



General Entry and Admission Regulations for Undergraduate Degree Programmes at Technische Universität Braunschweig

The following General Entry and Admission Regulations for undergraduate degree programmes were agreed on the Faculty Council of the Carl Friedrich Gauß Faculty on 31 January 2024, the Faculty Council of the Faculty of Life Sciences on 12 December 2023, the Faculty Council of the Faculty of Architecture, Civil Engineering and Environmental Sciences on 21 November 2023, the Faculty Council of the Faculty of Mechanical Engineering on 22 November 2023, the Faculty Council of the Faculty of Electrical Engineering, Information Technology, Physics on 18 December 2023 and the Faculty Council of the Faculty of Humanities and Education on 22 November 2023 and the Senate of TU Braunschweig on 14 February 2024 in accordance with the provisions of the Lower Saxony Higher Education Act, in particular Section 18 (6), the Lower Saxony Higher Education Admission Act, in particular Section 4 (5), Section 5 and Section 10 (1) and (2), and the Lower Saxony Higher Education Admission Ordinance, in particular Section 6 (7) and Section 20 (2) and (3):

These regulations come into force on 01.04.2024. The Technische Universität Braunschweig will allocate study places according to these regulations for the first time in the winter semester 2024/25.

Table of Contents

Section 1 Scope	3
Section 2 Definitions.....	3
Section 3 Field of Application	3
Section 4 Requirement of an Application for Admission.....	4
Section 5 Application Documents.....	4
Section 6 Application Deadlines.....	6
Section 7 Second Degree Application	7
Section 8 Quotas	7
Section 9 Selection Criteria	7
Section 10 Responsibility for the Organisation of Selection Procedures.....	9
Section 11 Course of the Procedure	10
Section 12 Issue of Notification.....	10
Section 13 Admission Procedure for Higher Semesters	10
Section 14 Data Protection.....	11
Section 15 Entry Into Force, Transitional Provisions	11

Section 1

Scope

- (1) These regulations lay down general requirements for the selection procedures to be carried out for undergraduate degree programmes with restricted admission. The entry requirements and Sections 5, 6 and 14 also apply to non-restricted degree programmes.
- (2) In Special Admission Regulations, the individual faculties regulate the subject-specific provisions for the respective degree programmes and deviations of these General Entry and Admission Regulations. The Special Admission Regulations take precedence over these General Entry and Admission Regulations. The Special Admission Regulations govern in particular special entry and admission requirements, the composition of the selection committees and special criteria for the admission procedures.

Section 2

Definitions

- (1) University entrance qualification (HZB) is the qualification that must be fulfilled in order to be able to study at the TU Braunschweig (Section 18 of the Lower Saxony Higher Education Act, NHG).
- (2) Entry means the general authorisation to study at TU Braunschweig.
- (3) Application for admission (application) is the application for the allocation of a study place. Admission means that the study place has been awarded as part of the allocation process.
- (4) For the purposes of these regulations, "Bildungsinländer" are all foreign nationals with a German university entrance qualification as well as those who, due to the implementation of European legal requirements, have the same status as the aforementioned or German nationals in terms of admission law.
- (5) A degree programme is the combination of an academic subject and an academic degree.
- (6) If a degree programme consists of different subjects with a joint degree, these are partial degree programmes.
- (7) TUconnect is the online portal provided by TU Braunschweig for applicants and students.

Section 3

Field of Application

- (1) The Technische Universität Braunschweig will allocate study places in undergraduate degree programmes with restricted admission according to these regulations for the first time in the winter semester 2024/25.
- (2) In addition to these regulations and the Special Admission Regulations, the Lower Saxony University Admission Regulations (NHZVO) and the Regulations of Enrolment of Technische Universität Braunschweig, as amended from time to time, must be observed.

Section 4

Requirement of an Application for Admission

- (1) In all degree programmes with restricted admission, applicants must submit an application for admission and, if a study place is allocated, an application for enrolment. For undergraduate degree programmes that are not subject to admission restrictions, an application for enrolment must be submitted.
- (2) If subsequent enrolment is excluded, the possibility of admission is cancelled.

Section 5

Application Documents

- (1) The application for admission must be submitted in the form of an electronic application via the TU Braunschweig website (TUconnect). This must be completed digitally or by uploading the required proofs and documents according to Subsections 3 to 8 as well as a declaration according to Section 21 of the Lower Saxony University Admission Regulations (NHZVO) (affidavit on previous study periods and academic degrees). Applicants who can credibly demonstrate that they cannot reasonably be expected to submit their application in electronic form will be supported by TU Braunschweig during opening hours.
- (2) The application for admission must contain in particular:
 1. surname, all first names, address, date and place of birth, all nationalities, gender as well as information on the desired degree programme and semester or desire for a higher semester, declaration on the exact type of academic degree sought; further details are regulated by the Student Data Processing Regulations
 2. a declaration of the degree programmes and study periods in which the applicant is or was previously enrolled at other universities and whether an examination in the previous degree programme was definitively failed, and
 3. if registration is required for the application, for example in connection with the Foundation for University Admission, and is requested in the application process, the applicant must also complete these registrations and provide the registration data (numbers) when applying to TU Braunschweig.
- (3) The following documents and attachments are required:
 1. university entrance qualification,
 2. if at least one semester has elapsed between obtaining the university entrance qualification and the semester of application: current curriculum vitae in tabular form with no gaps regarding school education, previous study periods and professional career,
 3. if applicable, proof of completed service, care or nursing periods,
 4. if applicable, proof of previous studies (certificate of enrolment or exmatriculation),
 5. in the case of a previous studies: proof of all exams or courseworks taken, whether successful and unsuccessful, and
 6. if applicable, proof of the existence of further entry requirements, insofar as these are required according to the respective admission regulations for a degree programme.

- (4) For applications with a foreign university entrance qualification, the following documents must be submitted via the web portal in addition to Subsection 3, unless otherwise stipulated in cooperation agreements:
1. official translation of the university entrance qualification in German or English and
 2. if applicable, proof of payment of the fee in accordance with 1a) of the Fee Regulations of the International House of the TU Braunschweig (TU Official Journal No. 1460 of 02 November 2022).
- (5) If an application is made for provisional admission in accordance with Section 31 of the Lower Saxony University Admission Regulations (NHZVO), the application must be accompanied by proof of completed service or periods of care or nursing care and a copy of the previous admission letter or notification of deferral.
- (6) If participation in the selection procedure takes place within the framework of the second degree quota pursuant to Section 25 of the Lower Saxony University Admission Regulations (NHZVO), in addition to Subsection 3, proof of completion of the first degree as well as a justification and other documents supporting the justification for admission to the second degree must be submitted. The selection is made in particular on the basis of the final grade of the first degree in combination with the importance of the reasons for the second degree.
- (7) If an application is made for selection under the hardship quota pursuant to Section 8 (1) No. 1 in conjunction with Section 10 of the Lower Saxony University Admission Regulations (NHZVO), the application must be accompanied by an informal justification for the hardship application and suitable documents as proof.
- (8) In the case of an application for admission to a higher semester, in addition to Subsection 3, a confirmation issued from the previous or current university of all successful and unsuccessful examination attempts must be submitted. Further regulations can be found in Section 14.
- (9) Insofar as the special self-assessment of the applicants for the chosen degree programme is to be taken into account in the selection decision in accordance with Section 10, the Special Admission Regulations also regulate the form in which and the proof or documents with which the application for admission is to be submitted.
- (10) If a degree programme consists of several partial degree programmes with restricted admission, admission is generally required for each partial degree programme, whereby admission may also be granted at another university within the framework of cooperation agreements. If there is a risk of not meeting the optimum capacity use requirement or if there is a risk of delayed processing due to the number of applications, the Head of the Student Office may, within the scope of the responsibility of the Executive Board and on its behalf, use the major subject as a basis for accelerating the allocation of study places for individual or all combinations of degree programmes for overall admission if the proportion of the minor subject in the overall degree programme does not exceed 45%. The decision must be made anew for each semester. Applicants are not entitled to a change of procedure within the meaning of this Subsection.
- (11) Subsections 2, 3 and 10 apply accordingly to applications outside the specified admission numbers, unless otherwise stipulated in Subsections 11 and 12. In addition, for applications for admission outside of capacity, an assurance must be submitted that neither a final nor a provisional full or partial admission for the relevant or a related degree programme has previously

been obtained for a university in the Federal Republic of Germany or in a member state of the European Union. The assurance must state the nationalities.

- (12) The prerequisite for applications outside of capacity in accordance with Subsection 10 is that the applicant has applied for a study place in the respective degree programme in due time and form in accordance with Subsections 1 to 7 and Section 6 and has provided proof that the entry requirements have been met. The application must be submitted in writing; all proofs and documents relating to the application under the regular allocation procedure must be enclosed as an attachment, whereby the university entrance qualification and any academic degree already obtained must be submitted in officially certified form. The application outside the specified admission numbers and the required documents cannot be submitted legally effective via e-mail, fax or other electronic media. The Special Admission Regulations may provide for deviating regulations.
- (13) The Special Admission Regulations may stipulate that, in addition to the application for admission, further proofs or, for example, work samples must be uploaded or physically submitted in the event of an admission procedure.

Section 6

Application Deadlines

- (1) In addition to the respective Special Admission Regulations, applications for admission to undergraduate degree programmes that are not included in the central allocation procedure of the Foundation for University Admission must be submitted to TU Braunschweig electronically via the portal provided within the following deadlines:
1. for the summer semester by 15 January,
 2. for the winter semester by 15 July.
- The deadlines also apply as cut-off deadlines for submitting the required documents, regardless of whether the study places in the regular allocation procedure are allocated by the Foundation for University Admissions or by the university.
- (2) Unless otherwise stipulated in the Special Admission Regulations, the following application deadlines apply to applications outside of capacity:
1. for the summer semester by 05 February,
 2. for the winter semester by 05 August.

The deadlines apply as cut-off deadlines; also for the submission of the required documents.

- (3) The above regulations take precedence over the Regulations of Enrolment of the TU Braunschweig and are subordinate to the Lower Saxony Higher Education Admission Act (NHZG) and the Lower Saxony University Admission Regulations (NHZVO).
- (4) The deadlines for enrolment in the Regulations of Enrolment of TU Braunschweig remain unaffected for undergraduate degree programmes without admission restrictions.

Section 7

Second Degree Application

- (1) In undergraduate degree programmes with admission restrictions, a special quota of 3% of the available study places is reserved for second degree applicants (second degree quota).
- (2) If necessary, at least one study place must be designated as a second study quota when the admission number of 20 is reached.
- (3) Students who have already completed an academic degree in another degree programme at a German university will be allocated a study place under the second degree quota pursuant to Subsection 1 in accordance with a ranking determined by a measurement number.
- (4) The measurement number is determined from the result of the final examination of the first degree and the degree of importance of the reasons for a second degree. Annex 1 of the Lower Saxony University Admission Regulations (NHZVO) applies to the determination of the measurement number.
- (5) Graduates of a university of cooperative education whose degree is equivalent to a academic degree may apply for an undergraduate degree programme under the second degree quota.

Section 8

Quotas

- (1) In undergraduate degree programmes that are not included in the central allocation procedure of the Foundation for University Admissions, 90% of the remaining study places, after deduction of the advance quotas pursuant to Section 22 of the Lower Saxony University Admission Regulations (NHZVO) and the advance admissions pursuant to Section 31 of the Lower Saxony University Admission Regulations (NHZVO), are allocated on the basis of the results of a selection procedure determined by the university and 10% on the basis of the waiting period criteria. National quotas are not formed.
- (2) In degree programmes that are included in the central allocation procedure of the Foundation for University Admission, 60% of the study places are allocated according to the results of a selection procedure determined by the university. The remaining study places are allocated by the Foundation for University Admission for the TU Braunschweig in accordance with the relevant legal requirements.

Section 9

Selection Criteria

- (1) In the undergraduate degree programmes, study places are allocated in a one-step or a two-step procedure. The Special Admission Regulations govern which procedure is to be used. In the case of one-step selection procedures, a procedural grade is determined according to which the selection is to be made. Unless otherwise stated in the Special Admission Regulations, the procedural grade is determined in accordance with Subsection 2 letter a, Subsection 3 and Subsection 5 in the one-step procedure – namely in the combination with two subjects. If no selection on the basis of special self-assessment was made in the first step, a selection decision will be made in a second step for a certain proportion of the study places on the basis of the

special self-assessment of the applicants for the chosen degree programme, which is to be determined separately (Subsection 6).

- (2) Within the framework of the one-step selection procedure, a procedural grade is determined according to the level of qualification (average grade) stated in the university entrance qualification in combination with
- a) the score of two subjects (expressed in grades) of the last semester of the last school year; if no semester certificates are issued, the score and grades of two corresponding subjects of the last school year or, if no such certificate is available, the school leaving certificate (university entrance qualification certificate) shall be used as a basis or
 - b) the assessment (grade) of the special self-assessment for the chosen degree programme.

In the case of foreign university entrance qualifications, the final grade is taken into account as the procedural grade. The same applies if there are no school subject grades on the proof of university entrance qualification.

- (3) In the calculation of the procedural grade, which is determined in combination with the score of two subjects, the average grade of the university entrance qualification is weighted at 70% and the two individual grades are each weighted at 15% each, unless otherwise stipulated in the Special Admission Regulations. In the Special Admission Regulations, four subjects must be listed in a ranking list. The first two subjects are used as the basis for determining the procedural grade; subjects three and four are used, in that order, as substitutes. If only one of the four subjects is listed in the university entrance qualification, this subject will be taken into account with the total percentage value of the individual grade to be considered, in accordance with Sentence 1.
- (4) If the procedural grade is calculated in combination with the special self-assessment for the chosen degree programme, the average grade of the university entrance qualification is generally weighted at 70% and the evaluation of the special self-assessment for the chosen degree programme is weighted at 30%, unless otherwise stipulated in the Special Admission Regulations. The criteria and procedure for determining the special self-assessment are set out in the Special Admission Regulations.
- (5) The procedural grade determined in accordance with Subsections 3 or 4 will be used to determine the applicants' ranking positions in the selection procedure. Section 5 of the Lower Saxony Higher Education Admission Act (NHZG) will apply accordingly in the event of equal procedural grades.
- (6) If study places are to be allocated partly on the basis of the procedural grade (step 1) and additionally partly on the basis of the special self-assessment of the applicants (step 2), the percentages of the respective must be specified in the Special Admission Regulations. Subsection 5 applies accordingly.
- (7) If the procedural grade is calculated in combination with the special self-assessment, or if the special self-assessment is determined as the second step, the special self-assessment can be determined by the following criteria:
- 1. on the basis of completed vocational training in a recognised skilled occupation, which provides information on subject-specific self-assessment,
 - 2. the result of a subject-specific self-assessment test for university studies,

3. the result of a selection interview or other oral procedures conducted by the university with the applicants in order to obtain information about their self-assessment for the chosen degree programme and the desired profession,
4. the result of a written proctored examination in which skills and knowledge not proven by previous degrees can be demonstrated or which provide information about the applicant's self-assessment for the chosen degree programme and the desired profession,
5. special educational backgrounds, practical work experience, extracurricular achievements or extracurricular qualifications that provide information about subject-specific self-assessment,
6. on the basis of a combination of determinations in accordance with Numbers 1 to 5. The provisions of Section 5 (7) NHZG for the possible combinations, the minimum quotas or upper limits and the weighting of the individual characteristics must be taken into account accordingly. The Special Admission Regulations must specify which criteria are to be taken into account in the selection decision and in what way, e.g. percentage weighting, additional points and with what weighting. The assessment scale must be specified in the Special Admission Regulations.

Section 10

Responsibility for the Organisation of Selection Procedures

- (1) Selection procedures are carried out by the Student Office or, within the framework of the foreign student quota, by the International Office. The decision on the selection is made by the Executive Board of the university as an authority in the functional sense. The notifications of approval and rejection are issued in their name.
- (2) Selection procedures that take into account the special self-assessment pursuant to Section 10 (7) Nos. 3 and 4 - also in combination - are prepared by a selection committee appointed by the responsible faculty council. The Student Office or the International Office will provide the selection committee with a ranking list determined according to the procedural grade. In accordance with the foreigner quota, selection is based on the level of qualification, unless otherwise expressly provided for in the Special Admission Regulations for applicants within the framework of the foreigner quota. Special circumstances that speak in favour of studying at a German university for applicants within the scope of the foreigner quota can be taken into account in accordance with the Special Admission Regulations under the Lower Saxony University Admission Regulations (NHZVO).
- (3) The selection committee consists of four members: two full-time teaching staff members, one research associate and one student from the respective degree programme. The committee is chaired by a member of the group of teaching staff. The term of office is two years, and one year for the student. The committee is quorate if at least two members, among them a member of the group of professors, are present.
- (4) On the basis of the documents available, the selection committee will examine the fulfilment of the entry requirements set out in the Special Admission Regulations and determine for each applicant whether the required self-assessment is given and award the points provided for in the Special Admission Regulations depending on self-assessment. If the number of suitable applicants exceeds the number of available study places, the applicants will be ranked

according to the number of points they have achieved. The selection committee will inform the Student Office or the International Office of the result of the procedure and attaches the ranking list, which is drawn up according to the particular special suitability of the applicants. A procedural grade is determined from the result of this procedure in accordance with Section 10 of these regulations, according to which the admission ranking list is drawn up.

Section 11

Course of the Procedure

- (1) In the event of local admission restrictions, the Student Office or the International Office will carry out the admission procedure in accordance with the provisions of the Lower Saxony University Admission Regulations (NHZVO) in a main procedure and, in principle, a maximum of two succession procedures. Study places that remain vacant or become vacant again are filled in accordance with the provisions of the currently valid version of the Lower Saxony University Admission Regulations (NHZVO).
- (2) In degree programmes that are included in the central allocation procedure of the Foundation for University Admission, 60% of the study places are allocated by the Foundation for University Admission on behalf of the university in accordance with the university's selection criteria. In the case of procedures that are included in the centralised allocation procedure but take into account special self-assessment, the details of the allocation are regulated in the Special Admission Regulations.
- (3) Unless otherwise specified in the Special Admission Regulations, admission procedures are terminated when it no longer makes sense to move up due to the advanced lecture period. As a rule, this is four weeks after the start of the lecture period.

Section 12

Issue of Notification

- (1) If the admission decision is positive, the Student Office or the International Office will issue an admission letter on behalf of the Executive Board, in which the deadline for enrolment is specified. If this deadline is not met, the study place will lapse and will be allocated to the next highest-ranking applicant, if necessary in a succession procedure.
- (2) Applicants who cannot be admitted in the main procedure will receive a letter of rejection stating the position of the last applicant admitted and the position of the applicants to be rejected.

Section 13

Admission Procedure for Higher Semesters

- (1) If a previous study record exists, an application for admission to a higher semester is possible. The TU Braunschweig classifies students into a specific semester based on their previous academic achievements. The expected performance at the time of the change of university can also be taken into account. The Special Admission Regulations may provide for deviating regulations, particularly for students who are changing location.

- (2) Admission can only be granted if there are free places available in the relevant degree programme and in the relevant semester. Section 5 (10) does not apply.
- (3) The achievements on which the semester classification is based shall be taken into account after enrolment, whereby a subsequent downgrading of status after enrolment is excluded. The applicant must submit an accreditation application to the responsible Examination Board immediately after enrolment.
- (4) The available study places in an undergraduate degree programme with restricted admission in a higher semester are allocated to applicants in the following order:
 1. for whom a refusal of admission for reasons within the person concerned would mean special hardship,
 2. who in the same degree programme
 - a. are or were already enrolled on a partial degree programme at TU Braunschweig,
 - b. are or were enrolled at another German university (change of location), a university in another member state of the European Union or another state party to the Agreement on the European Economic Area,
 - c. are or were enrolled at a foreign university that does not fall under letter b) with German citizenship or equivalent to German citizens under admission law
 - d. have been admitted for the first semester and can be placed in a higher semester,
 3. who claim other reasons, in particular applicants who have acquired the credits required for placement in a higher semester in another degree programme or outside a degree programme.

Within each of the three case groups above, the social, in particular family and economic reasons are decisive for the choice of location, then the average grade of the university entrance qualification, and finally the lot.

Section 14 Data Protection

In order to carry out the enrolment and application procedure, as part of the re-registration process and to fulfil associated tasks, personal data is collected and processed in accordance with Art. 6 (1) lit. c) and e) GDPR in conjunction with Section 17 of the Lower Saxony Higher Education Act (NHG). Further details are regulated by the Student Data Processing Ordinance adopted by the Senate in accordance with Section 17 of the Lower Saxony Higher Education Act (NHG).

Section 15 Entry Into Force, Transitional Provisions

These General Entry and Admission Regulations enter into force on 01 April 2024. TU Braunschweig will allocate study places in accordance with these regulations for the first time in the winter semester 2024/25. At the same time, the previously valid General Entry and Admission Regulations, TU Braunschweig Office Journal No. 1258 of 2 July 2019, cease to apply.

This translation is provided for information purposes only. If there is a discrepancy or inconsistency of meaning or interpretation between the English version and the original German version, the German version shall prevail.

If Special Admission Regulations refer to the previous version of the General Entry and Admission Regulations for undergraduate degree programmes at the Technische Universität Braunschweig, these Special Admission Regulations are also to be applied under the current General Entry and Admission Regulations for undergraduate degree programmes at the Technische Universität Braunschweig. References in the Special Admission Regulations are to be applied in such a way that the previously referenced regulations are replaced by those standards that contain the referenced topics. This also applies if the new version of the General Entry and Admission Regulations differs from the previous version.