By-laws on the Aptitude Assessment for the

Bachelor's degree programme

Business Administration and Service Management

at Deggendorf Institute of Technology

dated 20 March 2024

Based on to Art. 9 (1) in connection with 89 (2) and (4) of the Bavarian Higher Education Act (BayHIG) of 5 August 2022 (GVBl. p. 2022, Bay RS 2210-1-3-WK), last amended by Section 2 of the Act adopted on 24 July 2023 (GVBl. p. 455), Deggendorf Institute of Technology hereby enacts the following by-laws:

Section 1
Purpose of the assessment

(1) $_1$Admission to the bachelor's programme of Business Administration and Service Management at the Deggendorf Institute of Technology requires a special qualification. $_2$The bachelor's programme of Business Administration and Service Management has a special course profile, which is described in Appendix 1. $_3$Therefore, proof of suitability must be provided in accordance with the following regulations.

(2) $_1$The purpose of the procedure is to assess whether, in addition to the qualification demonstrated by the acquisition of the university entrance qualification, the student has an aptitude for the specific qualitative requirements of the bachelor's programme of Business Administration and Service Management. $_2$For this programme, the following eligibility requirements must be met in addition to the higher education entrance qualification (Hochschulzugangsberechtigung, HZB):

Mathematical and logical methods skills that can be used to solve interdisciplinary problems in various fields of business and service management.

Section 2
Procedure

(1) $_1$The aptitude assessment procedure is carried out every six months in the winter semester for the following summer semester, and in the summer semester, but only for applications for higher semesters, for the following winter semester.

(2) Applications for admission to the aptitude assessment procedure must be submitted to Deggendorf Institute of Technology together with the application documents through the online application process by 15 July for the following winter semester and by 1 December for the following summer semester (cut-off period).

(3) Details about the HZB must be enclosed with the application/application documents.

Section 3
Committee

[1]The aptitude assessment is carried out by a committee instituted by the dean. [2]Its size depends on the number of applicants and more than half of its members are university lecturers. [3]Academic and non-academic employees of DIT who have at least a bachelor's degree may also be appointed as members of this committee. [4]The committee is chaired by the Dean or a university professor appointed by the Dean and who teaches in this programme. [5]The members of the committee are appointed for two years. [6]Their term can be extended.

Section 4
Conduct of the assessment

(1)   The following criteria are considered for aptitude assessment:
1. Average grade of the HZB
2. Written online test:
    The written online test which has a duration of 90 minutes contains questions on economics and sociology and function-oriented questions from the general subject area of the economic sciences.

(2)   The assessment procedure is carried out as follows:
1.   [1]The average grade of the higher education entrance qualification is converted into points (HZB points) on a scale of 0 to 100, where 0 is the lowest score and 100 is the highest score. [2]The scale must be chosen in such a way that the minimum passing score for the higher education entrance qualification is 40 points (Annex 2). [3]Art. 89 Para. 4 BayHIG applies.

2.   [1]The result of the written online test is converted into points, where 0 is the lowest score and 100 is the highest score. [2]If a student obtains 50 or less points, the test is evaluated with zero points and the overall aptitude is determined to be "nicht ausreichend" ("insufficient").

3.   [1]For the overall assessment, the points of the HZB and the written online test are added together. [2]Both are given equal weighting.

(3)   Result of the aptitude assessment:
[1]Applicants who obtain 101 points or more are admitted. [2]Applicants with an overall assessment of 100 or less points receive a rejection notice.

Section 5
Written record

A written record of the aptitude assessment procedure is prepared, detailing the names of the committee members involved, the names of the applicants and the overall result.

Section 6
Re-registration

[1]Applicants not passing the aptitude test for the degree programme may register to reapply to sit the aptitude assessment procedure on the date set for the following year. [2]In justified cases, a candidate may register for the test at a later juncture. [3]The test cannot be repeated thereafter.

Section 7
Coming into effect

These by-laws shall enter into force on 20 March 2024 and shall apply to all students who start their studies in the 2025 summer semester.

Appendix 1: Profile of the bachelor's degree programme of Business Administration and Service Management at Deggendorf Institute of Technology

The programme aims to provide students with broad-based professional skills and methods expertise through practice-oriented teaching based on economic principles and methods.

Language teaching begins with language courses in the first four semesters and continues with German-language lectures from the fourth semester By being embedded in a German-speaking learning environment, students gain a deep understanding of the German language and are therefore able not only to communicate in German in a professional environment, but to also actively participate in German-speaking social life.

Key qualifications, implementation skills and innovative skills are developed in addition to business administration expertise and service-specific expertise. The cooperative study model enables students to acquire extensive practical skills.

Students also acquire social and international competencies that help them operate confidently and work competently in a complex and inter-cultural environment.

International aspects and development of language skills are of great importance against the background of the increasing internationalisation. Overall, the programme is designed to deliver a broad-ranging, qualifying and cross-disciplinary vocational education that enables successful graduates to work in a variety of professions in the service industry.

Specialisation in different major subjects provides expertise in the respective fields. Due to the cooperative study mode, students learn the application of their acquired knowledge in the company in addition to the theoretical foundation. This enables them to work in senior positions in their day-to-day business.

The optional major subjects are defined in the appendix to these examination regulations.

The programme of Business Administration and Service Management can only be studied in the cooperative study mode while gaining intensive practical experience. Practical phases take place during the semester and in the semester breaks. The programme content is structured such that a large portion of the workload is completed during the practical phases.

Special modules offer students the opportunity to put theory into practice and to combine theory and practice.

The programme has a modular structure and allows students to obtain different degree profiles according to their aptitudes and interests.

Appendix 2: Conversion formulae

The conversion of different grade scales into points on a scale of 0 to 100 is carried out in accordance with the regulations 1 to 3. 100 points correspond to the highest score and 40 points to a performance that has been rated as just passed in the respective grading system.

1. **German grading system**
   1 is the highest and 6 is the lowest grade

   Points = 120 – 20*grade

   Since German certificates write HZB grades to one decimal place, rounding is not required when applying the formula given in No. 1.

2. **German points system (e.g. Kollegstufe (sixth-form level))**
   15 is the highest and 0 is the lowest score

   Points = 10 + 6*points score

3. **Any numerical grading system**
   With grade N, where N_{opt} is the highest score and N_{best} is just enough to pass.

   Points = 100 – 60*(N_{opt} – N)/(N_{opt}-N_{best})

   If the score calculated according to the given formula is not an integer, it is rounded up to the next higher integer.

Issued based on the resolution of the Faculty Council of the Faculty of ECRI dated 06 February 2024, the approval of the university administration dated 20 March 2024, and the regulatory approval of the Vice President of Deggendorf Institute of Technology dated 25 September 2024.

Signed
Prof. Dr. Prof. Dr. Marcus
Herntrei Vice President

These by-laws were recorded at Deggendorf Institute of Technology on 25 September 2024. The recorded by-laws were duly posted on the notice boards on 25 September 2024. Their day of announcement is therefore 25 September 2024.