

University of Hohenheim Admission Regulations for Consecutive Master's Degree Programs in

- **Agricultural Sciences, only for the majors “Advisory and Innovation Services in Agri-Food Systems,” “Agricultural Economics,” “Animal Science,” and “Transformation Management for Sustainable Agri-Food Systems,”**
- **Agricultural Sciences in the Tropics and Subtropics,**
- **Crop Sciences,**
- **Environmental Protection and Agricultural Food Production,**
- **Environmental Science – Soil, Water and Biodiversity,**
- **Landscape Ecology, and**
- **Organic Agriculture and Food Systems**

from 23 November 2023

On 08 November 2023, the University of Hohenheim Senate passed the following regulations on the basis of § 63(2), § 60(2), § 59(1), § 19(1) sentence 2 no. 10 of the State Higher Education Act (Landeshochschulgesetz, LHG) from 1 January 2005 (Law Gazette (GBl.) p. 1), last amended by Art. 8 of the Act to Pass a Climate Protection and Climate Change Adaptation Act and to Include Climate Issues in Additional Legal Regulations (Gesetz zum Erlass eines Klimaschutz- und Klimawandelanpassungsgesetz und zur Verankerung des Klimabelangs in weiteren Rechtsvorschriften) from 07 February 2023 (GBl. p. 26), § 6(4), § 6a, and § 9(2 and 3) of the Higher Education Admissions Act (Hochschulzulassungsgesetz, HZG) from 15 September 2005 (GBl. p. 629), last amended by Art. 9 of the Fourth Higher Education Amendment Act (4. HRÄG) from 17 December 2020 (GBl. pp. 1204, 1229).

§ 1 Scope of Application

- (1) In the Master's programs
 - Agricultural Sciences, majors “Advisory and Innovation Services in Agri-Food Systems,” “Agricultural Economics,” “Animal Science,” and “Transformation Management for Sustainable Agri-Food Systems,”
 - Agricultural Sciences in the Tropics and Subtropics,
 - Crop Sciences,
 - Environmental Protection and Agricultural Food Production,
 - Environmental Science – Soil, Water and Biodiversity,
 - Landscape Ecology, and
 - Organic Agriculture and Food Systems,
 the university allocates the university places it has available as stated in the respective ordinance of the Ministry of Science on the determination of admission numbers at universities in accordance with the following provisions.
- (2) Admission to the first subject-related semester is only to be granted for the respective winter semester. Applicants who are citizens of an EU country can also be admitted to the Master's degree program in Agricultural Sciences for the “Animal Sciences” major in the summer semester, as well.

§ 2 Selection Quotas

- (1) The study places available under § 1 shall be allocated in the Master's programs Crop Sciences, Landscape Ecology, and Organic Agriculture and Food Systems as follows:
 - a) 50 percent to German applicants,
 - b) 50 percent to foreign applicants who do not have German citizenship and stateless persons.
 Of these 50%, the following quotas are formed:
 - aa) 30% go to applicants with citizenship from an EU country,
 - bb) 70% go to applicants from non-EU countries and stateless persons,
 whereby the ranking in sub-quotas aa) and bb) is done separately and unfilled university places are added to the other sub-quota.
- (2) A separate ranking is established for each of these three quotas. University places that remain open in one quota are added to the other quota.
- (3) For the Master's programs in Agricultural Sciences in the Tropics and Subtropics, Environmental Science – Soil, Water and Biodiversity, and Environmental Protection and Agricultural Food

Production as well as for the Agricultural Sciences majors “Advisory and Innovation Services in Agri-Food Systems,” “Agricultural Economics,” “Animal Science,” and “Transformation Management for Sustainable Agri-Food Systems,” no quotas are formed.

§ 3 Deadline and form

- (1) The application for admission must be submitted electronically to the University of Hohenheim using the website of the University of Hohenheim (online application) in accordance with the requirements stated in the application process and with the submission of the required documentation stated in § 3(2 to 4) by the application deadline. To avoid undue hardship, the University of Hohenheim’s Examinations Office can forgo an electronic application and permit a written application.
- (2) For the Master’s degree programs Crop Sciences and Landscape Ecology, applications according to § 2(1) a) and b) aa) must be received by the University of Hohenheim by 15 July of the year (cut-off deadline), applications according to § 2(1) b) bb) must be received by 15 March of the year (cut-off deadline) for admission to the degree program in the following winter semester.
- (3) For the Master’s degree program Organic Agriculture and Food Systems, applications according to § 2(1) a) and b) aa) must be received by the University of Hohenheim by 1 June of the year (cut-off deadline), applications according to § 2(1) b) bb) must be received by 15 March of the year (cut-off deadline) for admission to the degree program in the following winter semester.
- (4) For the Master’s programs in Agricultural Sciences in the Tropics and Subtropics, Environmental Science – Soil, Water and Biodiversity, and Environmental Protection and Agricultural Food Production as well as for the Agricultural Sciences majors “Agricultural Economics,” “Advisory and Innovation Services in Agri-Food Systems,” “Animal Science,” and “Transformation Management for Sustainable Agri-Food Systems,” applications from applicants with non-EU citizenship and stateless persons must be received by the University of Hohenheim by 15 March of the year (cut-off deadline) for admission to the degree program in the following winter semester. Applications from applicants with citizenship from an EU member-state must be received by the University of Hohenheim by 15 September of the year (cut-off deadline) for admission to the degree program in the following winter semester. For the “Animal Science” major in the Master’s program in Agricultural Sciences, applications from applicants with citizenship from an EU member-state must be received by the University of Hohenheim by 15 March of the year (cut-off deadline) for admission to the degree program in the following summer semester.
- (5) The application must include the following documents:
 - a) Documentation of the existence of the requirements specified in §§ 4 and 5,
 - b) If applicable, proof of whether the applicant has lost the right to be examined in a Master’s degree program listed in Appendix 1 or is currently undergoing an examination procedure in these degree programs,
 - c) When applying for the Master’s degree program in Agricultural Sciences, please indicate the major for which you are applying.
 - d) When applying for the “Agricultural Economics” major in the Master’s program in Agricultural Sciences and for the Master’s degree programs in Crop Sciences and Organic Agriculture and Food Systems, proof of the result of the program-specific online pre-test.
 - e) For the “Transformation Management for Sustainable Agri-Food Systems” major in the Master’s degree program in Agricultural Sciences, please indicate whether the applicant classifies their previous education as agricultural or non-agricultural. The admission committee decides on the assignment to a previous education, taking into account the applicants’ self-assessment and the uploaded application documents, which results in the assignment of semi-elective modules dependent on previous education in accordance with the examination regulations.
 - f) When applying for the degree programs Agricultural Sciences in the Tropics and Subtropics and Organic Agriculture and Food Systems, please also indicate whether the applicant is participating in the double degree program and, if applicable, the desired host university.

If the degree certificate for the first degree is not yet available by the application deadlines mentioned in § 3(2 to 4), an overview of the examination results available up to that point must be enclosed with the application for admission. The applicant takes part in the selection procedure with an average grade determined on the basis of previous examinations. In order to begin studying in the winter semester, the final degree certificate has to be submitted at the latest by 15 December of the year for which admission was requested; to begin studying in the summer semester, it has to be submitted at the latest by 30 June of the year for which admission was requested.

- (6) If the ranking according to § 4(2)(b), the letter of recommendation according to § 4(3)(a), or the proof of English language skills according to § 4(1)(b) are not yet available by the application deadlines mentioned in § 3(2 to 4), the admission committee may grant an extension until 15 July

of the year for which admission is requested for applications according to § 2 (1)(b)(bb), or until 15 September for applications according to § 2 (1)(a) and (1)(b)(aa). For late submission of the APS certificate, the admission committee may grant an extension until enrollment.

§ 4 Admission Requirements

- (1) Admission requirements are:
 - a) proof of a degree including final grade or average grade in a Bachelor's degree program at a German or foreign university with a standard period of study of at least three years or an equivalent academic qualification in agricultural sciences or in a degree program in accordance with Appendix 2,
 - b) proof of English language proficiency. Proof can be provided using one of the language tests listed in Appendix 3. English proficiency may also be proven by the German university entrance qualification (HZB) if at least four semesters of English were taken in the higher level (Oberstufe) with an average grade of at least 8 points, excluding a separate Abitur examination.
 - c) Proof of English language proficiency is not required from applicants from the following nations whose native language is English: United Kingdom of Great Britain and Northern Ireland, Republic of Ireland, Australia, Canada, New Zealand, United States of America, Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Belize, and Guyana. The same applies to applicants who have already successfully completed an English-language Bachelor's or Master's degree at a recognized university in the EU, Switzerland, Norway, or Iceland or in one of the above-mentioned English-speaking countries.
 - d) For the "Agricultural Economics" major in the Master's program in Agricultural Sciences, applicants must show proof of basic knowledge of statistics (at least 6 ECTS credits) and economics (at least 6 ECTS credits).
 - e) For the "Advisory and Innovation Services in Agri-Food Systems" major in the Master's program in Agricultural Sciences, applicants must show proof of basic knowledge of economics (at least 6 ECTS credits).
- (2) If the final grade or the average grade according to § 4(1)(a) is not above average, the applicant must also prove their particular aptitude for the degree program applied for as an admission requirement. The above-average requirement is considered to have been fulfilled with:
 - a) a university degree or an average grade of at least 2.5 / good or a comparable equivalent qualification,
 - b) proof that the applicant was in the best 50% of the cohort of the same study program of the university at the point of the final examination which is requirement for being admitted to this Master's program (ranking).
- (3) The particular aptitude for the degree programs applied for can be demonstrated by:
 - a) letters of recommendation, if possible from professors of the university at which the degree which is a requirement for being admitted to the Master's program was completed; if these letters are not in German or English, a notarized translation into German is required, and/or
 - b) proof of completed vocational training or professional work in a recognized vocational training occupation, which provides information about the subject-specific aptitude, individually or in combination, and relevant previous education or practical activities which provide information about the subject-specific aptitude individually or in combination, and/or
 - c) proof of particular social or societal volunteer work as well as other achievements that may provide particular information about the aptitude for the chosen degree program, such as participation in university self-administration and/or
 - d) a letter of motivation of no more than one page in English, signed by the applicant, stating the primary reasons for choosing the degree program and explaining to the admission committee why the applicant is particularly well-suited for this degree program.

The statements on the points under § 4(3)(a to c) must be supported by documentation. The admission committee decides on the particular aptitude for the degree program for which admission has been applied for in the form of an overall assessment of the documents submitted.

- (4) The admission committee decides on the equivalence of the previous education and the comparability of the qualified degrees. When recognizing foreign degrees, the recommendations of the Conference of the Ministers of Education and the agreements within the framework of university

partnerships must be observed. The Office of International Affairs assists the admission committee in verifying the eligibility of foreign degrees. In cases of doubt, the Central Office for Foreign Education (ZAB) will be consulted.

§ 5 Admission requirements

- (1) If the number of applicants in the Master's programs Crop Sciences, Landscape Ecology, or Organic Agriculture and Food Systems who are qualified according to § 4 exceeds the number of available university places, the selection decision is made according to a ranking list created by using the following criteria:
 - a) Overall grade of the final examination or the average grade of the examination results available up to that point for the degree program which is an admission requirement according to § 4 or proof of the applicant's ranking within the top 50% of the cohort (weighting: 50%),
 - b) And furthermore cumulatively
 - i. Completed vocational training (no restrictions on the field) or at least 2 years of work in an area considered part of a vocation requiring training or agricultural intern examination (weighting: 10%), each individually or in combination,
 - ii. Studies and/or practical activity abroad lasting at least 3 months per stay (weighting: 15%),
 - iii. Letter of motivation of no more than one page in English, signed by the applicant and stating the primary reasons for choosing the degree program (weighting: 25%).

If the documentation for the criteria listed in letters a) and b) is not in German or English, a certified translation into German is required.

- (2) The assessment of the criteria pursuant to § 5(1) is carried out on a scale of 1 to 10 in accordance with Appendix 4. The total number of points is calculated from the number of points for the individual selection criteria, according to which a ranking list is compiled from all applicants. For applications in accordance with § 2(1)(b), a ranking list is formed in accordance with § 2(1) letters a) and b), whereby only the best 3 applicants per nationality or group of stateless persons receive a university place. If there are still free university places available according to § 2(1)(b), the 4th best applicant per nationality or group of stateless persons will receive a university place. Following the procedure of sentence 2, further applicants per nationality or group of stateless persons will be admitted until all university places have been allocated.

§ 6 Admission procedures

- (1) The President of the University of Hohenheim decides on admission upon the recommendation of admission committee.
- (2) The application is to be rejected if
 - a) the online application form is not completed in full,
 - b) the requirements set out in §§ 3 to 5 are not met and/or
 - b) the applicant has lost the right to be examined in a Master's degree program listed in Appendix 1 or is currently undergoing an examination procedure in these degree programs.
- (3) In addition, the general provisions of the University of Hohenheim's Admission and Enrollment Regulations apply to the admission procedure.

§ 7 Admission committee, evaluation groups

- (1) An admission committee is appointed for each of the Master's degree programs listed in § 1(1). The admission committee consists of five members of the academic staff primarily employed by the university, at least three of whom must be professors, and one student member in an advisory capacity.
- (2) The chairperson, the deputy chairperson, and the members of the admission committee are appointed by the Faculty Council of the Faculty of Agricultural Sciences. The members of the admission committees can be identical.
- (3) The term of office for the members is two years, for the student member one year. Reappointment is permitted.
- (4) The admission committee shall have a quorum when at least three voting members are present. The admission committee decides by a simple majority of the members present; in the event of a

tie, the chairperson has the casting vote. The meetings of the admission committee are not open to the public.

- (5) For evaluating the application documents in accordance with the requirements of these admission regulations, the responsible admission committee for the respective degree program can appoint an evaluation group consisting of members of the Faculty of Agricultural Sciences. The admission committee coordinates the selection process and the work of the evaluation group and ensures that the requirements of these admission regulations are adhered to and that the evaluation standard is applied uniformly. To ensure uniform application of the evaluation standard, the admission committee may issue an explanatory guideline to Appendix 4, which each member of the evaluation group must observe when evaluating the application documents.

§ 8 Entry into Force

- (1) These Admission Regulations enter into force on the day after they have been published in the University of Hohenheim's Official Communications and apply for the first time for the admission procedure for the winter semester 2024/2025.
- (2) At the same time, the University of Hohenheim's admission regulations for the consecutive Master's degree programs in Agricultural Sciences, specializing in Agricultural Economics; Agricultural Sciences in the Tropics and Subtropics; Crop Sciences; Environmental Protection and Agricultural Food Production; Environmental Science - Soil, Water and Biodiversity; Landscape Ecology; and Organic Agriculture and Food Systems from 17 November 2022 (published in the Official Notices of the University of Hohenheim no. 1422) expire.
- (3) In the Admission Regulations from 17 November 2022 (published in the Official Notices of the University of Hohenheim no. 1421) for the consecutive Master's degree program in Agricultural Sciences, admission for the summer semester 2024 for the specialization "Animal Sciences" is suspended when these admission regulations come into force.

Stuttgart, 23 November 2023

signed,

Professor Dr. Stephan Dabbert
- President -

Appendix 1

Degree programs that fall under § 3(5)(b) and § 6(2)(c) are

- a) **for the Master's program in Agricultural Sciences, "Advisory and Innovation Services in Agri-Food Systems" major:**
all agricultural and horticultural *Diplom* and Master's degree programs at German and foreign universities and vocational academies as well as all Master's degree programs in the fields of forestry and forest ecology.
- b) **for the Master's program Agricultural Sciences, "Agricultural Economics" major:**
all agricultural and horticultural *Diplom* and Master's degree programs at German and foreign universities and vocational academies as well as all Master's degree programs in the fields of agribusiness, bioeconomy, environmental economy, resource economy, business administration, and business and economic sciences.
- c) **for the Master's program Agricultural Sciences, "Animal Science" major:**
all agricultural *Diplom* and Master's degree programs at German and foreign universities and vocational academies.
- d) **for the Master's program Agricultural Sciences, "Transformation Management for Sustainable Agri-Food Systems" major:**
all agricultural and horticultural *Diplom* and Master's degree programs at German and foreign universities and state-recognized vocational academies as well as all Master's degree programs in the fields of environmental sciences and geography.
- e) **for the Master's program Agricultural Sciences in the Tropics and Subtropics:**
all agricultural and horticultural *Diplom* and Master's degree programs at German and foreign universities and state-recognized vocational academies.
- f) **for the Master's program Crop Sciences:**
all agricultural and horticultural *Diplom* and Master's degree programs at German and foreign universities and vocational academies.
- g) **for the Master's program Environmental Protection and Agricultural Food Production:**
all agricultural *Diplom* and Master's degree programs at German and foreign universities and vocational academies as well as all Master's degree programs in the fields of environmental and natural sciences.
- h) **for the Master's program Environmental Science – Soil, Water and Biodiversity:**
all agricultural *Diplom* and Master's degree programs at German and foreign universities and vocational academies as well as all Master's degree programs in the fields of environmental and natural sciences.
- i) **for the Master's program Landscape Ecology:**
all agricultural and horticultural *Diplom* and Master's degree programs at German and foreign universities and vocational academies as well as all Master's degree programs in the fields of ecology and landscape and environmental planning.
- j) **for the Master's program Organic Agriculture and Food Systems:**
all agricultural and horticultural *Diplom* and Master's degree programs at German and foreign universities and state-recognized vocational academies as well as all Master's degree programs in the fields of biosciences and environmental sciences.

For all of the Master's degree programs listed in the letters a) to j), the admission committee may determine the equivalence of degree programs other than those mentioned.

Appendix 2

Degree programs that fall under § 4(1)(a) are:

- a) **for the Master's program in Agricultural Sciences, "Advisory and Innovation Services in Agri-Food Systems" major:**
- Agroecology
 - Agriculture
 - Agroforestry
 - Horticulture
 - Land Use
 - Farming
 - Biobased Products and Bioenergy
 - Fruit Growing
 - Organic Farming
 - Viticulture
 - a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under a)
 - a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the "Advisory and Innovation Services in Agri-Food Systems" major.
- b) **for the Master's program Agricultural Sciences, "Agricultural Economics" major:**
- Agriculture
 - Business Administration
 - Farming
 - Biobased Products and Bioenergy
 - Economics
 - a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under b)
 - a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the "Agricultural Economics" major.
- c) **for the Master's program Agricultural Sciences, "Animal Science" major:**
- Agriculture
 - Biology
 - Farming
 - Veterinary Medicine
 - a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under c)
 - a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the "Animal Science" major.
- d) **for the Master's degree programs in Agricultural Sciences, "Transformation Management for Sustainable Agri-Food Systems" major:**
- Agricultural Biology
 - Agriculture
 - Horticulture
 - Geography

- Farming
- Biobased Products and Bioenergy
- Environmental Sciences
- a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under d)
- a Bachelor's or Master's degree program in which specific knowledge is demonstrated that is a prerequisite for the "Transformation Management for Sustainable Agri-Food Systems" major.

e) for the Master's program Agricultural Sciences in the Tropics and Subtropics:

- Agricultural Biology
- Agriculture
- Business Administration
- Biology
- Horticulture
- Geography
- Farming
- Biobased Products and Bioenergy
- Environmental Sciences
- a Bachelor's or Master's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under e)
- a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the Master's degree program Agricultural Sciences in the Tropics and Subtropics.

f) for the Master's program Crop Sciences:

- Agricultural Biology
- Agriculture
- Biology
- Farming
- Biobased Products and Bioenergy
- Land Use
- Horticulture
- Forest Sciences
- a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under f)
- a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the selected major.

g) for the Master's program Environmental Protection and Agricultural Food Production:

- Agricultural Biology
- Agriculture
- Biology
- Nutritional Science
- Food Technology
- Environmental Sciences
- a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under g)

- a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the Master's program in Environmental Protection and Agricultural Food Production.

h) for the Master's program Environmental Science – Soil, Water and Biodiversity:

- Agricultural Biology
- Agriculture
- Biology
- Biobased Products and Bioenergy
- Ecology
- Environmental Sciences
- a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under h)
- a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the Master's program in Environmental Science - Soil, Water and Biodiversity.

i) for the Master's program Landscape Ecology:

- Agricultural Biology
- Agroecology
- Agriculture
- Biology
- Soil Sciences
- Forest Sciences
- Horticulture
- Geoecology
- Landscape Management
- Rural Development and Management
- Landscape Planning
- Biobased Products and Bioenergy
- Physical Geography
- Environmental Sciences
- a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under i)
- a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the Master's program in Landscape Ecology.

j) for the Master's program Organic Agriculture and Food Systems:

- Agricultural Biology
- Agriculture
- Nutritional Science
- Horticulture
- Farming
- Biobased Products and Bioenergy
- Environmental Sciences
- Wine Business Management
- Viticulture
- a Bachelor's degree program in which the subject content makes up at least 50% of a Bachelor's program in agricultural sciences or one of the Bachelor's degree programs mentioned under j)
- a Bachelor's or Master's degree program in which specific knowledge is shown that is a prerequisite for the Master's program in Organic Agriculture and Food Systems.

The admission committee may classify other degrees as suitable.

Appendix 3

Language tests and cut-off grades / minimum scores that are recognized according to § 4(1)(b):

Tests	Minimum grade / score
1. TOEFL IBT (ITP is not accepted)	90 (no section under 18 points)
2. IELTS Academic	6.5 (no section under 5.5 points)
3. Cambridge EFL exam ¹⁾	CAE (Certificate in Advanced English)
4. Cambridge Business English Certificate (BEC)	BEC Higher
5. TELC / Certificate in English ²⁾	B2 (at least "good")
6. Language exam UNiCert level ³⁾	II (at least "good")

¹⁾ Certificate in Advanced English (CAE)

²⁾ The European Language Certificates

³⁾ At the University of Hohenheim's Language Center

The admission committee may recognize other language tests as an alternative to the TOEFL.

Appendix 4

Criteria and their evaluation for ranking the applicants (a maximum of 100 percentage points can be achieved in an application)

All percentage points achieved for each application are added together for the admission committee meeting. The applications are then sorted according to the total number of points achieved.

1) Weighting the overall grade

Grade range	Scale points	Factor	Percentage points
3.25 – 4.00	1	× 5	5
3.00 – 3.24	2	× 5	10
2.75 – 2.99	3	× 5	15
2.50 – 2.74	4	× 5	20
2.25 – 2.49	5	× 5	25
2.00 – 2.24	6	× 5	30
1.75 – 1.99	7	× 5	35
1.50 – 1.74	8	× 5	40
1.25 – 1.49	9	× 5	45
1.0 – 1.24	10	× 5	50

Any further decimal places in the overall grade are mathematically rounded to the second decimal place. If the above-average grade is proven solely by a ranking in accordance with § 4(2)(b), 25 percentage points are taken into account. If both the overall grade according to § 4(2)(a) and the ranking according to § 4(2)(b) are submitted, both corresponding percentage points are determined first and then the higher percentage point number is taken into account.

2) Weighting the vocational education

Vocational training is not limited to specific areas. It is weighted equally to an agricultural intern examination for the formation of the ranking list.

Completed vocational training, 2 years of professional work, or intern examination		10% weighting	
	Scale points (1-10)	Factor	Percentage points
No documentation	0	× 1	0
Documented	10	× 1	10

3) Weighting the stays abroad

Studies and/or practical activity abroad lasting at least 3 months per stay are counted for calculating the ranking list with a weighting of 15%.

Stay abroad		15% weighting	
Assessment	Scale points (1-10)	Factor	Percentage points
Less than 1 month	0	x 1.5	0
Between 3 and 6 months	5	x 1.5	7.5
6 months or more	10	x 1.5	15

4) Weighting of the letter of motivation

The letter of motivation must be written in the language of instruction of the desired degree program. The letter of motivation should include the most important reasons for choosing the study program and the applicant's particular suitability for the desired degree program. It should not exceed one page and must be signed by the applicant. If necessary, the statements (e.g., on practical experience and activities) must be substantiated by attached documentation.

Relevant criteria for the evaluation:

- Language
- Focus on the degree program, linking background with degree program objectives,
- Practical experience in areas relevant to the degree program as documented by attachments,
- Social commitment and community volunteer activities as documented by attachments.

The overall impression of the listed criteria is evaluated.

Letter of motivation			25% weighting	
Assessment	Scale points (1-10)	Symbol used	Factor	Percentage points
No letter or letter is unsuitable	0	0	x 2.5	0
Irrelevant or meaningless	3.3	-	x 2.5	8
Moderately convincing	6.6	+/-	x 2.5	16.5
Meaningful and convincing	10	+	x 2.5	25