

**Statute of the Neubrandenburg University of Applied Sciences for Allocation of Study
Places in the Local Allocation Process
(Study Place Allocation Statute)**

of 24 April 2024

This version is a non-official version incorporating the above-mentioned amended statute.

Based on the law pertaining to admission to tertiary studies in Mecklenburg-Vorpommern (Higher Education Admissions Law – HZG M-V) of 22 October 2019 (Official Gazette of the State of Mecklenburg-Vorpommern, GVOBl. M-V, p. 651) combined with the treaty on admission to higher education institutions of 4 April 2019 (State Treaty, GVOBl. M-V, p. 643) and the regulations pertaining to the selection process in the central allocation process and the local allocation process in Mecklenburg-Vorpommern (Study Place Allocation Regulations of Mecklenburg-Vorpommern – StudPIVergVO M-V) of 13 December 2019 (GVOBl. M-V, p. 825), last amended by Art. 1 of the fifth regulation amending the Study Place Allocation Regulations of Mecklenburg-Vorpommern of 31 July 2023 (GVOBl. M-V, p. 702), combined with section 10(2) of the University's basic regulations, the Senate of the Neubrandenburg University of Applied Sciences has agreed on the following statute to implement the University's own selection process for restricted-admission courses:

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Principles

§ 1

Subject matter

This statute regulates the allocation of study places at the Neubrandenburg University of Applied Sciences in the local allocation process for restricted-admission courses for the first and higher semesters according to HZG M-V and StudPIVergVO M-V. It applies only if there is a local restriction on admission as defined in the regulation defining admission quotas for the course concerned and the semester concerned.

§ 2

Responsibility

The Enrolments and Examination Office of the Neubrandenburg University of Applied Sciences is responsible for implementing the allocation process as defined in this statute. In case of doubt a decision by the Examination Board must be obtained.

§ 3

Involvement in the process

Who is to be involved in the process is specified in section 24(2) together with section 7 of StudPIVergVO M-V for undergraduate Bachelor's degrees. For Master's courses it is defined here that section 7(3) of StudPIVergVO M-V shall be correspondingly applied.

§ 4

Timely submission of admission applications

(1) The Neubrandenburg University of Applied Sciences has defined a process for electronic applications in accordance with section 25(2)(2) of StudPIVergVO M-V. The application for admission must be made through the University's web portal. Applications can only be made for the upcoming semester. Application through the web portal is possible at the latest one month before the relevant application deadline elapses. An application is not possible if the

web portal is not yet available for this purpose. The University will assist applicants who can substantiate that they are not reasonably able to make an electronic application.

(2) Application for admission to the University must be received by the Neubrandenburg University of Applied Sciences prior to the deadline as defined in section 25(2)(1) of StudPIVergVO M-V. The Neubrandenburg University of Applied Sciences stipulates with this statute that the application deadline defined herein also applies for admission applications for higher semesters and Master's courses (see section 29(5), section 33(1), (2) StudPIVergVO M-V).

(3) Regarding the submission deadline for documents, refer to section 25(3) StudPIVergVO M-V. The Neubrandenburg University of Applied Sciences stipulates with this statute that this regulation also applies to the admission process for higher semesters and Master's courses (see section 29(5), section (33)(1), (2) StudPIVergVO M-V). If evidence of the university entrance qualification is not yet available by the end of the submission deadline, section 25(4) of StudPIVergVO M-V shall apply.

§ 5 Evidence

(1) Before the web portal is available to take applications, the Enrolments and Examination Office decides which documents and evidence must be submitted. Only such evidence as is required to implement the process and to determine whether involvement in the process is permitted will be requested.

(2) Before the web portal is available to take applications, the Enrolments and Examination Office decides in which format documents and evidence must be submitted. It is acceptable if documents and evidence are also submitted in electronic format together with the electronic application through the web portal unless there are important reasons that do not allow this.

§ 6 Deviating process for determining eligibility for university admission according to AIQualiVO M-V

(1) If a course applicant only has a university entrance qualification as defined in the Foreign Qualifications Regulations (AIQualiVO M-V) of 9 January 1999 (GVObI. M-V, p. 216; in the currently valid version), the Neubrandenburg University of Applied Sciences can make use of the following process deviating from section 3 to section 5. The Neubrandenburg University of Applied Sciences states on its website (www.hs-nb.de) whether they make use of this deviating process.

(2) In the deviating process, evidence undergoes a preliminary review by the Arbeits- und Servicestelle für internationale Studienbewerbungen e.V. (uni-assist e.V.), the body for international course applications. The course applicant shall bear any costs.

(3) The Neubrandenburg University of Applied Sciences can allow for the application, along with some or all the necessary documents and evidence, to first be sent directly to uni-assist e.V. in the deviating process. The Neubrandenburg University of Applied Sciences specifies on its website (www.hs-nb.de) the method of transfer and the format for the documents and evidence that are to be submitted to uni-assist e.V. Regarding the format, the University may refer to the requirements specified by uni-assist e.V.

(4) In the deviating process, there are different deadline conditions. If there is a provision for the application to be sent directly to uni-assist e.V., the applicant is responsible for ensuring that all necessary documents and evidence are submitted before the relevant application deadline elapses.

(5) The deviating process does not apply to applications, documents and evidence from applicants who come from partner universities and want to begin tertiary studies with the aim of obtaining a degree from the Neubrandenburg University of Applied Sciences.

§ 7

Decision about the application for admission

(1) If an applicant satisfies the prerequisites for participating in the selection process and there is capacity to admit the applicant, a notification of admission is issued.

(2) Admission may be granted if the prerequisites specified in section 36 of Administrative Procedural Act of Mecklenburg-Vorpommern (VwVfG M-V) with incidental provisions are satisfied. Admission with an incidental provision must be justified and must include information about the legal remedies available. The notification of admission may have an incidental provision in the following cases in particular:

1. If course applicants must complete a practical component for a university entrance qualification in addition to the academic component and can only complete this at a later point.
2. If the reliability and correctness of submitted evidence shall be reviewed and the course applicants must be involved in this process. Course applicants may be obliged by means of such an incidental provision to provide evidence as an original document or a certified copy. This also applies if the course applicants have already provided this evidence as electronic evidence. The process defined in clauses 1 to 3 is used to check suspicious cases and for random sampling.
3. If course applicants have not yet been able to demonstrate the required language proficiency during admission.
4. In the case of section 10(2), a notification of admission is issued with the condition precedent that completion of the course is demonstrated at the start of the semester.

(3) Participants in the selection process who cannot be admitted will receive a notification of rejection. Applicants who cannot be involved in the selection process because the prerequisites (see section 3) are not satisfied will receive a notification of exclusion. These

notifications as well as a notification of admission with an incidental provision must be justified and must include information about the legal remedies available.

(4) The decisions are delivered electronically. Notice of these decisions will be given in the web portal.

Second part Selection process

§ 8 Advance quotas

The following advance quotas are defined for awarding places in a course:

1. two in a hundred for cases of exceptional hardship
2. three in a hundred for eligibility for a second degree
3. seven in a hundred for admission of international students and stateless persons who are not equivalent to German nationals as defined in section 1 2(2) of Study Place Allocation Regulations of Mecklenburg-Vorpommern
4. five in a hundred for admission of applicants with special vocational qualifications but no university entrance qualification
5. three in a hundred for admission of top athletes.

§ 9 General rules for the selection process in undergraduate Bachelor courses

In undergraduate Bachelor courses, applying special consideration as defined in section 2 of HZG M-V and after considering the advance quotas as specified in section 3, the quotas for study places are allocated as follows:

1. 30 in a hundred based on the result of the university entrance qualification as defined in Article 10(1)(1) of the state treaty (top grade in the German matriculation [Abitur] quota)
2. 10 in a hundred based on the result of the selection process as defined in Article 10(1)(1)(2) of the state treaty (additional aptitude quota)
3. the remainder based on the result of the selection process to be applied by the University as defined in Article 10(1)(3) of the state treaty (university admissions selection process).

§ 9a Special rules for the selection process in the Bachelor of Social Work

(1) Study places are allocated as part of the additional aptitude quota as defined in section 9(2) in accordance with the type and quality of the vocational education completed. Appendix 2 of this statute contains a list of accredited skilled occupations. The assignment of points for the ranking process considering the education category and the final grade of the qualification is regulated in Appendix 1 of this statute.

(2) When allocating study places as part of the selection process of the University in accordance with section 9(3), the point value of the university entrance qualification is used first for the ranking. The point value of the university entrance qualification increases if an applicant has completed vocational education in one of the recognised skilled occupations listed in Appendix 2 of this statute; the value increases by 54 points for category 1 education and by 36 points for category 2 education. The point value of the university entrance qualification is also increased by 18 points if an applicant can demonstrate completion of relevant specialised activities of at least 20 hours per week for each year of activity. Relevant specialised activities include:

- vocational or work activities
- work placement
- voluntary social year (a year of volunteer community work)
- German federal volunteer service
- volunteer activities
- au pair placement

in any of the relevant social or educational fields of practice. The point value of the university entrance qualification may be increased by a maximum of 54 points with recognition of completed vocational education and specialised activities. An increase in the point value of the university entrance qualification for completed vocational education or specialised activities is not allowed if this already forms part of the university entrance qualification.

§ 10

General rules for the selection process in Master's courses

(1) Study places in Master's courses for which successful completion of another specific course is a prerequisite are allocated, after consideration of the advance quotas as defined in section 8(1), (3) and (5), essentially based on the grades achieved in this final examination of this tertiary course. The University can include additional criteria for the selection decision for the Master's courses.

(2) If the degree certificate for the previous course is not yet available when the deadline as defined in section 4(2) elapses, so that the selection process can be completed, the average grade of the previously attained examination results can be used if it is expected that the student will successfully complete the course and the entry requirements for the Master's course as specified in the Departmental Examination Regulations will be satisfied prior to the start of the Master's course being applied for.

§ 10a

Special rules for the selection process in the Master's course 'Counselling – Psychosocial counselling in the fields of practice social work / social studies, education and training'

For allocating study places in the Master's course 'Counselling – Psychosocial counselling in the fields of practice social work / social studies, education and training', the final grade

achieved in the course that is a prerequisite for admission as defined in section 3(3) of the Departmental Examination Regulations for the Master's course 'Counselling – Psychosocial counselling in the fields of practice social work / social studies, education and training' is primarily used for the ranking. Section 10(2) shall apply. The average grade increases by 0.1 points through verified performance of relevant practical activities, after completion of this course, of at least 20 hours per week in each year of activity with a maximum of two years being recognised. The average grade also increases once by 0.1 points through completion of relevant continuing education of at least 100 hours after completion of this course.

§ 11

Allocation process for higher course semesters

(1) If it is necessary to make a selection among the applicants who satisfy the prerequisites for admission to the higher course semester in question, the available study places are

1. preferentially allocated to applicants who are or were definitively enrolled in this course in a university of applied science in one of the Member States of the European Union (change of university and continued study) and
2. the remainder are allocated to other applicants (lateral entry applicants).

(2) The group defined in para 1 are ranked by the following criteria:

1. person with severe disabilities, based on the degree of the disability
2. persons with especially close ties to the location of the University (persons who are married or care for a minor, for severe health reasons, persons who care for dependent relatives in the ascending line or siblings, for urgent economic reasons)
3. all persons not named under numbers 1 and 2. In cases of equal rank, the outcome is determined by drawing lots.

§ 12

Effective date / lapsing

(1) This statute shall take effect on the day after its publication by the University and shall be used for the first time for the selection process for winter semester 2024/2025.

(2) The Study Place Allocation Statute of 15 July 2021 becomes invalid at the same time.

(3) Issued based on the decision by the Senate of the Neubrandenburg University of Applied Sciences of 10 April 2024 and the approval by the Chancellor of 24 April 2024.

Neubrandenburg, 24 April 2024

The Chancellor
of the Neubrandenburg University of Applied Sciences

Publication note: These regulations were published on 26 April 2024 on the website of the Neubrandenburg University of Applied Sciences.

Appendix 1

Ranking for additional aptitude quota (see section 9a)

		Degree with title					
		with honours	very good	good	satisfactory	sufficient	
	Points						Overall grade
Education, category 1	5	5					10
	5		4				9
	5			3			8
	5				2		7
	5					0	5
Education, category 2	3	5					8
	3		4				7
	3			3			6
	3				2		5
	3					0	3

Appendix 2

List of state-recognised skilled occupations with reference to Bachelor of Social Work (see section 9a)

Category 1:

1. Teacher
2. Remedial teacher
3. Special needs social worker
4. Infant village parent

Category 2:

5. Health and social services assistant
6. Occupational therapist
7. Social education assistant
8. Special needs nursing assistant
9. Social welfare / social assistant
10. Home and family support worker (vocational school)
11. Aged care worker

Vocational education that is equivalent to the education indicated is also recognised by law.