

Information for applicants with foreign first university degree certificates

Application for a master's degree program

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

All applicants who earned their first university degree abroad and are applying for a master's degree program at RheinMain University of Applied Sciences are to **apply via uni-assist**, regardless of nationality.

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:

For the Master's Degree Program "Soziale Arbeit mit dem Schwerpunkt Sozialraumentwicklung und -organisation (MAPS) (Social Work – Development and Organization of Social Spaces, part-time, distance learning), **please apply directly through the Fulda University of Applied Sciences** www.social-maps.de

- **General admission requirements and information for applicants with foreign first university**

Applicants that earned their initial degree (e.g. bachelor's degree, diploma) abroad can apply for a master's degree program in Germany, if their foreign degree is equivalent to a German degree and if they can prove sufficient German language skills.

➤ **Proof of foreign degree**

The degree earned abroad must be from a recognized foreign university. Depending on the special requirements of the individual master's programs, this qualification must be equivalent to a six or eight-month bachelor's degree earned in Germany.

The following website provides information on whether your university or your degree program is eligible.

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

The following certificates need to be submitted to assess your degree:

- Secondary school education transcript with a list of subjects and grades
- University transcript of the bachelor's degree/ Diploma)
- Transcript of the list of subjects, grades and years of study
- Diploma Supplement (if available)

Please refer to the application checklist on page 10.

➤ **Proof of sufficient German language skills**

Applicants that have earned a foreign degree must prove that they have sufficient German language skills to undertake a degree course in Germany. This applies to all offered master's degree programs with the exception of the master's degree program in International Management.

There are no specific German skills required to be enrolled for the Master's Program in International Management

Application:

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

Enrollment:

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).

Exemption:

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 e.g. "Hochschulreife". "Realschulabschluss" does not qualify)!

DSH examination and DSH course at RheinMain University of Applied Sciences:

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.

DSH preparatory course:

Applicants are to register for the DSH preparatory course directly at RheinMain University of Applied Sciences, not via uni-assist! 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 by e-mail to sit the DSH examination!

The DSH examination is held every August and every February. 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 deadlines**

June 15: - Innenarchitektur – Conceptual Design

July 15 or January 15 for the following master's degree programs:

- Architektur | Bauen mit Bestand (Architecture | Building Revitalization and transformation)
- Business & Law in Accounting and Taxation
- Controlling and Finance
- Cross Media Spaces → **deadline prolongation until September 1, 2019**
- International Management
- Konstruktiver Ingenieurbau/Baumanagement (Civil Engineering & Construction Management)
- Media & Design Management (**only July 15**)
- Sales and Marketing Management
- Soziale Arbeit mit dem Schwerpunkt Bildung (MAPS) (Fernstudium) (Social Work: Social Work and Education (Part-time Distance Learning Degree Program) (**only January 15**))
- Umweltmanagement und Stadtplanung in Ballungsräumen (Environmental Management and Urban Planning in Metropolitan Areas)
- Umweltmanagement und Stadtplanung in Ballungsräumen (berufsbegleitend) (Environmental Management and Urban Planning in Metropolitan Areas – cooperative degree Program)
- Versicherungs- und Finanzwirtschaft (Insurance and Finance)

September 1 or March 1 for the following master's degree programs:

- Advanced Media Technology
- Angewandte Mathematik, (Applied Mathematics)
- Angewandte Physik; (Applied Physics)
- Berufsbegleitendes Ingenieurstudium Product Development and Manufacturing (cooperative degree)
- Berufsbegleitendes Ingenieurstudium Wirtschaftsingenieurwesen (Cooperative degree Industrial Engineering)
- Bio- und Umwelttechnik (Environmental and Biological Process Engineering)
- Electrical Engineering – Connected Systems
- Fahrzeugentwicklung, Energietechnik und Produktionsplanung (Automotive, Power and Manufacturing Engineering)
- Informatik (Computer Science)
- Informatik – Smarte Systeme (Computer Science – Smart systems for Man and Technology)
- Konstruktiver Ingenieurbau/Baumanagement (Civil Engineering & Construction Management)
- Medizintechnik (Medical Engineering)
- Wirtschaftsinformatik (Business Informatics)

Please note:

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 3!

- **Special admission requirements for the individual Master's Programs**

In addition to the general and formal admission requirements, further specialist or language skills admission requirements apply for individual master's programs.

Detailed information about content and requirements of the individual master's degree programs can be found on our homepage at: www.hs-rm.de/studienangebot.

Please read this information carefully and submit the required documents/proof with your application to uni-assist! These specialist admission requirements will also be checked by the respective faculty at RheinMain University of Applied Sciences after the formal review at uni-assist.

- **Special notes for applicants for the master's in Interior Architecture / Conceptual Design (M.A.)**

An art and design portfolio is also to be submitted for this degree program in addition to the other application documents. The portfolio must include:

- A portfolio with DIN A3 landscape format work,
- Bachelor's thesis: max. 3 pages (work in progress also acceptable),
- Two main projects from your degree program (two pages per project),
- A further three sheets of special work in any form in the area of design or interior architecture, if necessary not related to the degree course.

Please submit the above mentioned **portfolio** until June 15 directly to RheinMain University of Applied Sciences with a **copy of the application form** submitted to uni-assist:

Hochschule RheinMain
Studienbüro
Postfach 3251
65022 Wiesbaden

All other application documents have to be submitted to uni-assist.

- **Special notes for applicants for the master's in Cross Media Spaces (M.A.)**

A portfolio is also to be submitted for this degree program in addition to the other application documents. The portfolio has to be submitted to uni-assist together with all other required application documents. It must include:

- A portfolio with DIN A4 format work. The portfolio may be uploaded on the uni-assist portal.
- Artistic or creative work samples on max. 25 pages (i.e. drawings, photographs, cinematic work etc.)
- Motivation letter (1page) explaining why you wish to apply for this program and a sketch of a subject-specific project which could be a possible master's thesis
- A signed statement asserting your own creatorship

- **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 26/09/2001, 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 or Shanghai for pre-assessment purposes. This is to be proven by a certificate from the Academic Evaluation Center, APS in Peking/Shanghai.

Applications that do not include 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

- **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

- **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 10):

uni-assist e.V.
11507 Berlin
Germany

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

In the course of the application process, uni-assist assesses whether the degree you earned abroad is equivalent from a formal perspective to one gained at a German university over three or four years. Above and beyond this uni-assist calculates the overall average grade of your foreign degree.

uni-assist also checks whether you can prove sufficient German language skills for applying for a master's degree.

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!

Should the experts' assessment be positive, uni-assist will forward your application to RheinMain University of Applied Sciences. The additional prerequisites for your chosen master's degree program will be checked from a content perspective by the responsible faculty. The decision will be made

based on the written documents you submit by RheinMain University of Applied Sciences.

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.

Application Fees

The fee table for application at uni-assist is as follow:

Costs for the first desired course of study: 75.00 EUR

For each additional desired course of study: 30.00 EUR

The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure.

**Your application will only be processed by uni-assist when the fee has been paid.
Please attach the transfer slip to your application!**

You will find everything you need to know about payment and fees on the uni-assist web site: www.uni-assist.de/en/how-to-apply/pay-all-fees/.

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 9 of this application information sheet).

• Your application has been forwarded 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

See Information on data collection in the application and admission process at the RheinMain University of Applied Sciences on pages 11 – 13.

Enrollment

After the letter of admission has been received, enrollment takes place at the RheinMain University of Applied Sciences. You do not have to be present at enrollment, it is sufficient you send all the required documents mentioned in the admission letter **until the deadline date printed in the admission letter.**

The admission letter is a standard letter. It mentions that you have to submit notarized copies of your certificates. Please note that you do not have to submit notarized copies of documents you already submitted via uni-assist.

Enrollment fees

The fees per semester are approx. 300 euros (including the fee for the ‘Studentenwerk’ which provides the student dorms, cafeterias etc. and the student ticket which allows you the free use of regional public transportation in most parts of Hesse and some places in Rhineland-Palatinate as well). Find out more about the semester fee here: www.hs-rm.de/semesterbeitrag (only in German).

- **Storage period for applications**

Should you decide not to enroll at our university, we hereby inform you that your application materials will be kept on file by uni-assist for no longer than one year. 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 which are sent directly to the RheinMain University of Applied Sciences will be destroyed one year after the application process has been completed.

- **Further information and important addresses**

Questions about the application procedure, evaluation of transcripts, DSH (German) examination, questions about registration:

Admissions Office / Studienbüro

Mrs Heike Eisenmenger
Mrs Laure Leuschner

tel.: +49 611 9495-1550
contact: www.hs-rm.de/kontakt-ipunkt
internet: www.hs-rm.de/international-bewerbung

Information and advice about studying in general, about specific degree programs and planning one's studies:

Student Counseling Office / Zentrale Studienberatung

tel.: +49 611 9495-1555
contact: www.hs-rm.de/de/studium/information-und-beratung/kontaktformular-der-zentralen-studienberatung/
internet: www.hs-rm.de/studienberatung

For all other questions please contact the Information Desk

i-Punkt

Correspondence Address:

Hochschule RheinMain
Studierendenservice und Internationales
Postfach 3251
65022 Wiesbaden
Germany

Visiting Address:

Kurt-Schumacher-Ring Campus
Building A, ground level
Kurt-Schumacher-Ring 18
65197 Wiesbaden

Opening Hours:

Monday - Thursday: 09:00. – 15:00
Friday: 09:00. – 13:00

tel.: +49 611 9495-1555
contact: www.hs-rm.de/kontakt-ipunkt

• Checklist for your documents

- Printed online application form from the uni-assist portal (completed and signed)
- Officially notarized copies* of foreign transcripts:
 - Bachelor's degree / Diploma Certificate
 - University transcript (e.g. bachelor or Diplom) with list of subjects and grades
 - Diploma Supplement, if available
- 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.
- One copy of secondary school leaving certificates
- Proof of German language exams notarized copy*
- Proof of additional documents for the respective master's programs
(e.g. motivation letters, proof of sufficient English language skills)
- University transcripts of previous periods of study at German universities
- 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:

- German diplomatic missions abroad
- Authorities and notaries authorized to notarize in their respective countries
- German notaries and courts
- Authorities who bear an official stamp: national authorities, federal state authorities, municipal authorities, official church bodies

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 sworn and authorized 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)