

This is a convenience translation, which is provided to English-speaking readers for informational purposes only. Only the German version of this document is legally binding in accordance with § 23 paragraph 1 Federal State Administrative Procedure Act (Landesverwaltungsverfahrensgesetz).

Statutes of Pforzheim University of Applied Sciences
on admission and the university's own selection process
in the Bachelor degree programs:

Business Administration / Controlling, Accounting and Financial Management
Business Administration / Purchasing, Logistics and Supply Chain Management
Business Administration / Consumer Psychology and Market Research
Business Administration / Marketing
Business Administration / Marketing Communication and Digital Marketing
Business Administration / Media Management and Digital Media
Business Administration / Sustainability and Resource Efficiency
Business Administration / Human Resources Management
Business Administration / Taxes and Auditing
Business Administration / Business Information Systems
Industrial Engineering / Circular Economy Engineering
Industrial Engineering / Innovation and Design
Industrial Engineering / Intelligent Mobility
Industrial Engineering / International Management
Industrial Engineering / Management and Technology
Commercial law

February 7, 2024

On the basis of Section 59 (1) and Section 63 of the State Higher Education Act (LHG) of January 1, 2005 (GBl. p. 1), last amended by Article 8 of the Act of February 7, 2023 (GBl. p. 26, 43), the Higher Education Admission Act (HZG) of September 15, 2005, last amended by Article 9 of the Act of December 17, 2020 (GBl. p. 1204, 1229), and the University Admission Ordinance (HZVO) of December 2, 2019, last amended by the Ordinance of June 26, 2023 (GBl. p. 253), the Senate of Pforzheim University of Applied Sciences - Design, Technology, Business and Law adopted the following statutes on February 07, 2024.¹

¹All official, status, function and job titles that appear in the masculine form in these statutes apply equally to all genders and can also be used in the corresponding language form. This also applies to the use of university degrees, academic designations and titles.

§ 1 Range of application

These regulations apply to the selection process and admission to Bachelor's degree programs with restricted admission

- Business Administration / Controlling, Accounting and Financial Management
- Business Administration / Purchasing, Logistics and Supply Chain Management
- Business administration / Consumer Psychology and Market Research
- Business Administration / Marketing
- Business Administration / Marketing Communication and Digital Marketing
- Business Administration / Media Management and Digital Media
- Business Administration / Sustainability and Resource Efficiency
- Business Administration / Human Resources Management
- Business Administration / Taxes and Auditing
- Business Administration / Business Informatics
- Industrial Engineering / Circular Economy Engineering
- Industrial Engineering / Innovation and Design
- Industrial Engineering / Intelligent Mobility
- Industrial Engineering / International Management
- Industrial Engineering / Management and Technology
- Commercial law

At Pforzheim University of Applied Sciences.

²In these degree programs, the university distributes 90% of the study places available for the first semester after deduction of the preliminary quotas according to the result of the university's own selection process in accordance with the following provisions and 10% according to the length of time since the acquisition of the higher education entrance qualification (HZB) for the chosen degree program (waiting period). ³The distribution of study places in the preliminary quotas is based on § Section 6 (1) sentences 2 and 3 HZG and Sections 22, 23 HZVO; Section 30 HZVO applies to advance admission. ⁴The university participates in the dialog-oriented service procedure (DoSV) with the degree programs named in sentence 1. service procedure (DoSV) in accordance with § 19 HZVO in conjunction with §§ 4 and 5 HZG.

§ 2 Deadlines

The application for admission must be received by Pforzheim University

- By July 15 for the winter semester
- By January 15 for the summer semester

²Admission to the first semester of the following degree programs is only possible in the winter semester:

- Business Administration / Consumer Psychology and Market Research
- Business Administration / Marketing
- Business Administration / Sustainability and Resource Efficiency
- Business Administration / Business Information Systems

§ 3 Formal requirements

(1) The application for admission must relate to a specific degree program and a specific semester. ²It must be submitted via the web portals of the university and the Stiftung für Hochschulzulassung (SfH) in accordance with the requirements specified there (online application). ³Applicants who can credibly demonstrate that they are unable to communicate via the web portals of the university and the Foundation will be supported by the university and the Foundation. ⁴ The online application for admission must be submitted via the above-mentioned web portals; all required proof of the admission requirements must be uploaded via the web portals within the cut-off period.

(2) The following documents must be enclosed with the application for admission:

- proof of the required qualification pursuant to § 58 para. 1 sentence 1 i. V. m. Para. 2 LHG (university entrance qualification)
- Result of a test procedure according to § 10.

²The university may require that the evidence referred to in sentence 1 be submitted in the original or in officially certified form. ³If the evidence according to sentence 1 is not in German or English, a translation in German or English by a person or institution authorized to provide a sworn or court-approved translation is required.

(3) The application for examination and evaluation of foreign educational qualifications of foreign applicants must be submitted to the International Office of Pforzheim University or to the Studienkolleg Konstanz (Studienkolleg der Hochschulen für applied sciences in Baden-Württemberg) in the form required in each case.

§ 4 Language skills

In addition to the general admission requirements (§ 58 LHG), the language skills required for the degree program must be proven. ² These can be proven by a German HZB. ³Furthermore, proof of language proficiency can be provided by submitting one of the following documents:

1. Assessment test for a Bachelor's degree program by presenting the entrance qualification from the Studienkolleg of the HTWG Konstanz
2. Test of German as a Foreign Language (TestDaF), provided that the average of all four parts of the test is at least TDN 4
3. German language examination for university admission (DSH), provided that the DSH was completed with at least of level DSH-2 was completed
4. German Language Diploma of the Standing Conference of the Ministers of Education and Cultural Affairs - Level II (DSD II)
5. telc German C1 University
6. Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom (GDS)
7. German language test II of the Munich Language and Interpreting Institute.

§ 5 Admission

- (1) The letters of admission are made available electronically on the university's web portal.
- (2) Admission is to be denied if the applicant does not receive a study place for capacity reasons after the selection process has been carried out, if he or she fails to pass an examination required under the examination regulations of the prospective degree program in the same or a related degree program or in a related degree program with essentially the same content, if the applicant is not entitled to take the examination for other reasons or if the application has not been received in due form and time.
- (3) In justified cases, the authorization may be subject to a condition, time limit or requirement.

§ 6 Selection process

- (1) Only those participate in the selection process who
 - a) have applied for a study place in due time and form
 - b) fulfill the admission requirements according to § 58 paragraphs 1 to 3 LHG and
 - c) do not participate in the award process within the framework of a quota to be deducted in advance.
- (2) If the number of qualified applications exceeds the total number of places available, the places available, the selection committee will draw up a ranking list in accordance with § 9.

§ 7 Selection committee

- (1) A selection committee is appointed to prepare the selection decision.
- (2) The Faculty Council of the faculty to which the relevant degree program is assigned appoints the selection committee. ²The selection committee consists of two members who belong to the full-time academic staff of the faculty. ³At least one of the two members must belong to the group of professors. ⁴The Faculty Council also appoints two deputy members from the faculty.
- (3) The term of office of the members is four years; reappointment is possible. ²Membership of the selection committee ends upon leaving the respective faculty; the Faculty Council elects a successor for the remaining term of office.
- (4) The members of the Faculty Council have the right to be present during the deliberations of the selection committee; however, they do not have the right to vote. ²The selection committee reports to the Faculty Council at the end of the process and can make suggestions for the further development of the selection process.

§ 8 Selection criteria

- (1) The selection is made on the basis of a ranking list to be drawn up in accordance with § 9 paragraph 2 according to the criteria.
- (2) The following criteria must be taken into account when forming the ranking list as part of the selection process:
 1. Average grade of the HZB
 2. Individual grades of the HZB in mathematics²
 3. Individual grades of the HZB in English³
 4. Result of a test process according to § 10.

§ 9 Creation of the ranking list

- (1) A weighted overall HZB grade is first determined from the criteria according to § 8 Para. 2 as follows:
 - the average grade of the HZB (Zi. 1) accounts for 50%,
 - the individual grades of the HZB in mathematics (Zi. 2) account for 30 %,
 - the individual grades of the HZB in English (no. 3) account for 20

into a weighted overall HZB grade.

²A weighted grade is then determined in the selection process as follows:

- The weighted overall HZB grade accounts for 70%,
- 30% of the result of a test process in accordance with § 10, provided that this is not worse than the average grade of the HZB,

³Decimal places in the individual grades are not taken into account.

⁴If the result of the test process is worse than the average grade of the HZB, the average grade of the HZB counts instead. ⁵The same applies if the result of the test process is not available.

- (2) For the selection decision, a ranking list is created according to the weighted grade.
- (3) In the event of a tie, the order is determined by the result of the HZB.

²In the case of general higher education entrance qualification certificates, the individual grades of the last 4 semesters are taken into account, if shown, otherwise the individual grade shown in the HZB. If no individual grade is shown in the HZB, the average grade of the HZB is taken into account.

³In the case of general higher education entrance qualification certificates, the individual grades of the last 4 semesters are taken into account, if shown, otherwise the individual grade shown in the HZB. If no individual grade is shown in the HZB, the average grade of the HZB is taken into account. If the subject English is not shown as a continued foreign language in the HZB, the individual grades or the individual grade of the best-graded foreign language shown in the HZB will count.

§ 10 Test process

- (1) In order to determine the result according to § 8 para. 2 (no. 4), a written test (subject-specific aptitude test) is carried out. ²The test or subtests must be completed within a specified time (for test description see Annex 2).
- (2) For the purpose of testing, tasks may be included in the test that are not included in the score.
- (3) The subject-specific aptitude test is commissioned in accordance with § 6 para. 2 p. 11 i. V. m. § 2a Abs. 6 HZG the ITB Consulting GmbH (Bonn). ²Further details are regulated in the contract between Pforzheim University and ITB Consulting on the "Implementation and further development of a study aptitude test for the admission procedure for Bachelor's degree courses in economics and social sciences".

§ 11 Eligibility to participate

All Germans and all foreign nationals and stateless persons deemed equivalent to Germans in accordance with Section 1 (2) of the HZVO may take the test.

§ 12 Test date

- (1) The test is taken at least twice a year. ²The test is scheduled by ITB Consulting in coordination with Pforzheim University and other participating universities. ³The test takes place online in test centers, on campus or at home via proctoring (the digital form of test supervision) .
- (2) ITB Consulting will announce the time of the test acceptance and the test centers.

§ 13 Participation in the test

- (1) Registration for the test takes place via the ITB Consulting registration portal, which can be accessed via the ITB Consulting website and is open at least three weeks before each test date.
- (2) Participants assign themselves to the test centers when they register on the ITB Consulting portal. ²Subject to availability, each participant can book the test at the desired location or close to the desired location. ³Participants will automatically receive a written digital invitation after successful booking.

§ 14 Test acceptance

- (1) ITB Consulting is responsible for the organization and implementation of the test at the test centers. ²A test manager is appointed for each test center. ³This person is responsible for ensuring that the test is carried out properly.
- (2) The test acceptance is not public.
- (3) Only those who can identify themselves with an identity card or passport and have taken their place in the test room by the start of the test will be admitted to the test. ²Test acceptance begins with the issue of the first test booklet.
- (4) Alternatively, testing can also take place at home. ²In this case, the identity check and examination supervision are carried out digitally by means of proctoring by proctors appointed by ITB Consulting via screen and webcam transmission .

§ 15 Admission of foreign applicants

- (1) Foreign applicants and stateless persons who are not equivalent to Germans are admitted in accordance with § 2b sentence 2 HZG according to the following criteria:

Admission is based on the average grade of the HZB (according to the certificate of the International Office of Pforzheim University or the Studienkolleg Konstanz) and the result of a selection interview.

- (2) The selection interview is conducted in German and examines the following criteria:

- Motivation to study
- Analytical thinking
- Argumentation skills
- B1 level in English.

²The interview will be conducted in person at Pforzheim University or, in exceptional cases, by telephone by prior arrangement.

- (3) The application for participation in the selection interview must be received by the Pforzheim University of Applied Science.

- By June 15 for the winter semester
- By December 1 for the summer semester

²The selection interviews take place from June 15 to July 5 (for the winter semester) or from December 1 to December 20 (for the summer semester).

³In the selection process, the result of the selection interview together with the average grade of the HZB forms the overall grade. ⁴Both criteria are weighted at 50% each. ⁵For applicants who did not take part in the selection interview, a grade of 5.0 is used as the basis for the result of the selection interview.

§ 16 Entry into force

(1) These statutes shall enter into force on the day after their publication in the Official Announcements of the Pforzheim University of Applied Sciences. ²Upon coming into force, the statutes of Pforzheim University of Applied Sciences for the university's own selection procedure in the Bachelor's degree programs

- Business Administration / Controlling, Finance and Accounting
- Business Administration / Purchasing and Logistics
- Business Administration / International Marketing
- Business Administration / Marketing
- Business Administration / Market Research and Consumer Psychology
- Business Administration / Marketing Communication and Advertising
- Business Administration / Media Management and Advertising Psychology
- Business Administration / Human Resources Management
- Business Administration / Resource Efficiency Management
- Business Administration / Taxes and Auditing
- Business Administration / Business Informatics - Management and IT
- Industrial Engineering
- Industrial Engineering Innovation and Design
- Industrial Engineering/International Management
- Commercial law

of July 16, 2020 was revoked

(2) These admission regulations apply for the first time to the admission process for the winter semester 2024/2025.

Pforzheim, February 7, 2024

Prof. Dr. Ulrich Jautz
Rector

Proof of public announcement

Registered on the Internet on:

Posted on the Internet on:

Entered into force on:

For the accuracy of the public announcement:

Appendix 1

1. Determination of the result of the ITB-Business aptitude test

The raw scores achieved by the participants on a particular test date - i.e. the number of tasks solved and included in the evaluation in accordance with Section 10 (2) - are converted into a standard scale by means of a linear transformation. This scale has a mean value of 100 and a standard deviation of 10. The conversion is carried out for each individual group of tasks as well as for the overall test.

2. Presentation of the test result (test report relating to the test described in Annex 2) test described in Appendix 2)

The test report, which applicants can access in the registration portal, contains the standard scores and percentile ranks achieved for each individual task group and for the overall test, as well as a grade equivalent to the overall test score.

The test report serves as proof of the test result as part of the application for a place on one of the economics degree programs listed in the statutes.

Furthermore, the individual task groups and their measurement range are described and it is indicated in each case whether the participant performed below average, average or above average in relation to the overall group.

Appendix 2

Brief characteristics of the ITB-Business aptitude test (Subject-specific aptitude test for economics and social science degree programs)

The aptitude test is an objective, aptitude-diagnostic instrument that has the same requirements for all applicants. The test does not require any specific specialist knowledge, even if its content is very subject-related. The focus is neither on specialist knowledge nor on those aspects of aptitude that are already reflected in school grades. Instead, for example, the ability to understand and correctly interpret facts presented in texts or diagrams is tested.

The measurement areas of the four task groups of the test are briefly described below:

- The task group "Analyzing texts" measures the ability to absorb and process information meaningfully and efficiently, as well as the ability to separate the important from the unimportant.
- The "figural problems" task group uses matrices to test the ability to reason. Ability to reason in the figural domain and general cognitive skills are tested using matrices.
- The "Quantitative Problems" task group measures the ability to think logically in the numerical domain as well as confidence in dealing with the basic rules of arithmetic, algebra, combinatorics and geometry.
- The "Graphs and tables" task group tests the ability to concretize abstract information and to transfer concrete information into an abstract representation. The main requirement here is to mentally comprehend the facts and relationships described and to draw conclusions from the information provided.

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