

INFORMATION SHEET

on the allocation procedures for the open and admission-restricted Bachelor's degree programs at Kempten University

April 2024

Please read this information sheet carefully and note the following important points before sending your application to Kempten University of Applied Sciences:

Your application for our NC-free degree programs must be deposited in our database by 15.07.2024 at the latest. This deadline is a DEADLINE!

By the way: Provisional certificates will not be accepted. Failure to upload the university entrance qualification will result in exclusion from the procedure in any case.

In your own interest, we ask you to submit your online application in the application portal as early as possible and to upload all existing documents.

You can only apply online via MeinCampus.

Check the application and the attachments carefully for completeness! Please only upload the documents that are actually required. Errors in the application will be at your expense.

You register with us once online and immediately receive an applicant number. You can use this number to apply for practically all Bachelor's degree programs with us. Advantage: In the case of multiple applications, you only need to upload parts of your documents once. Have you completed the application process and would like to upload further documents? You can simply withdraw your application as long as it is not yet in the "approved" status and upload the documents and hand it in

again. We will take care of everything else. Do you have the status "valid" in one or more applications? Then please do not withdraw them under any circumstances. Rather, please send us any additional documents by e-mail.

If you receive an offer of admission, submit any outstanding documents within the deadline specified in the letter of admission as part of the online enrollment process (see no. 2.3.5). The offer becomes invalid if the deadlines are not met!

Point out the importance of the deadlines to your authorized representative! Failure on the part of the authorized person will lead to the exclusion of the procedure, as will failure on your part.

If you have accepted the offer of admission, enrol online on the dates specified in the letter of admission. The offer of admission becomes invalid if you do not accept it or fail to submit missing documents.

Preliminary experience in technical degree programs?
Not with us.



A) Overview of our degree programs with and without NC:

Soziale Arbeit	NC-StG	80 % Qual – 20 % BQ Remaining places: Allocation according to points system
Soziale Arbeit mit Schwerpunkt Jugendarbeit ²	NC-StG	
		Each
Betriebswirtschaft	freier Studiengang	
Elektro- und Informationstechnik	freier Studiengang	
Energie- und Umwelttechnik	freier Studiengang	
Fahrzeugtechnik	freier Studiengang	
Gerontologische Pflege und Therapie ¹	freier Studiengang	formal
Gesundheitsmanagement (NEW!)	freier Studiengang	timely
Informatik	freier Studiengang	fair
Informatik – Game Engineering	freier Studiengang	
International Management	freier Studiengang	
Lebensmittel- und Verpackungstechnologie	freier Studiengang	
Maschinenbau	freier Studiengang	
Mechatronik	freier Studiengang	
Medizininformatik	freier Studiengang	
Pflege	freier Studiengang	
Robotik	freier Studiengang	
Sozialmanagement (NEW!)	freier Studiengang	application
Tourismusmanagement	freier Studiengang	receives an
Tourismuszukunft	freier Studiengang	offer of admission
Wirtschaftsinformatik	freier Studiengang	
Wirtschaftsingenieurwesen Technologie und Nachhaltigkeit	freier Studiengang	
Wirtschaftsingenieurwesen Maschinenbau	freier Studiengang	

¹In the Gerontological Nursing and Therapy degree course, the following admission requirements must also be met: Acquisition of a state-recognized completed vocational training as a healthcare and nursing professional, healthcare and paediatric nurse, physiotherapist, occupational therapist, nursing specialist.

²In the Social Work degree course with a focus on youth work, the following admission requirements must also be met: Completion of vocational training as a state-recognized educator or comparable vocational training. In this degree program, there is an internal university selection procedure based on a separate points table that takes individual account of your proven professional skills.

Qual	=	Qualification (Average grade of your ABI or FOS/BOS certificate)
BQ	=	Professional quota see letter C no. 2.1 (consideration within this quota is only possible with proof of relevant relevant, course-specific vocational training)
The percentages give you an overview of the sub-quotas of the award procedure (for more details, see letter C, no. 2.1).		

B) In winter semester 23/24, all applicants were admitted to degree programs with admission restrictions.

C) Types of procedures for university admission

1. Degree programs without restrictions

If our degree programs are not subject to admission restrictions, you can apply for your desired degree program(s) via our applicant portal until 15.07.2024. Once you have uploaded your complete application documents (including certificates), you will immediately receive an offer of admission with the enrolment modalities from us online. The sooner you send us your complete application documents via the applicant portal, the sooner you can prepare for your studies at Kempten University of Applied Sciences in the coming winter semester and apply for a room in one of the local student halls of residence, for example.

Application, application documents till 15.07.2024

the following documents must be uploaded as part of the online application in order to take part in the selection procedure:

- University entrance qualification
 - ID card
 - Further individual documents/evidence if requested
- Please do not upload any additional evidence such as certificates of a previous au pair stay, commendations for your work in the school sector or certificates of your (voluntary) association activities. Unless you want to apply for the "Social work with a focus on youth work" course. In this case, you may be ranked differently in the admissions procedure on the basis of the evidence you submit than if you do not submit it.**

Submission deadline for final certificates If you have not yet received your university entrance qualification, you must submit it by no later than

15.07.2024

(provisional certificates, e.g. from the FOS/BOS, are not recognized). Simply upload the documents under your applicant account. Please withdraw your application, upload the documents and re-submit your application.

If you are caring for a child, please upload all documents that provide information about the childcare activity (e.g. birth certificate, registration certificate, medical certificate). If you are caring for another relative, please attach a medical certificate stating the reason for and extent of the care.

2.3.5. The sequence of further procedural steps

Admission and rejection notices

Applicants who receive an offer of admission can conveniently use the online enrollment with us. The exact procedure can be found in the procedure descriptions on MeinCampus and in the letter of admission.

If you do not accept the offer of admission within the deadline or do not send us the outstanding documents by the deadline, the offer of admission will become invalid and we will have to exclude you from the further procedure.

It is therefore essential that you observe the dates and deadlines stated in the admission letter!

Applicants who are unable to enrol due to participation in the so-called "Verbundstudium" or due to voluntary service should upload the letter of admission and either the training contract for the "Verbundstudium" or the certificate of military or civilian service as part of the online application for the winter semester 2025/2026.

Qualified professionals (such as master craftsmen, technicians, specialists or business administrators, etc.) please upload your master craftsman, technician, specialist or business administrator certificate or the examination certificate for your professional qualification. As a master craftsman or similar, you are entitled (if admitted) to study in any degree program at Kempten University of Applied Sciences. We will then invite you to a counseling interview before you start your studies. You simply upload the confirmation of your attendance at this interview afterwards.

For the applicant group "Professionally qualified persons without a valid university entrance qualification" (such as "journeymen" or "skilled workers"), the successful completion of a 2-semester trial course (at least 30 ECTS points) is also required.

Please ensure that you actually receive the admission offer.

Online-Immatrikulation

At Kempten University of Applied Sciences, you will go through the online enrollment process after receiving your admission offer. You will then immediately receive your access data (required to use the functions of our campus management system) and your CampusCard by post.

Please note that we will not be able to enrol you if the documents we require are not submitted in full.

IMPORTANT:

Please take care of the electronic notification to your statutory health insurance fund as soon as possible after receiving your letter of admission. Do not send us any paper certificates. Private health insurance policies cannot be accepted either. Further information can be found [here](#).

Foreign educational certificates

General

All applicants who have not acquired their educational qualifications (certificates, diplomas, etc.) in the Federal Republic of Germany should enclose these with their application.

uni-assist e. V.

Geneststraße 5, 10829 Berlin

Tel.: +49 (0)30 666 44 345

service@uni-assist.de

<https://www.uni-assist.de/bewerben/online-bewerben/>

for evaluation/recognition. Please also apply for an average grade to be set.

These notifications or certificates must be submitted/uploaded to us by 15.07.2024 at the latest.

Proof of adequate German language skills for foreign applicants

Applicants whose educational qualifications acquired abroad allow direct admission to university must also pass a German language examination in order to be admitted to our university.

Only the following German examinations are recognized:

1. German Language Diploma of the Conference of Ministers of Education and Cultural Affairs - Second Level -
2. German language examination for university admission for foreign applicants (DSH) with a result of level 2 or better
3. test of German as a foreign language for foreign applicants (TestDaF) with a result of level 3 or better in all four parts of the test.
4. the certificate of the examination to determine the aptitude of foreign applicants for admission to a course of study at universities in the Federal Republic of Germany (assessment test), provided that the German grade was rated at least "sufficient" in it
5. proof of German language skills that have been recognized by bilateral agreements or other agreements made by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) or the German Rectors' Conference (HRK) as sufficient proof of language skills for admission to university studies
6. the Major and Minor German Language Diploma as well as the certificate of the Central Upper Secondary School Examination of the Goethe-Institut (level at least B2)
7. the "German Language Test II" of the Munich Language and Interpreting Institute.
8. proof of passing the telc Deutsch B2 Hochschule exam

Proof that you have passed the German language test must be submitted by the time of online enrollment (end of August) at the latest. In exceptional cases, you can submit this document by October 31. However, you will not be enrolled before then.

D) General notes

1. Notarizations are not necessary for us:

Are you applying as a first-year student?

Then upload all your documents to the applicant portal under your application number.

Have you already studied at another university and would like to transfer to us?

If you have already studied at another university and would like to have the skills you acquired there recognized by us, please upload your transcript of records/grade sheet or ToR, course catalog and module contents to the applicant portal.

2. Online registration and application for several degree programs

It is possible to apply for admission to various degree programs. However, please note the following points:

- You register online once and receive an applicant number
- For multiple applications, please apply for the different degree programs under this number
- Until your application for admission has been completed and sent to us, you can change your application data online and add or delete study programs at any time
- Please upload all necessary documents, such as university entrance qualification, copy of identity card, possibly assistant's letter, certificates of service etc. only once
- If you receive an offer of admission for several degree programs, please choose one of the allocated study places immediately
Important note: once you have accepted the offer of admission to one degree program, you will no longer be considered for the other degree programs for which you have also applied
- Please note that the qualification requirements for a degree program must be met when enrolling: proof of German language skills, if applicable.

3. Registration for higher semesters

The application for the higher semesters in Bachelor's degree programs in the winter semester 2024/2025 will also take place until 15.07.2024.

In some cases, there are also admission restrictions for higher semesters in the Social Work degree program. Unfortunately, we do not regularly accept lateral entrants to the Social Work degree program with a focus on youth work. If you have any questions, please contact our General Student Advisory Service directly (Tel.: 0831-2523-308).

4. Registration für summer term 2025

The application for the higher semester in the summer semester 2024 takes place in the period from 15.11. to 15.01. Unfortunately, it is not possible for first-semester students in the Bachelor's degree programs to start their studies in the summer semester. This application deadline only applies to continuing studies in a higher semester (lateral entrants).

E) References

For admission to admission-restricted degree programs, the following legal bases in their respective valid versions are decisive):

- a) Bayer. Hochschulinnovationsgesetz –BayHIG
- b) Qualifikationsverordnung (QualV)
- c) Hochschulrahmengesetz (HRG)
- d) Staatsvertrag über die Vergabe von Studienplätzen und Gesetz zur
- e) Ausführung des Staatsvertrages über die Vergabe von Studienplätzen
- f) Verordnung über die Hochschulzulassung an den staatlichen Hochschulen in Bayern (Hochschulzulassungsverordnung – HZV)