

Pursuant to §§ 54 paragraph 1, 67a paragraph 2 no. 3b, 77 paragraph 2 clause 5 no. 8 of the Higher Education Act of the State of Saxony-Anhalt (HSG LSA) in the version from its publication on 1 July 2021 (GVBl. LSA 2021, 368, 369) in conjunction with §§ 7, 8 of the University Admissions Act of the State of Saxony-Anhalt (HZulG LSA) in the version from its publication on 24 July 2012 (GVBl. LSA 2012, 297, 298) and §§ 28 paragraph 3, 40 of the Study Placement Regulation of Saxony-Anhalt from 5 December 2019 (GVBl. LSA 2019, 957) and the Framework Admission Regulation for Consecutive Master's Degree Programmes of Harz University of Applied Sciences in its respectively current version, the Faculty Board of the Faculty of Business Studies, following input by the Senate of Harz University of Applied Sciences, has passed the following regulations:

Regulations on admission for the Master's programmes

Business Consulting (M.A.),

Tourism and Destination Management (M.A.),

Consumer Psychology and Market Research (M.Sc.)

and

FACT - Finance, Accounting, Controlling, Taxation & Law (M.A.)

from 14.10.2015*

Readable version

This document is an update to the regulations on admission for the aforementioned Master's programmes.

The official, legally binding regulations can be found in the official bulletin no. 5/2015.

The following, legally binding amendments have been incorporated:

1. Amended bylaws from 29.11.2017 (official bulletin no. 1/2018)
2. Amended bylaws from 05.06.2019 (official bulletin no. 4/2019)
3. Amended bylaws from 02.12.2020 (official bulletin no. 1/2021)
4. Amended bylaws from 01.12.2021 (official bulletin no. 1/2022)
5. Amended bylaws from 20.11.2024 (official bulletin no. 4/2024)
6. Amended bylaws from 17.09.2025 (official bulletin no. 3/2025)

* Gender-neutral pronouns and terms are used in this document when applicable.

Please note: This translation is provided as a convenience. The original German version is the sole legally binding document.

Contents

Preamble

- § 1 Admission boards
- § 2 Admission application and deadlines
- § 3 Admission requirements
- § 4 Admission processes and creation of the ranking list for selecting participants in degree programmes with limited capacity
- § 5 Notice of acceptance or rejection
- § 6 Reapplying and deception
- § 7 Admission to a higher semester
- § 8 Coming into effect

Preamble

The regulations on admission regulate studies in the Master's degree programmes Business Consulting (M.A.), Tourism and Destination Management (M.A.), Consumer Psychology and Market Research (M.Sc.) and FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.), each for the three-semester programme option and the extended four-semester programme option, in the Faculty of Business Studies at Harz University of Applied Sciences.

§ 1 Admission boards

- (1) The Faculty Board appoints admission boards for the Master's degree programmes Business Consulting (M.A.), Tourism and Destination Management (M.A.), Consumer Psychology and Market Research (M.Sc.) und FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.). Each board consists of the professor appointed by the faculty to coordinate the degree programme, who serves as chair, and two other professors from the Master's programme. One of these two professors may be replaced by a research assistant or a lecturer with special responsibilities.
- (2) The admission boards are able to make decisions if two professors are present.
- (3) The term of the board is three years. These terms extend automatically by one year if the Faculty Board does not appoint any new members by the end of the term(s).
- (4) The admission boards are responsible for admission to the respective degree programme. The Board of Examiners of the faculty will decide on any matters of admission or responsibilities not addressed in these regulations.
- (5) The admission boards regularly submit reports to the Faculty Board.

§ 2 Admission application and deadlines

- (1) Admission to the three-semester and four-semester programme options of the degree programmes FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.) and Tourism and Destination Management (M.A.) is granted for the summer and winter semesters.

Admission to the three-semester programme option of the degree programme Consumer Psychology and Market Research (M.Sc.) is generally granted for the summer semester. Admission to the extended, four-semester programme option of the degree programme Consumer Psychology and Market Research (M.Sc.) is generally granted for the winter semester.

Admission to the Business Consulting (M.A.) programme, both the three-semester programme option and the four-semester programme option with an elective semester, is generally granted for the summer semester. Admission to the Business Consulting (M.A.) programme, the four-semester programme option with an integration semester, is generally granted for the winter semester.

- (2) Applications for admission must be received by the admission board by the deadlines publicly announced by the university. Applications not received by the deadline and applications with incomplete documents at the end of the exclusion period will be excluded from further consideration.

- (3) Applicants who have obtained their first, admission-relevant academic degree (generally a Bachelor's degree) in Germany in accordance with the Higher Education Act of the State of Saxony-Anhalt in its currently valid version must use Harz University of Applied Sciences' online application portal for their applications for admission. Sending application documents by post is not required.
- (4) During the online application process, the documents listed in the online application portal must be uploaded. In addition, proof of language proficiency in accordance with **Fehler! Verweisquelle konnte nicht gefunden werden.** paragraph 6 or 7 must be uploaded.
- (5) Applications for admission from applicants with a first, admission-relevant academic degree (generally a Bachelor's degree) obtained abroad must be submitted via the international student application service (uni-assist e.V.) by the published preliminary deadlines. The documents required for the application will be made publicly available within the university.

§ 3 Admission requirements

- (1) The admission requirement for the Master's programme in Tourism and Destination Management (M.A.), a three-semester programme option, is generally successful completion of studies in accordance with the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its current version, preferably in a tourism-specific or economics-related degree programme, generally with a mark of at least "good" and with at least 210 ECTS credit points acquired during the first course of study from a Bachelor's or diploma programme.

The admission requirement for the Master's programme in Tourism and Destination Management (M.A.), an extended four-semester programme option, is generally successful completion of studies in accordance with the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its current version, preferably in a tourism-specific or economics-related degree programme, generally with a mark of at least "good" and with at least 180 ECTS credit points acquired during the first course of study from a Bachelor's or diploma programme.

At least 50% of the ECTS credit points must be derived from examinations completed at a university. In justified exceptional cases, the admission board may permit a final mark below "good" if the applicant demonstrates their particular suitability through a detailed written justification and a reasoned recommendation, e.g., from a university professor. This, in conjunction with the final grade, forms the basis for the admission board's decision. An equivalent foreign degree also fulfils the requirements. The admission board decides on equivalence. Furthermore, if prior knowledge of tourism is insufficient, the admission board may stipulate participation in a "bridging course in tourism management" as a condition of admission. This bridging course should not exceed 5 ECTS credit points. Detailed regulations will be set out in a learning agreement. Fulfilment of this requirement must be ensured by the end of the second semester.

- (2) The admission requirement for the Master's programme in Business Consulting (M.A.),

- three-semester programme option, is generally a successful, first, admission-relevant academic degree acquired in Germany in accordance with the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its valid version in an economics degree programme, usually with at least a mark of "good" and with at least 210 ECTS credit points acquired during the first course of study from a Bachelor's or diploma programme.
- four-semester programme option with an elective semester, is generally a successful, first, admission-relevant academic degree acquired in Germany in accordance with the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its valid version in an economics degree programme, usually with at least a mark of "good" and with at least 180 ECTS credit points acquired during the first course of study from a Bachelor's or diploma programme.
- four-semester programme option with an integration semester, is generally a successful, first, admission-relevant academic degree (usually a Bachelor's) acquired outside of Germany in accordance with the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its valid version in an economics degree programme, usually with at least a mark of "good" and with at least 180 ECTS credit points acquired during the first course of study from a Bachelor's or diploma programme. The admission board decides on its equivalence.

At least 50 % of the ECTS credit points must be derived from examinations taken at a university. In justified exceptional cases, the admissions board may allow a final mark below "good" if the applicants convincingly demonstrate their particular suitability.

(3) The admission requirement for the Master's programme in Consumer Psychology and Market Research (M.Sc.), three-semester programme option, is generally successful completion of a degree in psychology, economics, or business psychology, as defined by the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its current version, usually with a mark of at least "good" and with at least 210 ECTS credit points.

The admission requirement for the Master's programme in Consumer Psychology and Market Research (M.Sc.), extended four-semester programme option, is generally successful completion of a degree in psychology, economics, or business psychology, as defined by the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its current version, usually with a mark of at least "good" and with at least 180 ECTS credit points.

At least 50% of the ECTS credit points must be from examinations completed at a university. In justified exceptional cases, the admission board may allow a final mark below "good" if the applicants demonstrate their particular suitability through a detailed written justification and a reasoned recommendation, e.g., from a university professor. These documents, in conjunction with the final grade, form the basis for the admissions board's decision. An equivalent foreign degree also fulfils the requirements. The admission board decides on equivalence.

(4) The admission requirement for the Master's programme FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.), three-semester programme option, is generally successful completion of studies in accordance with the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its valid version in a business administration degree programme with a specialisation in the field of FACT (Finance, Accounting, Controlling, Taxation & Law) and with at least 210 ECTS credits.

The admission requirement for the Master's programme FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.), extended four-semester programme option, is generally successful completion of studies in accordance with the admission requirements of the Higher Education Act of the State of Saxony-Anhalt in its valid version and with at least 180 ECTS credit points.

At least 50 % of the ECTS credit points must be derived from examinations taken at a university. If the applicant's first degree was not in economics, a sufficient level of economics competence must be demonstrated through a subject-specific aptitude test in accordance with §§ 3 paragraph 8, 4 paragraph 3. An equivalent foreign degree also fulfils the requirements. The admission board decides on equivalence.

(5) Applicants for a consecutive Master's programme who have obtained their first, admission-relevant academic degree in Germany may, in accordance with the General Admission Regulations for Consecutive Master's Programmes at Harz University of Applied Sciences in their currently valid version, generally be admitted even if proof of successful completion of the first university degree could not yet be fully provided at the application deadline. Based on a submitted transcript of records, provisional admission subject to conditions is possible if, at most, proof of the examination requirements for the "final thesis" and, if applicable, the "colloquium" could not yet be provided. In these cases, the respective admission board examines whether the available academic achievements suggest a degree in accordance with the requirements of the respective regulations. The final thesis must be submitted by 30 September at the latest, or by 31 March for applications for a place in the summer semester. Applicants must submit a written declaration regarding this with their application and/or enrolment. In principle, proof of successful completion of university studies must be submitted to Harz University of Applied Sciences by 31 December at the latest (30 June for applications for the summer semester). Otherwise, the right to admission is forfeited. Applicants with a first, admission-relevant academic degree obtained outside of Germany must submit their Bachelor's degree certificate to uni-assist by the application deadline.

(6) If German is not the applicant's native language when applying for the degree programmes Tourism and Destination Management (M.A.), Consumer Psychology and Market Research (M.Sc.) and FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.), proof of sufficient German language skills for admission to university studies in Germany must be presented in accordance with the valid enrolment regulations of Harz University of Applied Sciences. The options for providing this proof will be publicly announced by the university.

- (7) The degree programmes FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.), Consumer Psychology and Market Research (M.Sc.), and Tourism and Destination Management (M.A.) require English language skills at level B1 of the Common European Framework of Reference for Languages. The degree programme Business Consulting (M.A.) requires English language skills at level B2 of the Common European Framework of Reference for Languages. The options for demonstrating these skills will be publicly announced by the university.
- (8) The admission board may require all or individual applicants to take a subject-specific aptitude test and conduct an interview to assess their competencies at the start of their studies, their identification with the programme and their personal motivation. Based on this assessment, individual learning agreements may be drawn up, which may include requirements for additional coursework. In the case of conditional admission, the learning agreement will outline the additional coursework required for admission, which typically consists of basic modules with content in business administration, tourism or economic psychology. The required coursework can be completed by taking corresponding examinations in courses offered by other programmes at Harz University of Applied Sciences or through guided independent study. The grades achieved in these assessments will be documented but will not be included in the calculation of the final grade for the Master's programme. If the admissions process includes subject-specific written examinations or an interview, applicants for a consecutive Master's programme must notify the authorities of their application by 31 May (or 30 November for applications for the summer semester) so that the aptitude tests or interviews can be completed before the application deadline (later applications may be considered). This notification does not replace the actual application, which must be received by the respective application deadline.

§ 4 Admission processes and creation of the ranking list for selecting participants in degree programmes with limited capacity

- (1) All applications are checked for completeness and compliance with the deadline. Incomplete or late applications will not be considered further in the selection process, subject to § 3 paragraph 5.
- (2) For Master's programmes with restricted admission, the respective admissions committee will determine the assessment criteria and their weighting for ranking applicants using a points system. The decisive factor is the grade of the Master's degree qualification (first, admission-relevant academic degree), which is given significant weight. In addition, the following criteria may be considered:
 1. the results of a subject-specific aptitude test of the applicants as well as the interview with the admissions committee pursuant to paragraph 3,
 2. the curriculum of the study programme pursuant to § 3 paragraphs 1, 2, 3 and 4, as well as the type and duration of vocational training and professional experience,
 3. the ability to formulate an independent perspective for the academic and creative work in the Master's programme in writing or in an interview pursuant to paragraph 3,

4. at the request of the admission board, proof of personal suitability through a detailed written justification and a reasoned recommendation, such as from a relevant university professor.

- (3) Subject-specific aptitude tests may be taken orally, in writing or electronically and should not exceed 90 minutes. Interviews should last at least 15 minutes and no more than 30 minutes.
- (4) For the allocation of study places, the admission board creates a ranking of applicants based on a combination of the assessment criteria from paragraphs 2 and 3. The selection and weighting of the assessment criteria are determined by the respective admission board. The applicant with the highest total points is ranked first, the applicant with the second-highest total points is ranked second, and so on.
- (5) Study places are allocated in accordance with the provisions of the University Admissions Act of the State of Saxony-Anhalt (HZulG LSA) and the Saxony-Anhalt Study Place Allocation Ordinance, in their respectively current versions. Due to the international nature of the Master's programme in Business Consulting (M.A.), 100 % of the available study places for this programme are allocated according to the ranking derived from paragraph 4.
- (6) If the number of applicants exceeds the number of available places, the study places for each ranking list are allocated in the order of the ranking. In cases of a tie, lots are drawn. If the number of remaining applicants is less than the number of available study places, all applicants who meet the admission requirements according to § 3 will be admitted.
- (7) If not all admitted applicants accept their admission within the deadline specified in § 5 paragraph 2, a corresponding number of applicants who initially received a rejection notice will be admitted in a subsequent allocation procedure, in the order of their ranking according to paragraph 4.
- (8) A record of the admission procedure must be drawn up, based on which the ranking of the applicants can be essentially reconstructed.

§ 5 Notice of acceptance or rejection

- (1) Applicants accepted in accordance with § 4 receive a notice of acceptance.
- (2) The President's Office of the university specifies a deadline by which the accepted applicant must declare whether they will take the spot offered to them. The notice of acceptance becomes invalid if the applicant does not make their declaration in the required format or by the deadline. This legal consequence must be noted in the notice of acceptance. In justified exceptional cases, the university may extend the acceptance deadline.
- (3) Accepted applicants must enrol themselves in accordance with the Regulations on Enrolment for Master's Programmes at Harz University of Applied Sciences. Otherwise, the notice of acceptance becomes invalid and the study spot is issued to another applicant. This legal consequence must be noted in the notice of acceptance.

- (4) Applicants who cannot be accepted receive a notice of rejection with information on legal remedy.
- (5) In justified instances, admission to the Master's programme may entail requirements for rendering individual missing achievements. These achievements must normally be rendered within the first semester of the Master's programme. Acceptance can be revoked if the applicant fails to meet these requirements.

§ 6 Reapplying and deception

- (1) Rejected applicants can reapply during the next evaluation period.
- (2) Admission to the degree programme can be revoked if it is discovered after the fact that the applicant was accepted on the basis of untrue statements by the student, and that the applicant would not have been accepted had they provided accurate information.

§ 7 Admission to a higher semester

- (1) Students in Master's programmes at other universities can apply for admission to a higher semester if they are able to verify the corresponding examination achievements. The admission board makes this decision in accordance with the Master's examination regulations of the respective degree programme for determining the transferability of examination achievements.
- (2) Admission to a higher semester may entail certain requirements. § 5 paragraph 5 applies accordingly.

§ 8 Coming into effect

These regulations on admission come into effect on the day after its announcement in the university's official bulletins as decreed by the Senate of Harz University of Applied Sciences and approval by the President.

These regulations on admission replace the regulations on admission for the Master's programmes Business Consulting (M.A.), Tourism and Destination Development (M.A.) and Consumer Psychology and Market Research (M.Sc.) of the Faculty of Business Studies at Harz University of Applied Sciences from 14.01.2015.

Drafted based on the decree of the Board of the Faculty of Business Studies from 14.10.2015 and confirmation by the Senate of Harz University of Applied Sciences on 04.11.2015.

Wernigerode, 15.12.2015

President of Harz University of Applied Sciences Wernigerode