

**Statutes on the Selection Process in Degree Programs
With Locally Restricted Admission (Admission Statutes)
at 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) of the Higher Education Act of the State of North Rhine-Westphalia (Higher Education Act; 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 Article 1 of the Act on Membership of University Hospitals in the Employers’ Association of North Rhine-Westphalia dated June 30, 2022 (GV. NRW p. 780b), in conjunction with §§ 9 (4) and §10 of the Act on Admission to Higher Education in North Rhine-Westphalia (Higher Education Admissions Act 2019 – HZG) (Article 2 of the Act on the Interstate Compact on Higher Education Admission and on the revised version of the Act on Admission to Higher Education in North Rhine-Westphalia dated 29. October 2019 (GV. NRW. p. 817) and §§ 23 et seq. of the Ordinance for Allocating Study Placements in North Rhine-Westphalia (Vergabeverordnung NRW – VergabeVO NRW) dated November 13, 2020 (GV. NRW. p. 1059), RWTH Aachen University (RWTH) has issued the following statutes:

§ 1 Scope of Application

These statutes regulate the selection process to be carried out by RWTH for the allocation of places in locally restricted-admission degree programs in accordance with §§ 3 and 4 HZG, articles 8 to 11 of the Act on the Interstate Compact on Higher Education Admission and on the Revised Version of the Act on Admission to Higher Education in North Rhine-Westphalia (Interstate Compact), and §§ 23 to 30 as well as §§ 34 and 35 of the Student Placement Allocation Regulation in North Rhine-Westphalia (VergabeVO NRW).

§ 2 General Provisions for Submitting an Application

- (1) Applications to RWTH Aachen University are generally submitted electronically. The submission deadline for admission applications is regulated in § 24 (1) sentence 1) VergabeVO NRW. RWTH must also receive any further required documents for undergraduate degree programs by the deadlines stated in § 24 (1) sentence 1 of the VergabeVO NRW in the format outlined in RWTHonline. Later submission of documents is not permitted for undergraduate degree programs. The provisions in § 7 (5) of these statutes apply to the later submission of documents for master's degree programs.
- (2) When transmitting data electronically, RWTH shall take state-of-the-art measures to ensure the confidentiality and integrity of the data using encryption procedures.
- (3) Applicants who can credibly demonstrate that they cannot reasonably be expected to submit their application electronically may submit their application for admission in writing; paragraph 1 remains unaffected.
- (4) In accordance with § 24 (3) sentence 1 VergabeVO NRW, a maximum of nine restricted-admission undergraduate degree programs and a maximum of five restricted-admission Master's degree programs can be selected in the application for admission. Applications will be considered equally in the allocation process.
- (5) Admission and rejection letters are made available to the applicant in RWTHonline. An applicant shall be considered notified on the third day after the the individual entitled to retrieve these documents receives the electronic notification that the admission or rejection letter has been made available.

§ 3 Allocation of Places in RWTH Degree Programs

In the selection process of RWTH Aachen University, places in locally restricted-admission degree programs are allocated according to the provisions of §§ 23 et seq. in the currently valid version of the VergabeVO.

§ 4 Selection Criteria in the Selection Process at RWTH

- (1) In accordance with § 9 (1) HZG 2019 NRW, RWTH allocates places in its selection process according to various criteria:

1. according to the following criteria of the university entrance qualification:
 - a) the result of the university entrance qualification for the chosen degree program (grade and points),
 - b) the weighted individual grades of the university entrance qualification, which provide information about the candidate's subject-specific suitability;
 2. according to the following criteria outside the university entrance qualification:
 - a) the result of a subject-specific study aptitude test,
 - b) the result of an interview or other oral process with applicants conducted by the University in order to obtain information about their suitability for their chosen degree program and intended profession,
 - c) type of completed vocational training or recognized occupation that provide information about the candidate's subject-specific suitability,
 - d) their special educational background, work experience, extracurricular achievements or extracurricular qualifications that provide information about the applicant's subject-specific suitability,
 - e) a waiting period of a maximum of seven semesters in total, whereby periods of study at a German state or state-funded university do not count.
- (2) In addition to the criteria in paragraph 1, number 1, at least one criterion independent of school grades in accordance with (1) 2 must be included in the selection decision with considerable weight.

§ 5

Decision on the Selection Criteria

- (1) The faculties responsible for the respective degree program decide by faculty council resolution which selection criteria according to § 4 (1) are to apply for the selection process in the degree program.
- (2) The faculty shall notify the Rectorate of its decision by January 31 for the following winter semester and by July 31 for the following summer semester in accordance with paragraph 1. If the faculty has not made a decision by this time, the places are awarded from a combination according to the degree of qualification as defined in §4 (1) number 1 a) and the waiting period according to §4 (1) number 2 e). For each semester of the waiting period, the grade of the university entrance qualification is improved by 0.1.
- (3) The criteria to be applied to a field of study or a degree program are published in the official announcements of RWTH.

§ 6

Applicability of the Selection Criteria

- (1) If a faculty decides to apply the criteria according to § 4 (1) number 2, the respective process to be applied must have been determined beforehand according to the provisions of § 5.
- (2) When conducting selection interviews, the responsible faculty council shall regulate the following beforehand:
 1. the invitation modalities,
 2. the composition of the selection commissions,
 3. the content of the selection interview,
 4. the duration, form, and procedure of the selection interview,
 5. the relevant evaluation criteria.

§ 7

Special Provisions for Admission to Master's Degree Programs

- (1) When it comes to the selection and admission to Master's degree programs, the degree of qualification shall be replaced by the final academic transcript for the first degree qualifying the student for a profession in line with § 49 (6) HG or, in accordance with university regulations, by a provisional transcript in line with paragraph 4.
- (2) Applicants shall be selected and admitted in accordance with the criteria defined in § 4 (1).
- (3) When it comes to courses of study that are a prerequisite for employment in the preparatory service for teacher certification and which are completed with a Master's degree, one fifth of the places are awarded according to the waiting time, whereby periods of study at a German state or state-funded university do not count.
- (4) If an applicant cannot provide proof of successful completion of a first degree qualifying the student for a profession in the form of a transcript by the application deadline, they may provide a provisional transcript instead. Provided the responsible examination board of RWTH Aachen University is able to determine the applicant's subject-specific suitability for the degree program based on the evidence the candidate has submitted, the board calculates the grade resulting from the process from the sum of the credits earned multiplied by the average grade based on the number of credits, plus the sum of the missing credits multiplied by the grade 4.0. The resulting sum is then divided by the maximum attainable credit points (typically 180 credit points).
- (5) Notwithstanding § 24 (1) sentence 2, numbers 1 and 2 VergabeVO NRW, documents for admission to Master's courses of study can be submitted later – by February 1 for the summer semester and by August 1 for the winter semester.

§ 8

Supporting Top Athletes

- (1) Applicants who belong to an Olympic squad (OK), perspective squad (PK), supplementary squad (EK), junior squad 1 (NK 1), junior squad 2 (NK 2), or national squad (LK) of a national professional association of the German Olympic Sports Confederation will be given preference in the local selection and admission process as defined in § 8 NRW Interstate Compact. The number of applicants selected in this way will not count towards the quotas pursuant to § 8 NRW Interstate Compact.

- (2) Applicants who belong to an Olympic squad (OK), perspective squad (PK), supplementary squad (EK), junior squad 1 (NK 1), junior squad 2 (NK 2), or national squad (LK) of a national professional association of the German Olympic Sports Confederation will also be given preference in the local selection and admission process for higher course semesters according to § 5 (2) HZG in conjunction with § 27 (1) VergabeVO NRW.

§ 9

Selection of Professionally Qualified Applicants According to the Admission Regulations of RWTH Aachen University

- (1) Pursuant to § 27 (5) Sentence 1 of VergabeVO NRW, a subquota of 3.1 percent of the places in degree programs shall be created within the framework of the University's own selection process pursuant to § 9 (1), Sentence 1, 2) HZG 2019 for applicants who have been granted university admission based on professional advanced further training pursuant to § 2 of the Vocational Training University Admission Ordinance or based on vocational training that is relevant for the subject in question pursuant to § 3 of the Vocational Training University Admission Ordinance, or who have successfully completed a trial degree program pursuant to § 5 of the Vocational Training University Admission Ordinance. These applicants can only be considered in this quota in the process.
- (2) If the number of applicants is higher than the places available within the quota, a selection process shall be initiated. Admissions are based on the results of the selection process. If two results are equal, the place will be decided by a lottery process. The results and the decisions reached by such a lottery process shall be recorded in writing.
- (3) The rector appoints a commission for the selection process of each degree program. The commission consists of the chairperson of the examination board, a member from the group of professors of the examination board, and a representative from the Department of Academic Affairs and Registrar's Office, or a representative from Division 1.2 – Registrar's Office. Exceptionally, a member from the group of academic staff of the examination board can assume the function of the member from the group of professors of the examination board if all other members from the group of professors cannot attend due to other commitments.
- (4) In the selection process, the applicants are ranked based on their application documents and selection interview. The commission may, by unanimous resolution, dispense with the selection interview in special cases. The selection interview is intended to provide information about the applicant's suitability and motivation for the chosen course of study and intended profession.
- (5) To determine the applicant's ranking, the commission will award points as follows:
 - a) up to 3 points if the professional qualification obtained was better than the minimum requirements,
 - b) up to 3 points for work experience in a position corresponding to the professional qualification,
 - c) up to 2 points for work experience that is particularly significant with respect to the intended course of study,
 - d) up to 2 points if there are other special reasons for taking up studies at RWTH.
- (6) Applicants who have successfully passed an admissions exam in line with §§ 6 and 7 of the ordinance regulating the admission to universities of qualified professionals without higher

education entrance qualification (BeBHSZuVO) shall not be assigned to the quota pursuant to paragraph 1, but shall be considered in the allocation process with the average grade of their admissions exam.

§ 10 Entry Into Force

(1) These statutes shall be published in the official announcements of RWTH Aachen University and will enter into force on the day after publication. The Statutes on the Selection Process in Degree Programs With Locally Restricted Admission (Admission Statutes) at RWTH Aachen University dated May 3, 2009 are revoked by these new statutes.

(2) These statutes apply to all students applying for a locally restricted-admission course of study starting from the 2021 summer semester.

Issued based on the resolutions of the Senate dated January 26, 2023.

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 defect of form or of procedure has been previously notified in a complaint to the University, 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

January 31, 2023

sgd. Rüdiger

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