the chosen degree program, international applicants will generally be granted admission if they fulfill the other admission requirements and if, upon review by the responsible examination board, they meet the subject-specific knowledge requirements for admission to a Master's degree program.
- (2) Once the formal suitability for the Master's degree program has been determined, the applicant's subject-specific qualifications shall be reviewed in the respective faculties in accordance with the respective Master's examination regulations.
- (3) If, based on the documents submitted, an applicant appears to be suitable in terms of their subject-specific knowledge, RWTH may invite the applicant to a special examination in accordance with § 49 (9) HG. In this examination, the applicants are given the opportunity to prove their suitability in terms of their subject knowledge. The applicant has no entitlement to take a special examination.
- (4) The examination board of the chosen degree program reviews the application in terms of the applicant's subject-specific suitability. If an applicant does not prove that they have the required

subject-specific qualifications as stipulated in the degree program or subject-specific examination regulations of the Master's degree program in question, the respective examination board may impose additional requirements on admission to the Master's degree program. Applicants are obliged to provide evidence of any additional requirements imposed when registering for their Master's thesis at the latest, unless an earlier date is specified in the degree program or subject-specific examination regulations.

- (5) If the examination board determines that the applicant's subject-specific knowledge is lacking or insufficient, the application will be rejected.

§ 15

Evidence of the Applicant's Suitability for University Studies via a Special Examination

- (1) In degree programs that require a Graduate Record Examination (GRE) test as an admission requirement for international applicants from non-EU countries (as defined in § 1 (2) (c), students may be exempt from the GRE if they participate in a subject-specific selection interview offered by RWTH in cooperation with the Academic Evaluation Centers (APS) of the German embassies.
- (2) The prerequisite for participation in the selection interview is the submission of a request for a review of the application based on § 49 (9) HG and that the responsible Academic Evaluation Center is still authorized to carry out the review.
- (3) The results of the selection interview shall be used to determine the applicant's subject-specific suitability.

Section Four: Admission to the Degree Programs in Medicine and Dentistry

§ 16

Forms and Deadlines for Submitting Applications for Admission to the Degree Programs in Medicine and Dentistry

- (1) Applicants who hold the citizenship of an EU/EEA state as well as "Bildungsinländerinnen" and "Bildungsinländer", i.e. non-German citizens who have a school leaving certificate or university degree that is recognized by German Law, must submit their application according to the same procedure as German citizens. They are not affected by the following regulations.
- (2) Applications for admission to the Master's degree programs in medicine and dentistry must be submitted via the application portal set up for this purpose on RWTHonline. No other forms of application are permitted. The applicant must provide complete and truthful information on all points of the application.
- (3) The following details shall be provided in the application for admission that is to be submitted electronically:
 - a) last name, first name, birth name, title, place and date of birth, gender, nationality, home address, contact address, selected courses of study with course semesters, information on their native language,
 - b) a complete curriculum vitae, including all periods of education, training, work experience, or internships,

- c) information on the university entrance qualification acquired (school leaving certificate, university entrance examinations, etc.)
- d) details of all degree programs already commenced or completed, university degree certificates obtained, and any ultimately failed exams at German higher education institutions,
- e) exact details on German and English language proficiency, indicating the certificates already acquired or that will be acquired.

In addition, the complete documents required in the electronic application form must all be uploaded.

- f) TestAS certificate (the TestAS must be taken in German and include the Mathematics, Computer Science and Natural Sciences Module in addition to the core test).
- (4) Just like with the electronic application, the documents required for the review must be uploaded as electronic documents by July 15 for the winter semester.
 - (5) Certificates issued outside Germany that serve as proof of a qualification pursuant to § 49 (1) HG (university entrance qualification) and of achievements or examinations in a course of study at a university outside Germany can be submitted as a copy when submitting the application. If a particular country has a problem with forgery according to RWTH's knowledge or if it seems necessary due to recommendations from the Central Office for Foreign Education, the documents must be officially certified by the responsible German diplomatic or consular representation in the country of origin or by the diplomatic representation of the country of origin in Germany as well as a confirmation of authenticity, if necessary.
 - (6) If certificates or attestations are not issued in German or English, a translation shall be included whose accuracy shall be certified by the competent diplomatic or consular representation or by a sworn interpreter or translator. If there is any doubt, RWTH may appoint a translator of its choice. The applicant bears the costs for certifications or translations.

§ 17

Selection of Applicants From Non-EU Countries for the Medicine and Dentistry Degree Programs

- (1) The admission of applicants from non-EU countries to the degree programs in medicine and dentistry is primarily based on the level of suitability and performance as indicated by the university entrance qualification and the TestAS result. In addition, the aim is to include as many different nationalities as possible. For this purpose, a ranking of the applicants is created.
- (2) Only those applicants who rank among the best 20% of the TestAS participants in their test cohort will be considered in the ranking. The TestAS must be taken in German and include the Mathematics, Computer Science and Natural Sciences Module in addition to the core test. The TestAS ranking is created using the average value of both percentages from the core test and the Mathematics, Computer Science, and Natural Sciences Module.
- (3) The ranking is primarily determined by the degree of qualification, which is shown in the average grade. The average grade is calculated in accordance with the regulations issued by the Ministry of Culture and Science of the State of North Rhine-Westphalia. All grades are converted into a uniform grading system with the best possible grade of 1.0 and the lowest pass grade of 4.0. Certificates that do not show grades will be considered to have a grade of 4.0.

- (4) The ranking from paragraph 3 is subsequently amended in a way so that no nationality is allotted more than one placement more than any other nationality (ranking change). In the event of a tie, the better TestAS score, which is calculated from the average of the two percentile scores for the core test and for the Mathematics, Computer Science, and Natural Sciences Module, is decisive among the applicants of the same nationality. If the result is the same, the chosen candidate will be decided by a lottery process. This regulation does not apply if there are enough places for all applicants from non-EU countries within the legal quota.

Section Five: Change of Subject, Admission to Higher Course Semesters, and Admission to a Temporary Program With a Degree Awarded From an Institution Besides RWTH

§ 18

Change of Subject and Additional Courses of Study

- (1) Changing degree programs or taking up another degree program requires the approval of the University. The provisions of the valid version of the Enrollment Regulations of RWTH apply. Applications for admission to additional degree programs or for a change of degree program must be submitted via the application portal set up for this purpose on RWTHonline.
- (2) The following details shall be provided in the application for admission that is to be submitted electronically:
 - a) last name, first name, birth name, title, place and date of birth, gender, nationality, home address, contact address, selected courses of study with course semesters,
 - b) periods of schooling, studies, work experience, or internships,
 - c) information on the university entrance qualification acquired (school leaving certificate, university entrance examinations, etc.)
 - d) details of all degree programs already commenced or completed, university degree certificates obtained, and any ultimately failed exams at German higher education institutions,
 - e) Information on German and English language proficiency, indicating the certificates already acquired or that will be acquired.
- (3) Just like with the electronic application, the documents listed in § 11 (3) and any other documents required by the respective examination regulations must be uploaded by the end of the set application deadlines for the semester in question, stating the registration number issued in the electronic application procedure.
- (4) Certificates issued outside Germany that serve as proof of a qualification pursuant to § 49 (1) HG (university entrance qualification) and of achievements or examinations in a course of study at a university outside Germany can be submitted as a copy when submitting the application. If a particular country has a problem with forgery according to RWTH's knowledge or if it seems necessary due to recommendations from the Central Office for Foreign Education, the documents must be officially certified by the responsible German diplomatic or consular representation in the country of origin or by the diplomatic representation of the country of origin in Germany as well as a confirmation of authenticity, if necessary.
- (5) If certificates or attestations are not issued in German or English, a translation shall be included whose accuracy shall be certified by the competent diplomatic or consular representation or by a sworn interpreter or translator. If there is any doubt, RWTH is entitled to appoint a translator of its choice. The applicant bears the costs for certifications or translations.

§ 19

Admission to Higher Course Semesters

Applicants who have already completed assessments at another university and wish to apply for a degree program with restricted admission can apply for a higher semester (so-called "HNC procedure"). The application must be submitted via RWTHonline. The provisions of §§ 25 and 26 of the Allocation Regulation (VergabeVO NRW) govern the forms and deadlines of this procedure.

§ 20

Admission for Temporary Studies Leading to a Degree Outside Germany

- (1) Students who provide evidence of approval from one of the faculties of RWTH may be admitted to a temporary program in which they acquire a degree outside Germany. This is in accordance with the framework of an agreement and is limited to a maximum of four semesters in total. The application must be accompanied by a copy of the passport, the written admission (notification) from the International Office of RWTH Aachen University, and proof of enrollment at a university outside Germany. Admission is granted in accordance with the criteria specified in the respective agreement.
- (2) Individuals who wish to study at RWTH outside of an international agreement or program for one semester ("free-mover students") may be admitted to a temporary program that leads to a degree from an institution outside Germany. Admission is granted if a supervision agreement from a university professor at RWTH is provided. Enrollment may be extended for a maximum of one semester if the supervisor approves. The documents listed in paragraph 1 must be submitted for the application.

Section Six: Admission to Doctoral Studies

§ 21

Forms and Deadlines for Submitting Applications for Admission to Doctoral Studies

- (1) Applications for admission to studies for applicants with academic qualifications from outside Germany are to be submitted using the electronic form set up for this purpose on the RWTH website. No other forms of application are permitted. The applicant must provide complete and truthful information on all points of the application.
- (2) The following information must be provided in the application for admission, which must be submitted electronically (in principle, the valid version of the Enrollment Regulations of RWTH Aachen University applies):
 - a) last name, first name, birth name, title, place and date of birth, gender, nationality, home address, contact address, selected courses of study with course semesters, information on their native language,
 - (b) a complete curriculum vitae, including all periods of education, training, work experience, or internships,
 - c) complete details of academic education (Bachelor's degree certificate, Master's degree certificate, lists of subjects and grades, etc.)
 - d) details of all degree programs already commenced or completed, university degree certificates obtained, and any ultimately failed exams at German higher education institutions.

- (3) Just like with the electronic application via RWTHonline, the documents required for the verification of this information must be uploaded.
- (4) Certificates issued outside Germany that serve as proof of a qualification pursuant to § 49 HG (university entrance qualification) and of achievements or examinations in a course of study at a university outside Germany can be submitted as a copy when submitting the application. If a particular country has a problem with forgery according to RWTH's knowledge or if it seems necessary due to recommendations from the Central Office for Foreign Education, the documents must be officially certified by the responsible German diplomatic or consular representation in the country of origin (or that of another EU state) or by the diplomatic representation of the country of origin in Germany as well as a confirmation of authenticity, if necessary.
- (5) If certificates or attestations are not issued in German or English, a translation shall be included whose accuracy shall be certified by the competent diplomatic or consular representation or by a sworn interpreter or translator. If there is any doubt, RWTH may appoint a translator of its choice. The applicant always bears the costs of certification or translation.
- (6) The deadlines in the Enrollment Regulations of RWTH Aachen University apply to the submission of an application for admission and enrollment for doctoral studies as well as for enrollment.

§ 22

Selection of Applicants From Non-EU Countries for Admission to Doctoral Studies

- (1) Applicants are admitted to doctoral studies if the responsible doctoral committee recognizes that they meet the requirements for doctoral studies after reviewing their formal and subject-specific suitability. The recognition may be subject to additional requirements that must be fulfilled during the doctoral studies.
- (2) Enrollment in doctoral studies is possible for a maximum of 12 semesters. Individuals who wish to be enrolled in doctoral studies beyond this must submit a certificate from the appropriate doctoral committee granting them an extension of an additional semester at the end of the 12th semester. This certificate must be submitted for each subsequent semester.

§ 23

Entry Into Force, Transitional Provisions

These guidelines shall be published in the official announcements of RWTH Aachen University and enter into force on the day after publication.

The Guidelines for the Admission of International Student Applicants to RWTH Aachen University dated April 3, 2018, (Nr. 2018/059) are revoked by the new Guidelines.

Issued based on the decision of the Senate dated April 22, 2021.

It is pointed out that, in accordance with § 12 (5) NRW HG, any claims regarding a violation of procedural or formal requirements of the regulatory or other autonomous rights of the University may no longer be asserted after one year has elapsed since the official publication of this announcement unless:

- 1) the announcement has not been properly published,
- 2) the Rectorate has objected, prior to publication, to the decision of the committee adopting the regulations,
- 3) the University has been previously notified about the defect of form or of procedure in a complaint, specifying the infringed legal provision and the fact which gives rise to the defect, or
- 4) the legal consequence of the exclusion of complaints was not pointed out in the public announcement.

Rector
of RWTH
Aachen University

Aachen,
dated

May 6, 2021

sgd. Rüdiger

Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger