



Hochschule RheinMain
University of Applied Sciences
Wiesbaden Rüsselsheim

Application information for bachelor degree programs for applicants with foreign high school leaving certificates

**RheinMain University of Applied Sciences is a member of the uni-assist
Association
(the University Application Service for International Students e.V.)**

All university applicants who earned their higher education entrance qualification in a foreign country and intend to apply for a **first semester** at RheinMain University of Applied Sciences must – regardless of nationality – apply through uni-assist.

Please read this application information sheet carefully and apply directly via the uni-assist online-portal:

www.uni-assist.de

Exceptions to the uni-assist procedure:

- applicants who can produce an **assessment certificate with average grade of a central leaving certificate recognition organization** of a federal state, that is valid **nationally**
- applicants who passed an **assessment test at a Studienkolleg (preparatory course) in Hesse** at one of the following locations: Darmstadt, Frankfurt, Mittelhessen, Kassel
- applicants who have already received a letter of admission from RheinMain University of Applied Sciences in the same degree program

Please apply directly via RheinMain University of Applied Sciences' online-portal:
www.hs-rm.de/bewerbung → Bewerbung mit deutschen Zeugnissen

Last updated: October 2018

• Degree Programs at RheinMain University of Applied Sciences

RheinMain University of Applied Sciences bachelor's degree programs are offered at both study locations – **Wiesbaden and Rüsselsheim**.

An overview of all the courses on offer at the university can be found at:

www.hs-rm.de/studienangebot

Detailed information on the course contents and entrance requirements for each degree program can be found here.

Please read the following carefully to find out whether there are special admission requirements such as an internship, language requirements etc. for your chosen course of studies.

The RheinMain University of Applied Sciences participates in the **dialog-oriented service procedure (DoSV)** with the following degree programs:

- Business Administration
- Business & Law in Accounting and Taxation
- Digital Business Management
- Health Economics
- Insurance and Finance
- International Management

More information about the DoSV procedure on page 9.

As a rule all RheinMain University of Applied Sciences' Bachelor's degree programs must be applied for via uni-assist.

However **exceptions** apply to some degree programs, that entail particular selection procedures:

- Cooperative Degree Program Insurance & Finance
- Cooperative Degree Program Mechanical Engineering (part-time for professionals)
- Cooperative Degree Program Electrical Engineering (part-time for professionals)
- Cooperative Degree Program Electrical Engineering
- Cooperative Degree Program Media Engineering
- Cooperative Degree Program Systems Engineering
- Social Work, BASA (distance learning degree program)

This also applies to applicants who wish to apply for a **higher semester** due to periods of study spent at other German universities.

In this case please apply directly via RheinMain University of Applied Sciences' online-portal.

www.hs-rm.de/bewerbung (Bewerbung mit deutschen Zeugnissen)

- **General admission requirements and information for applicants with foreign high school leaving certificates**

Applicants who do not have a German higher education entrance qualification can study in Germany if their foreign high school leaving certificate is equivalent to a higher education entrance qualification gained in Germany.

Assessing and reviewing your certificates is carried out as part of the application process, during which your certificates are checked to see if they are directly comparable with German higher education entrance qualifications (e.g. "Abitur", German secondary school leaving certificate). If this is the case, you have direct entry to higher education and can apply directly for a degree program.

If your higher school leaving certificate is not directly comparable to a German higher education entrance qualification, you will be required to attend a Studienkolleg before beginning to study and must pass the assessment test.

The following websites provide information on how your local certificate will be assessed:

<http://anabin.kmk.org> (only in German, official data base of "Zentralstelle für ausländisches Bildungswesen" (Central Office for Foreign Education – ZAB))

www.uni-assist.de/en/tools/check-university-admission/ (in English)

Furthermore, applicants with foreign high school leaving certificates must prove that their **German language skills** are sufficient for studying in Germany. Depending on how your high school leaving certificate is assessed (direct higher education entry or Studienkolleg) the requirements in terms of German language skills vary.

Applicants with a direct higher education entrance qualification and those applying for a place at a Studienkolleg apply in two different processes.

- **Application process for direct higher education entry**

Your foreign high school leaving certificate qualifies you for direct higher education entry and you would like to apply for direct admission to a first semester at RheinMain University of Applied Sciences.

You should thus apply directly via the uni-assist online-portal – www.uni-assist.de – for your chosen degree program.

Documents

Please refer to the Applicant Checklist on page 17 of this applicant information sheet to find out which documents you are required to submit with your application!

Application deadline

Please submit your application for admission in time and as requested to uni-assist with the documents required for the uni-assist application process, in the exceptions listed (see cover page!) to RheinMain University of Applied Sciences:

For degree programs with restricted admission (NC):

July 15 for a winter semester, January 15 for a summer semester

For degree programs with unlimited admission:

September 1 for a winter semester, March 1 for a summer semester.

If you intend to take a DSH examination at RheinMain University of Applied Sciences, your application must be submitted by January 15, respectively July 15, also for unlimited (non-NC) admission programs! Please refer to the DSH examination tips on page 5!

The deadline for applications is the day that the application was received at uni-assist, not the date of the postmark!

Applications that are submitted by e-mail or fax will not be considered!

German language skills

You must prove at least the following German language skills with your **application** by the respective application deadline:

- Intermediate Level Language Test of the Goethe-Institut ("Zentrale Mittelstufenprüfung"), or
- a certificate showing you have completed an advanced course at another language school (Zeugnis über den Abschluss der Oberstufe eines Sprachinstituts), or
- a certificate showing you have completed a DSH/TestDaF preparatory course, or
- a certificate of a completed German course/German examination with at least level B2 according to the Common European Framework of Reference for Languages, or
- certificate DSH-1 or TestDaf 3, or
- proof of at least 1,000 hours of German lessons.

If, following a review of your application and completing the allocation process, you are admitted to RheinMain University of Applied Sciences, you are required to prove that you have successfully completed one of the following language examinations when you **enroll**:

- the certificate of the German Language Proficiency Test for Entrance to German Universities (DSH). Proof of the overall DSH-2 result is required! Important! Please note: DSH examinations may only be taken at universities.
- the German language diploma (level two) of the German Standing Conference of the Ministers of Education and Cultural Affairs of the Länder (Deutsches Sprachdiplom der Kultusministerkonferenz – 2. Stufe),
- the "Großes" or "Kleines Deutsches Sprachdiplom" test of the Goethe Institute,
- the Central Advanced Language Test "Zentrale Oberstufenprüfung" of the Goethe Institute,
- Goethe Certificate C2,
- telc Deutsch C 1 Hochschule (German for success at an advanced academic level),
- TestDaf (minimum level 4 in all parts of the exam).

The following are exempt from a German examination – anyone who can prove they have:

- completed a degree in German (also teaching first or second foreign language) abroad, or
- a completed vocational apprenticeship (or education) in Germany, or
- 10 school years at a German school (general certificate of secondary education, "Realschulabschluss" does not qualify)!

DSH examination and DSH course at RheinMain University:

RheinMain University of Applied Sciences offers the German Language Proficiency Test for Entrance to German Universities (DSH examination) and a DSH preparatory course twice a year.

Applicants are to register for the **DSH preparatory course** directly at RheinMain University of Applied Sciences, not via uni-assist!

An internal DSH examination is held at the end of the course!

The registration form and further information can be found here: www.hs-rm.de/dsh

DSH examination:

You can only register for a DSH examination at RheinMain University of Applied Sciences if you also apply to study at the university! You can apply for your chosen degree program via the uni-assist application portal www.uni-assist.de.

If you meet the minimum requirements for sitting the DSH examination, we will automatically invite you to sit the DSH examination!

Please note the deadlines:

The DSH examination is held every September and every March. To ensure that the invitation to sit the examination can be sent in time, your application must have been received at uni-assist by **July 15** respectively **January 15** at the latest!

Further information can be found at: www.hs-rm.de/dsh

• Application process for a place at a Studienkolleg

Your foreign high school leaving certificate qualifies you for admission to a Studienkolleg and you are required to attend a Studienkolleg before beginning your studies.

Applications for admission to a Studienkolleg can be made via the uni-assist application portal – www.uni-assist.de – **for your chosen degree program (e.g. Bachelor in Mechanical Engineering)**. On the application form at question 41, please note that you are applying for a place at a Studienkolleg. In assessing your high school leaving certificate it will be checked to see whether your certificates actually qualify you to attend a Studienkolleg.

Documents

Please refer to the Applicant Checklist on page 17 of this applicant information sheet to find out which documents you are required to submit with your application!

Application deadline

Please submit your application for admission in time and as requested to uni-assist with the documents required for the uni-assist application process, in the exceptions listed (see cover page!) to RheinMain University of Applied Sciences,

May 15 for a winter semester,

December 1 for a summer semester.

The deadline for the application is the day the application was received at uni-assist respectively RheinMain University of Applied Sciences, not the date of the postmark!

Applications that are received by e-mail or fax will not be considered!

German language skills

You must prove the following German language skills when you submit your application by the respective application deadline:

- a certificate of a completed German course/German examination with at least level B2 according to the Common European Framework of Reference for Languages, or
- proof of at least 800 hours of German lessons.

Further procedure

Depending on your intended course of studies, you will be assigned to the appropriate focal area course at the "Studienkolleg" (e.g. a T course for the mechanical engineering degree program) and invited to sit the **admission examination** for the Studienkolleg.

RheinMain University of Applied Sciences is assigned to the Studienkolleg in Darmstadt (www.stk.tu-darmstadt.de).

The admission examination at the Studienkolleg Darmstadt for admission to the **G course** (preparation for German studies, social and cultural degree programs) is a language examination only.

The examination for admission to a **T course** (preparation for technical degree programs) consists of a language test and a mathematics examination.

Sample papers of the admission examinations can be viewed at: www.stk.tu-darmstadt.de!

After successfully passing the admission examination, you will receive a **conditional acceptance** for a place at RheinMain University of Applied Sciences in your chosen course.

You will then attend the focal area course at the Studienkolleg Darmstadt (generally speaking two semesters) that is appropriate for your chosen area of studies.

After passing the assessment test following completion of the Studienkolleg you will be admitted directly into the first semester of your chosen degree program at RheinMain University of Applied Sciences.

The focal area course G (preparation for German studies, social and cultural degree programs) and the focal area course T (preparation for mathematic, scientific and technical degree programs) are offered by the Studienkolleg Darmstadt.

Focal area course W (preparation for economics degree programs) is currently not being offered at the Studienkolleg Darmstadt due to capacity reasons.

The following focal area courses are recognized for the individual degree programs for admission to RheinMain University of Applied Sciences:

Degree Programs offered at RheinMain University of Applied Sciences	Focal area course
Applied Computer Science Applied Computer Science – cooperative degree program Applied Mathematics Applied Physics Architectural Heritage Conservation Architecture Business Informatics Business Informatics – cooperative degree program Civil Engineering Computer Engineering Computer Engineering – cooperative degree program Electrical and Aeronautical Engineering Electrical Engineering Environmental Engineering Interdisciplinary Engineering Mechanical Engineering Media Computer Science Media Computer Science – cooperative degree program Media Engineering Mobility Management Real Estate Management	T
Industrial Engineering & International Management Media Conception and Production Media Management	T, W
Communications Design Interior Architecture	G
Business & Law in Accounting and Taxation Business Administration Digital Business Management Health Care Economics Insurance and Finance International Management	W
Education in Childhood and Youth Health Care Issues in Social Work Law and Management in Social Work Social Work	G, W

- **Information for Communications Design applicants**

To be accepted for a first semester on a Communications Design degree program, applicants are required to pass a "Creative Aptitude test" (or "Prüfung zur Feststellung der künstlerischen Begabung").

This examination is held at RheinMain University of Applied Sciences every June (for admission to the winter semester) and December (for admission to the summer semester).

Applicants should register for the examination directly at RheinMain University of Applied Sciences, not via uni-assist!

The **registration deadline** for an exam in June (application for a winter semester) is **May 27** and for an exam in December (application for a summer semester) on **November 27**.

The **registration form** can be found at:

www.hs-rm.de/de/studium/studienorientierung/kuenstlerische-begabtenpruefung-kommunikationsdesign/

Please note that for the Communications Design degree program you must apply in parallel via the uni-assist procedure, as your leaving certificates must be checked for recognition purposes and to ascertain whether your German language skills are sufficient for studying.

- **Specific information for applicants from China, Mongolia and Vietnam**

China

Due to a decree by the Hessian Ministry of Higher Education, Research and the Arts (HMWK) dated September 26, 2001, application documents from Chinese applicants can only be processed if they have been submitted in advance to the Academic Evaluation Center ("Akademische Pruefstelle, APS) in Peking for pre-assessment purposes.

This is to be proven by a certificate from the Academic Evaluation Center, APS in Peking.

Applications without this certificate cannot be processed!

The **original** APS certificate must be submitted with the application!

Further information can be found at: www.aps.org.cn

This also applies to applicants who are already in Germany!

Mongolia/Vietnam

All applicants from Mongolia and Vietnam are also required to undergo the APS procedure

Mongolia: The Academic Evaluation Center at the German embassy in Ulan-Bator

Vietnam: The Academic Evaluation Center at the German embassy in Hanoi

• **Dialog-oriented Service Procedure (DoSV)**

Because of the participation of the RheinMain University of Applied Sciences in the **dialog-oriented service procedure (DoSV)** with some degree programs starting in the winter semester of 2018/2019, it is necessary to register at www.hochschulstart.de before applying. This applies to the following programs:

- Business Administration
- Business & Law in Accounting and Taxation
- Digital Business Management
- Health Economics
- Insurance and Finance
- International Management

What does DoSV mean?

The dialog-oriented service procedure (DoSV) coordinates the allocation of undergraduate degree course placements with locally restricted admissions on a national level.

This procedure supports the universities in their admission procedures and contributes to the avoidance of empty study places. The advantage of the procedure is that the applicant can see all the applications submitted to the DoSV – the platform www.hochschulstart.de – and can check the status there at any time.

Further information about DoSV and the application process for DoSV degree programs can be found at www.hochschulstart.de

How does the application via DoSV work?

You will find a check list on the uni-assist web site with the most important steps to applying with the DoSV procedure:

www.uni-assist.de/en/how-to-apply/plan-your-application/hochschulstart-dosv/

Step 1:

Register via www.hochschulstart.de. After successful registration, you will receive an applicant ID (BID) and an applicant authentication number (BAN), which is available under the button "My Data". Make a note of your BID and BAN, as these are required for online application with uni-assist.

Step 2:

Apply via uni-assist. Information about applying to uni-assist can be found on the homepage www.uni-assist.de/bewerben.html

You can also find the information about application via uni-assist on page 11 of this document.

Step 3

After a positive evaluation, uni-assist will automatically forward your application in electronic form to RheinMain Hochschule, where your admission will be decided. When your application has been accepted, your data will be transferred to our Campus Management System [HSRM COMPASS](#) and you will receive your personal access data by e-mail. This is important for the further admission process.

At www.hochschulstart.de you can follow the processing status of your application (s), set priorities, accept the admission offers, which are submitted to you and also your rejection or

exclusion notification. You will be informed about changes of your status via e-mail. Nonetheless, check your access on a regular basis in order to be able to accept your desired degree program and ensure your place at university. Please be aware of the valid deadlines of the decision phase, in which you must prioritize your desired course of studies.

Step 4: How do I get my desired course of studies?

In order to get an admission for your personal top university after applying for several applications, you have two options:

The easiest way to get the best possible course of studies is prioritization. After uni-assist has sent your approved applications to the university and the evaluation, you place your applications in order of your personal preferences. Please note that all applications after rank 12 become inactive. If you have done the prioritization with care, you do not have to do anything anymore, because at the end of the decision-making phase, your best possible admission offer will be converted into an admission. You will receive an admission letter and can enroll at the Hochschule RheinMain.

If you prefer to create clear conditions early on, check the status of your applications on a regular basis and actively accept the admission to www.hochschulstart.de. You will receive an admission letter and can enroll at the Hochschule RheinMain.

As soon as you have accepted an offer or your best possible offer has been converted into an admission, all other admission offers expire. This step cannot be undone.

After receiving an admission, please note the deadlines for enrollment on the admission letter.

• **Information about the uni-assist application process**

Please apply directly via uni-assist's online application portal:

www.uni-assist.de

Please read all the application information carefully in advance and then complete the online application. Print the application form and send it directly to uni-assist with all the required documents (see application checklist on page 17 of this information sheet)

uni-assist e. V.
D- 11507 Berlin

We advise to apply well in advance so that you still have the possibility to send missing documents within the deadline if necessary.

Your application will be reviewed by experts at uni-assist in the uni-assist procedure against RheinMain University of Applied Sciences admission requirements.

If you do not yet meet the formal admission requirements, uni-assist will inform you accordingly and ask you to submit the required records at a later date.

Please be sure to state your e-mail address, if you have one, so that uni-assist can contact you quickly and easily to clarify any questions!

If the experts decide in your favor, uni-assist will forward your application to RheinMain University of Applied Sciences.

RheinMain University of Applied Sciences will then decide to offer you a place or not.

If uni-assist does not return a positive result regarding your admission eligibility, you may contact RheinMain University of Applied Sciences directly. Please include uni-assist's letter of rejection and explain the errors in uni-assist's expert opinion. RheinMain University of Applied Sciences will then make a decision about your admission.

Applications to several universities

If you plan to apply to more than one university at a time, please check to see whether the other university/universities of your choice are also members of the uni-assist alliance.

A current list can be found at: www.uni-assist.de/hochschulen

If this is so, please file an individual online application for each university.

Only one copy of the required application documents (notarized certificates, translations etc.) must be submitted.

Fees:

Valid from March 1, 2018 in one application semester these handling fees apply:

Costs for the first desired course of study: 75.00 EUR

For each additional desired course of study: 30.00 EUR

- You pay **per desired course of study**. A desired course of study can be an application for a bachelor or master's course.

- Are you reapplying for a **new semester**? If so, the fee is 75.00 EUR again for the first desired study course and 30.00 EUR for every other desired course of study.
- These costs are the same for all forms of application. The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure.

Example for one application semester

University 1	
Desired course of study A	75.00 EUR
Desired course of study B	30.00 EUR
University 2	
Desired course of study C	30.00 EUR
Total	135.00 EUR

Your application will only be processed by uni-assist when the fee has been paid.

Please attach the transfer slip to your application!

Please transfer your fee directly to uni-assist e.V.'s account at the same time as sending your documents:

Recipient: uni-assist e.V.
 Bank: HypoVereinsbank
 IBAN: DE62100208900019055272
 BIC/SWIFT code: HYVEDEMM488

For "Purpose of payment" on the transfer slip, please state your:

First name
 Surname
 Date of birth and
 Country of origin

If you transfer the money from abroad, please note that you will also have to pay the bank's transfer fee.

Alternatively you may pay by credit card, either VISA or MasterCard (the form can be found on page 13!).

Any questions?

If you have any questions about the online application process, whether the fee has been received or the status of your application, please contact uni-assist directly. Further explanatory comments on the uni-assist process can be found at: www.uni-assist.de/kontakt.html

For all content-related questions pertaining to the application and admission requirements, please contact RheinMain University of Applied Sciences directly (for contact details see page 13 of this application information sheet).

Payment by VISA or MasterCard credit card

Please provide us with your credit card check number, if you intend to pay by credit card. This can be found on the reverse side of your credit card following the credit card number.

VISACARD
EURO / MASTERCARD

Amount in euros: _____

Cardholder: _____

Card number: _____

Credit card check number: _____

Valid until (month/year): _____

Signature of cardholder

- **What happens once uni-assist forwarded your application to Hochschule RheinMain?**

After a positive evaluation, uni-assist will automatically forward your application in electronic form to RheinMain Hochschule, where your admission will be decided. When your application has been accepted, your data will be transferred to our Campus Management System [HSRM COMPASS](#) and you will receive your personal access data by e-mail. This is important for the further admission process. You can check your application status under [HSRM COMPASS](#) and see further information concerning admission.

- **Enrollment**

Students can enroll at RheinMain University of Applied Sciences after the admission letters have been sent. Enrollment is only possible on the date mentioned on the admission letter!

- **Semester fee**

The semester fee includes the contribution for the student representative body, the "Studentenwerk" that provides student dorms, cafeterias etc. and the student public transportation ticket.

Information about the amount and the items that make up the semester fee can be found on the university's website: www.hs-rm.de/semesterbeitrag; these can change marginally every semester.

There are no tuition fees.

- **Information about storage period for applications**

Should you decide not to register at our university, we hereby inform you that your application documents will be kept on file by uni-assist for one year only. Your data will be stored digitally for a period of four years, during which time it will only be accessible to uni-assist and our university. Applications that are sent directly to RheinMain University of Applied Sciences will be destroyed one year after the application process has been completed. Should you be admitted, you will need to show all your original documents when you enroll!

Further information and important addresses

Information on questions regarding the application process, assessing leaving certificates, DSH examination:

- RheinMain University of Applied Sciences
International Office
Kurt-Schumacher-Ring 18
65197 Wiesbaden

Phone: +49 611 9495-1573
E-mail: international@hs-rm.de
www.hs-rm.de/international

Information about enrollment:

- RheinMain University of Applied Sciences
Admissions Office
Kurt-Schumacher-Ring 18,
65197 Wiesbaden

Phone: +49 611 9495-1560
E-mail: studienbuero-wiesbaden@hs-rm.de

Information on studying, degree programs, advice about choosing a course and planning your studies:

- RheinMain University of Applied Sciences
Student Counseling Office
Kurt-Schumacher-Ring 18
65197 Wiesbaden

Phone: +49 611 9495-1590
E-mail: studienberatung@hs-rm.de

These facilities can be contacted via the Student Information Center (S!C) at RheinMain University of Applied Sciences:

- RheinMain University of Applied Sciences
Student Information Center (S!C)
Building A
Kurt-Schumacher-Ring 18
65197 Wiesbaden

The i-Punkt of S!C is available at:

Phone: +49 611 9495-1555
E-mail: ipunkt@hs-rm.de

Mon. to Thurs.: 09:00-15:00
Fri.: 09:00-13:00

• Application checklist

- Printed online application form from the uni-assist portal (completed and signed)
- Officially notarized copies* of foreign transcripts:
 - Final high school leaving certificate with a list of grades
 - University transcript with a list of subjects and grades
 - Proof of the successful university entrance examination in your home country (if required)
- Notarized copy* of a certificated translation of the foreign education transcript in German or English. Only translations by state certified translators* will be accepted. No translation is required for documents in English.
- Certificate of successful assessment test (if required) notarized copy*
- Written confirmation that a required internship was completed – notarized copy*
If the internship was completed abroad, the internship reference must be submitted with a **German translation**. If the original document is in English, no translation is required!
- Proof of German language exams notarized copy*
- University transcripts of previous periods of study at German universities and, if appropriate, disenrollment certificates.
- Copy of your passport
- Bank transfer slip documenting the payment of the application fee to uni-assist

***Notes on notarization/translation**

Foreign transcripts must be submitted in **notarized copies**.

The following organizations and authorities are permitted to issue notarizations:

- The German diplomatic missions abroad
- The authorities and notaries authorized to notarize in their respective countries
- German notaries and courts
- Authorities who bear an official stamp: Federal authorities, state authorities,
- Municipal authorities, official churches

Translations that are simply notarized cannot be accepted!

Transcripts must always be submitted in the original language of their country of origin and additionally as a English or German **translation**.

- For translations performed in Germany the work must always be carried out by a state certified translator.
- For translations performed abroad, the work must be carried out by an authorized body that produces the equivalence of certified translations in the respective country.

Information on data collection

Pursuant to Article 12 of the General Data Protection Regulation (GDPR) of 24 May 2016, RheinMain University of Applied Sciences is obliged to inform applicants about the collection and processing of personal data in an automated file.

The President of RheinMain University of Applied Sciences, Prof. Detlev Reymann, Unter den Eichen 5, 65195 Wiesbaden, is responsible for data collection. The university data security officer is Prof. Jürgen Sauer, Kurt-Schumacher-Ring 18, 64197 Wiesbaden.

Within the framework of the automated admission procedure for the degree programs with restricted admission, the following personal data of the applicants will be processed and stored on the basis of § 4 *Studienplatzvergabeverordnung Hessen* (study place allocation decree of the state of Hesse) as amended:

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality
- Organizational features of the foundation, in particular identification and authentication number
- Type and extent of higher education entrance qualification, date and place of acquisition
- Overall and average grades as well as individual grades of the higher education entrance qualification
- Result of the procedure
- Selected degree program
- Information on enrollment in the chosen degree program at another university
- Semesters studied at a German university
- Degree(s) obtained at a German university or abroad
- Information on and documentation of service, practical training, internships or study-related extracurricular activities, if applicable
- If applicable, documents confirming the date the certificate of vocational qualification was acquired, periods of professional activity after acquisition of the higher education entrance qualification, reasons and extent of improvement of average grade or waiting period, special social, family and economic reasons, result of the first degree and reasons for a second degree.

Data concerning applications for degree programs whose places are allocated via the dialogue-oriented service procedure are passed on to the *Stiftung für Hochschulzulassung* (University Admissions Foundation) (Annex 1 to § 1 (4) *Studienplatzvergabeverordnung Hessen StudPIVergabeVO*).

The data will be deleted in accordance with § 4 (2) of the *Studienplatzvergabeverordnung Hessen* no later than twelve months after the end of the respective semester for which the allocation procedure has been carried out.

The purpose of data processing is the allocation of study places and the preparation of admission letters and rejection notifications in the course of the respective procedure.

Within the framework of the automated admission procedure for the master's degree programs with unlimited admission, the same data as for the Master Media & Design degree program are processed and stored, based on the regulations for the allocation of study places with restricted admission.

Within the framework of the automated admission procedure for the bachelor's degree programs with unlimited admission, the following personal data of applicants will be processed and stored on the basis of § 2 of the *Hessische Immatrikulationsverordnung* (Hessian Enrollment Act) as amended:

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality(s)
- Selected degree program, selected degree, selected regular semester of study
- Faculty in which the right to vote is to be exercised
- Name, address and type of previously attended or simultaneously attended other state or state-recognised higher education institutions and vocational academies in Germany and abroad, the semesters studied there with the year and semester including the semesters with leave of absence, and the respective degree programs and training courses selected at higher education institutions abroad, including the name of the country
- Results of the preliminary, intermediate, final or module examinations taken so far as well as the course certificates acquired during the course of study
- Date of acquisition, type and result of the qualification entitling the applicant to study and, in the case of acquisition in Germany, the country and district; in the case of acquisition abroad, the

country in which it was acquired; if applicable, the number of semesters completed in a *Studienkolleg* (preparatory course) in Germany.

- Special knowledge and skills related to the course of study which the applicant must have when beginning the course of studies in accordance with §54 (4) of the Hessian Higher Education Act
- In the case of a degree sought in Germany, the university and the study location of the degree sought; in the case of a degree sought abroad, the country of the degree sought.

If enrollment takes place, the requested personal data will be processed and stored in automated files for the following purposes:

- student administration
- examination administration
- Preparation of voter lists (§ 35 Hessian Higher Education Act as amended on 14.12.2009; GVBl I p. 666 ff. of 23.12.2009)
- Anonymous statistical evaluations (§ 6 (2) Hessian Higher Education Act, provisions of the *Hochschulstatistikgesetz* (Higher Education Statistics Act) and *Hessisches Landesstatistikgesetz* (Hessian State Statistics Act))

The university transmits personal data of the insured students to the responsible health insurance company in accordance with § 4 of the *Studentenkrankenversicherungs-Meldeverordnung* (student health insurance registration decree (HImV § 20)).

The university transmits personal data to the library to handle lending procedures (HImV § 18).

The data will be deleted in accordance with § 15 (2) of the Hessian Enrollment Act:

- For data relating to studies at the university in accordance with § 15 (2) HImV, 60 years after the student's disenrollment.
- For all other personal data no later than twelve months after the student's disenrollment.
- For persons who do not enroll, for a summer semester by 30.09. at the latest and for a winter semester by 31.03. of the following year at the latest.

You have the right

- to ask the controller to confirm whether personal data concerning you are being processed; if this is the case, you have a right of access to this personal data and to the following information: (Art. 15 GDPR)
 - the purposes of the processing;
 - the categories of personal data concerned;
 - the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
 - where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;
 - the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - the right to lodge a complaint with a supervisory authority;
 - where the personal data are not collected from the data subject, any available information as to their source;
 - the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement. (Art. 16 GDPR)
- The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies (Art. 17 GDPR):
 - the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;

- the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);
 - the personal data have been unlawfully processed
 - the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
 - the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).
- The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies (Art 18 GDPR):
 - the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
 - the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
 - the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims, or
 - the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.
 - The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with Article 16, Article 17(1) and Article 18 to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The controller shall inform the data subject about those recipients if the data subject requests it.(Art 19 GDPR)
 - The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, if the processing is carried out by automated means. (Art 20 GDPR)

Without prejudice to any other administrative or judicial remedy, every data subject shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her infringes this Regulation. (Art 77, GDPR)

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her. (Art 22, GDPR)