

**Regulations on the Selection of Applicants in Admission Procedures for
the Continuing Education Master's Degree Programmes of the Faculty of
Economics and Social Sciences at Helmut Schmidt
University/Bundeswehr University, Hamburg**

**Section 1
Scope of application**

¹The procedure described in these regulations governs the selection of applicants for the continuing education Master's degree programmes of the Faculty of Economics and Social Sciences at Helmut Schmidt University/Bundeswehr University, Hamburg (hereafter: HSU/UniBw H). ²The procedure will be applied if the number of applications for a programme received by a given admission deadline exceeds the number of places set for this programme by the faculty council.

**Section 2
Procedural principles**

- (1) ¹Only applications that are complete and that have been confirmed to meet all other admission requirements will be considered in the selection procedure. ²The procedure calculates a point value for all applications and thereby assigns them a conclusive rank score.
- (2) ¹Unless otherwise specified in the programme and examination regulations, the criteria "degree earned" (Section 3) and "professionally acquired skills" (Section 4) are included in the calculation with equal weighting. ²If two or more applicants have the same overall score following the final ranking, a decision will be made by drawing lots.
- (3) ¹The selection procedure is conducted by the board of examiners responsible for the continuing education Master's degree programmes of the faculty. The board receives administrative support from the registrar's office of HSU/UniBw H in this process. ²The board of examiners may appoint a committee of two individuals who are members of HSU/UniBw H and teach on the respective programme so as to prepare for assessing "professionally acquired skills" in accordance with Section 4 (4) to (6).

**Section 3
Degree earned**

- (1) The point value for the degree earned is calculated on the basis of the overall grade for the degree most recently earned and qualifying for a profession.
- (2) ¹For applicants with state examinations in law or medicine, the overall grade for the first state examination will be factored into the calculation. ²A deduction (bonus) or addition (malus) is made from/to each of these grades in accordance with the difference of the average grade attained in the respective subjects nationwide and the average grade attained at HSU/UniBw H across all subjects. ³This difference will be calculated based

on the lists of grades published most recently by the Federal Office of Justice, the Institute for Medical and Pharmaceutical Examination Questions in Mainz, and the examination office at HSU/UniBw H. ⁴In this process, the grades attained are included in the calculation as values rounded to one decimal place.

- (3) ¹If the certification of the degree earned makes use of a points system or a result in accordance with a grading scale other than the five-point one, the documented result will be converted to the five-point grading system by the university. ²If the overall result in a certificate is given in text format only, the applicant will participate in the selection with the following grade equivalences: 1.2 for “very good”, 2.0 for “good”, 2.7 for “fully satisfactory”, 3.0 for “satisfactory” and 3.7 for “sufficient.” ³For the conversion of foreign university entrance qualifications, the “Agreement on the Determination of the Overall Grade for Foreign University Entrance Certificates” (Resolution of the Conference of the Ministers of Education and Cultural Affairs dated 15 March 1991, as amended on 12 September 2013) will apply. In such cases, the result of the conversion is rounded to one decimal place. ⁴For applicants for whom an overall grade cannot be determined, the value will be set to 4.0.

- (4) ¹The point value for the degree earned is calculated with the following formula, with the result being rounded to the second decimal place:

$$\text{Point value}_{(\text{Degree earned})} = 0.025 x_D^2 + 0.25 x_D$$

with the following variable:

$x_D = 10 * (4.0 - \text{overall grade of the degree earned,}$
in due consideration of the regulations in subsections (2) and (3)).

²If the resulting value is greater than 30, it will be set to 30.

Section 4

Professionally acquired skills

- (1) ¹For the assessment of professionally acquired skills, it is the periods of professional activity following completion of the degree most recently earned and qualifying for a profession that are considered. ²Periods of vocational training or internship periods within the meaning of Section 22 (1), third sentence of the Act Regulating a General Minimum Wage (MiLoG) will not be considered.
- (2) ¹Periods of professional activity are calculated in months. ²If activities were not taken up at the beginning of a month or not terminated at the end of a month, whole months are nonetheless factored into the calculation.
- (3) ¹Along with all other documents, applicants are to submit a tabular listing of the periods of their professional activity. This listing is to indicate to what extent each activity was performed either in a managerial position within the meaning of subsection (4) or, alternatively, in international or particularly challenging work environments within the meaning of subsections (5) or (6). ²The listing must be substantiated by relevant supporting documents (employers' references, deployment orders, etc.).
- (4) ¹Periods of professional activity completed in a managerial position are weighted by a factor of 2.0. ²To be counted as periods of professional activity in a managerial position, activities must meet at least one of the following criteria:

1. activity at the level of a “Regierungsdirektor” (or equivalent);
 2. responsible for managing teams consisting of at least five members;
 3. independently managing a section or project with personal accountability to superiors or clients for planning and results.
- (5) ¹Periods of professional activity in an international work environment are weighted by a factor of 1.5. ²To be counted as activities in an international work environment, the actual activities as well as the associated preparatory and follow-up phases must meet at least one of the following criteria:
1. activities in teams that are permanently staffed by international members;
 2. activities in or on behalf of international or intergovernmental organisations;
 3. activities as part of staffs, sections, departments or teams that are responsible for the international coordination and cooperation of projects.
- (6) ¹On a case-by-case basis, periods of activities performed in especially challenging work environments may be weighted by a factor of 3. ²To be counted as activities in especially challenging work environments, activities must meet at least one of the following criteria:
1. activities as part of international operations in conflict areas and as part of crisis management;
 2. activities that involve major physical or psychological stress or that pose risks to physical or mental health.
- (7) ¹In order to calculate the point value of professionally acquired skills, the months of the respective professional activity are summed up, where appropriate weighted by the relevant factor in accordance with subsections (4), (5) or (6). ²If several factors in accordance with subsections (4) to (6) may be applied to a given period of time, only the highest possible factor is applied to each period. ³If the value calculated with reference to subsections (1) to (5) is greater than 30, it will be limited to 30. ⁴Periods of activities in especially challenging work environments as defined in subsection (6) are in any case added to the sum resulting from subsections (1) to (5). ⁵This results in the value x_e . With the following formula, it adds up to the point value for professional experience, which is rounded to the second decimal place:

$$\text{Point value}_{(\text{Professional experience})} = 0.025 * \left(\frac{x_e}{12}\right)^2 + 0.25 \left(\frac{x_e}{12}\right)$$

with the following variable: x_e = number of months of professional experience, in due consideration of the weightings in accordance with subsections (4) to (6).

Section 5 Evaluation

These regulations will be reviewed every two years by the board of examiners responsible for the continuing education Master's degree programmes of the faculty.

Section 6

Entry into force, expiry

¹These regulations will enter into force on the day following their publication in the HSU/UniBw H Gazette. ²At the same time, the Regulations on the Selection of Applicants in Admission Procedures for the Continuing Education Master's Degree Programmes of the Faculty of Economics and Social Sciences at HSU/UniBw H dated 10 September 2023 (University Gazette No. 07/2023) will expire.