

**Regulations
on the Selection of Applicants
in the Admission Procedure
for the Master's Programme
Digital Governance and Administration
of the Faculty of Economics and Social Sciences
at Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg
(DiGA WiSo Selection Regulations)**

**Section 1
Scope of Application**

¹The procedure described in this regulation governs the selection of applicants for the Master's programme Digital Governance and Administration of the Faculty of Economics and Social Sciences at Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg (HSU). The procedure will be applied if the number of applications for this study programme which are received by the application deadline exceeds the number of places available.

**Section 2
Principles**

- (1) ¹By the application deadline announced by the Office of the Registrar, the following documents must be submitted together with the application: a) evidence of the university entrance qualification, b) certificate of the first academic degree qualifying for a profession or, alternatively, a confirmation of the performance level in a programme that has not yet been completed, c) evidence of English language proficiency for students with a first language other than English. ² The selection procedure will only consider applications which have arrived on time and in full and which fulfil all other admission requirements (in accordance with the General Examination Regulations for Bachelor's and Master's Programmes at HSU (APO) and the Subject-Specific Programme and Examination Regulations (FSPO DiGA)).
- (2) Students who have not yet completed their studies in a programme that leads to a first academic degree qualifying for a profession are also considered if they have obtained at least 80% of the performance requirements of the programme at the application deadline (i. e. in the case of a Bachelor's programme with 180 ECTS credits at least 144 ECTS credits).
- (3) ¹In the selection procedure, up to 50% of the available study places will be allocated to applicants with a completed first academic degree qualifying for a profession and an overall grade in accordance with Section 4. ²In a tie situation, places will be allocated by random selection.
- (4) ¹After the procedural step specified under (3), the remaining places will be allocated in the order of the equally weighted arithmetic mean of both grades in line with Sections 3 and 4. ² In a tie situation, places will be allocated by random selection.

Section 3

University Entrance Qualification Criterion

¹This criterion is based on the final grade of the university entrance qualification rounded to one decimal place. ²If the university entrance qualification does not contain a final grade with one decimal place based on a scale ranging from one to six, an additional certification that fulfils this demand is required from the institution that issued the university entrance qualification. ³If the certification issued by this institution indicates a result based on a system other than a six-point grading scale, the result will be converted by the University to a grade on the six-point grading scale. ⁴If a second number after the decimal point occurs as a result of this calculation, that digit will be dropped. ⁵The “Agreement on Determining the Overall Grade for Foreign University Entrance Qualifications” (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs, dated 15 March 1991, as amended on 12 September 2013) will apply for the conversion of foreign university entrance qualifications. ⁶If the overall grade in a certificate is expressed in words, candidates will compete as follows: “very good” will be considered a 1.2, “good” a 2.0, “satisfactory” a 3.0, and “sufficient” a 3.7. ⁷Applicants whose overall grade cannot be determined, will participate in the selection with a grade of 4.0.

Section 4

Criterion of the First Academic Degree Qualifying for a Profession

¹This criterion is based on the final grade of the first academic degree qualifying for a profession rounded to one decimal place. ²If the first academic degree programme has not yet been completed, the performance level confirmed as a “half grade” pursuant to Section 2(1) will be taken into account. ³Applicants with foreign degrees must submit with their application a statement of comparability issued by the Central Office for Foreign Education of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder. ⁴If the overall grade of the degree is not based on a six-point grading scale, the conversion procedure for the university entrance qualification (Section 3) will apply. ⁵Applicants whose grade cannot be determined, will participate in the selection with a grade of 4.0.

Section 5

Implementation of the Procedure

¹The Office of the Registrar is responsible for the administrative implementation of the procedure. ²In cases of doubt, the decision will rest with the Examination Committee.

Section 6

Evaluation

This regulation will be reviewed by the Examination Committee every two years.

Section 7

Entry into Force

This regulation will enter into force on the day after its publication in the HSU Gazette.