

Application for **Studienkolleg**  
Information for applicants with foreign certificates

winter semester 2024/25

## **Impressum**

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# STUDIENANGEBOT

## Architektur und Bauingenieurwesen

Kurt-Schumacher-Ring 18, 65197 Wiesbaden

### Bachelorangebot

→ Architektur	(7) / WS, SoSe / NC
→ Bauingenieurwesen	(6) / WS, SoSe
→ Baukulturerbe	(6) / WS, SoSe
→ Immobilienmanagement	(6) / WS / NC
→ Mobilitätsmanagement	(7) / WS

### Masterangebot

→ Architektur   Bauen mit Bestand	(4) / WS, SoSe
→ Baukulturerbe   Bauen mit Bestand	(4) / WS, SoSe
→ Konstruktiver Ingenieurbau/Baumanagement	(4) / WS, SoSe
→ Nachhaltige Mobilität	(3) / WS
→ Real Estate	(4) / WS / NC
→ Umweltmanagement und Stadtplanung in Ballungsräumen (UMSB)	(4) / WS, SoSe
→ UMSB (berufsbegleitend)	(7) / WS, SoSe

## Design Informatik Medien

Unter den Eichen 5, 65195 Wiesbaden

### Bachelorangebot

→ Angewandte Informatik	(7) / WS
→ Angewandte Informatik (dual)	(7) / WS / dual
→ Technische Informatik	(7) / WS
→ Technische Informatik (dual)	(7) / WS / dual
→ Innenarchitektur	(7) / WS, SoSe / NC
→ International Media Management	(7) / WS, SoSe / NC
→ Kommunikationsdesign	(7) / WS, SoSe / Bp
→ Media: Conception & Production	(7) / WS, SoSe / Bp
→ Media Management	(7) / WS, SoSe / NC
→ Medieninformatik	(7) / WS / NC
→ Medieninformatik (dual)	(7) / WS / dual
→ Wirtschaftsinformatik	(7) / WS / NC
→ Wirtschaftsinformatik (dual)	(7) / WS / dual

### Masterangebot

→ Screen Arts	(3) / WS, SoSe
→ Kommunikationsdesign – Crossmedia Spaces	(3) / WS
→ Medieninformatik – Intelligente und interaktive Systems	(3) / WS, SoSe
→ Informatik – Software und System Engineering	(3) / WS, SoSe
→ Innenarchitektur – Conceptual Design	(4) / WS
→ Media & Design Management	(3) / WS, SoSe / NC
→ Wirtschaftsinformatik – Information Systems & Digital Transformation	(3) / WS, SoSe

## Ingenieurwissenschaften

Am Brückweg 26, 65428 Rüsselsheim

### Bachelorangebot

→ Angewandte Mathematik <sup>4</sup>	(6) / WS
→ Angewandte Physik <sup>1</sup>	(7) / WS, SoSe
→ Physikalische Technik	
→ BIS <sup>2</sup> -Elektrotechnik	(7) / WS
→ BIS <sup>2</sup> -Maschinenbau	(7) / WS
→ Elektrotechnik <sup>7</sup>	(7) / WS, SoSe
→ Elektro- und Luftfahrttechnik	(8) / WS, SoSe
→ Interdisziplinäre Ingenieurwissenschaften <sup>1</sup>	(7) / WS, SoSe
→ Internationale Technische Zusammenarbeit	
→ Mechatronik	
→ Medizintechnik	
→ Smart Energy Management	
→ Internationales Wirtschaftsingenieurwesen <sup>7</sup>	(7) / WS
→ Kooperatives Ingenieurstudium Elektrotechnik	(8) / WS / dual
→ Kooperatives Ingenieurstudium Mechatronik	(8) / WS / dual
→ Kooperatives Ingenieurstudium Medientechnik	(7) / WS, SoSe / dual
→ Maschinenbau <sup>1</sup>	(7) / WS, SoSe
→ Allgemeiner Maschinenbau	
→ Fahrzeugtechnik	
→ Virtuelle Produkt- und Prozessentwicklung	

→ Medientechnik	(7) / WS, SoSe
→ Umwelttechnik	(7) / WS, SoSe
→ Wirtschaftsingenieurwesen <sup>7</sup>	(7) / WS

### Masterangebot

→ Advanced Media Technology	(3) / WS, SoSe
→ Angewandte Mathematik <sup>4</sup>	(4) / WS, SoSe
→ Angewandte Physik	(3) / WS, SoSe
→ Bio- und Umwelttechnik	(3) / WS, SoSe
→ BIS <sup>2</sup> -Elektrotechnik und Management	(4) / WS, SoSe
→ BIS <sup>2</sup> -Product Development & Manufacturing	(4) / WS, SoSe
→ BIS <sup>2</sup> -Wirtschaftsingenieurwesen	(4) / WS, SoSe
→ Electrical Engineering – Connected Systems	(3) / WS, SoSe
→ Fahrzeugentwicklung, Energietechnik und Produktionsplanung	(3) / WS, SoSe
→ Medizintechnik	(3) / WS, SoSe

### Legende

(Zahl)	=	Regelstudienzeit in Semestern
WS, SoSe	=	Beginn zum Wintersemester bzw. Sommersemester möglich
NC	=	zulassungsbeschränkter Studiengang
Bp	=	Begabtenprüfung
A	=	Auswahlverfahren

Stand: 16.04.2024

## Sozialwesen

Kurt-Schumacher-Ring 18, 65197 Wiesbaden

### Bachelorangebot

→ Soziale Arbeit	(7) / WS, SoSe / NC
→ Soziale Arbeit BASA-online <sup>3</sup>	(8) / WS, SoSe / A
→ Soziale Arbeit – Bildung in Kindheit und Jugend	(7) / WS / NC
→ Soziale Arbeit: Gesundheit, Soziales Recht und Soziales Management <sup>1</sup>	(7) / WS, SoSe
→ Gesundheitsbezogene Soziale Arbeit	
→ Soziales Management	
→ Soziales Recht	
→ Soziale Arbeit Teilzeit	(14) / WS, SoSe / NC

### Masterangebot

→ Soziale Arbeit	(3) / SoSe / NC
→ Soziale Arbeit mit dem Schwerpunkt Bildung <sup>6</sup>	(5) / SoSe
→ Soziale Arbeit mit dem Schwerpunkt Sozialraumentwicklung und -organisation <sup>5,6</sup>	(5) / SoSe / NC

## Wiesbaden Business School

Bleichstraße 44, 65183 Wiesbaden

### Bachelorangebot

→ Business Administration	(6) / WS, SoSe / NC
→ Business & Law in Accounting and Taxation	(8) / WS, SoSe
→ Digital Business Management	(6) / WS, SoSe / NC
→ Financial Services (dual)	(6) / WS / dual
→ Gesundheitsökonomie	(6) / WS, SoSe
→ Insurance and Banking	(6) / WS, SoSe
→ International Management	(8) / WS, SoSe / NC

### Masterangebot

→ Controlling and Finance	(4) / WS, SoSe
→ Digital Business Management	(4) / WS, SoSe / NC
→ Insurance and Banking	(4) / WS, SoSe
→ International Management	(2) / WS, SoSe
→ Management im Gesundheitswesen	(4) / WS, SoSe
→ Sales and Marketing Management	(4) / WS, SoSe

<sup>1</sup> Studiengang mit den folgenden Studienrichtungen

<sup>2</sup> Berufsbegleitendes Ingenieurstudium

<sup>3</sup> Fernstudiengang

<sup>4</sup> aktuell keine Neueinschreibung möglich

<sup>5</sup> Bewerbung über Hochschule Fulda

<sup>6</sup> berufsbegleitend

<sup>7</sup> Studium der angepassten Geschwindigkeit (Time4ING) möglich

## **PRELIMINARY REMARK**

On the following pages, you will find all information about the application and admission procedure to Studienkolleg for applicants with foreign certificates (also German nationals with foreign certificates).

The RheinMain University of Applied Sciences is a member of the uni-assist association (service point for international student applications, [www.uni-assist.de](http://www.uni-assist.de)). All applicants who earned their higher education entrance qualification in a foreign country must apply through uni-assist, regardless of their nationality.

Please read this application information sheet carefully and apply through the uni-assist online portal My assist (<https://my.uni-assist.de/>).

## **1. UNDERGRADUATE PROGRAMS**

RheinMain University of Applied Sciences offers bachelor's degree programs at both study locations Wiesbaden (faculty of Architecture and Civil Engineering, faculty of Design – Computer Science – Media, faculty of Applied Social Sciences and Wiesbaden Business School) and Rüsselsheim (faculty of Engineering). You can find an overview of all the undergraduate and graduate programs on the previous page.

For detailed information on the content of the programs and the admission requirements please check [www.hs-rm.de/studienangebot](http://www.hs-rm.de/studienangebot). Read the information carefully to find out whether there are special admission requirements such as an internship, language requirements etc. before you can start studying (after the Studienkolleg) in the degree program of your choice.

## **2. GENERAL ADMISSION REQUIREMENTS AND INFORMATION**

Applicants who do not have a German higher education entrance qualification (or “international applicants”) can study in Germany if their foreign diploma is equivalent to a higher education entrance qualification gained in Germany. Part of the application process is to assess and review your certificates. During the application process, uni-assist checks your certificates to see if they are directly comparable with German higher education entrance qualifications. If this is the case, you have direct entry to higher education and can apply directly for a degree program through uni-assist.

If your diploma is not directly comparable to a German higher education entrance qualification, you will be required to attend a Studienkolleg (preparatory course) before beginning to study and must pass the assessment test.

The following websites provide information on how to assess your local certificate:

[www.uni-assist.de/en/tools/check-university-admission/](http://www.uni-assist.de/en/tools/check-university-admission/)

<http://anabin.kmk.org> (only in German, official data base of the Central Office for Foreign Education)

Furthermore, international applicants must prove that their German language skills are sufficient for studying in Germany.

## **3. APPLICATION PROCESS FOR STUDIENKOLLEG**

You have an indirect university entrance qualification and must attend the Studienkolleg before beginning the desired course of studies. For admission to the Studienkolleg, apply via the uni-assist application portal for the desired degree program.

If you decide to enroll in a restricted-admission program (NC program), you must register in advance via [www.hochschulstart.de](http://www.hochschulstart.de). After successful registration in hochschulstart.de you will receive an applicant ID (BID) and an applicant authentication number (BAN). You can find your BID and BAN under "My Data." Make a note of your BID and BAN, as they are necessary for the online application at

uni-assist. You can see which degree programs have NC in the degree program overview at the beginning of the document.

Submit your application for the desired degree program via [My assist](#). You must answer all mandatory questions. Answer "yes" to the question "Are you applying for admission to a preparatory course at the next possible date?".

When uni-assist assess your certificates, it will then check whether your certificates actually qualify you for admission to Studienkolleg.

### 3.1. Required German language skills

Applicants with a foreign degree must prove that they have sufficient German language skills to study in Germany, regardless of their nationality.

Hochschule RheinMain accepts the following proof of German proficiency:

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

### 3.2. Application deadline

uni-assist must receive the application for admission in due form and time with the necessary documents. All mandatory questions have been answered, all required documents uploaded to the uni-assist portal (see [checklist](#)) and the application submitted online. The fee must also be received on the uni-assist account by the application deadline. Applications received by e-mail or fax are invalid!

summer semester	winter semester
December 1	May 15

### 3.3. The entrance examination

Based on your intended course of study, you will be assigned to the appropriate focus course and invited to take the entrance examination at the Studienkolleg. RheinMain University of Applied Sciences is assigned to the Studienkolleg in Darmstadt ([www.stk.tu-darmstadt.de](http://www.stk.tu-darmstadt.de)).

The entrance examination for admission to the **G course** (preparation for history, German studies and social science degree programs) is a language-only examination.

The entrance examination to the **T course** (preparation for technical, natural science (excluding biology) and mathematical degree programs) consists of a language examination and a mathematics examination.

You can find samples of the entrance examination at [www.stk.tu-darmstadt.de](http://www.stk.tu-darmstadt.de).

Whether you take the entrance exam in major G or T depends on your desired course of study. Please check the table on the following page to see which emphasis you need to take.

The Studienkolleg Darmstadt offers the focus course G (preparation for history, German studies, and social science programs) and the focus course T (preparation for technical, natural science (excluding biology), and mathematics programs). For capacity reasons, Studienkolleg Darmstadt cannot offer a specialization course W (preparation for courses in economics). If you still apply for a business program and you have to go to the Studienkolleg, unfortunately your application will be rejected. You can find out which Studienkolleg offers the focus course W on the official website of the Studienkollegs in Germany:

[www.studienkollegs.de/Kontaktdaten.html](http://www.studienkollegs.de/Kontaktdaten.html).

### 3.4. Which focus course to choose?

Studiengänge an der Hochschule RheinMain	Schwerpunktkurs
Angewandte Informatik Angewandte Informatik (dual) Angewandte Physik Architektur (DoSV) Bauingenieurwesen Baukulturerbe Elektro- und Luftfahrttechnik Elektrotechnik Immobilienmanagement (DoSV) Interdisziplinäre Ingenieurwissenschaften Kooperatives Ingenieurstudium Elektrotechnik Kooperatives Ingenieurstudium Mechatronik Kooperatives Ingenieurstudium Medientechnik Maschinenbau Medieninformatik (DoSV) Medieninformatik (dual) Medientechnik Mobilitätsmanagement Technische Informatik Technische Informatik (dual) Umwelttechnik Wirtschaftsinformatik (DoSV) Wirtschaftsinformatik (dual)	<b>T</b>
International Media Management (DoSV) Internationales Wirtschaftsingenieurwesen Media Management (DoSV) Wirtschaftsingenieurwesen	<b>T, W</b>
Innenarchitektur - Raum Inszenierung Design (DoSV) Kommunikationsdesign (künstlerische Prüfung) Media: Conception & Production (künstlerische Prüfung)	<b>G</b>
Business Administration (DoSV) Business & Law in Accounting and Taxation Digital Business Management (DoSV) Financial Services (dual) Gesundheitsökonomie Insurance and Banking International Management (DoSV)	<b>W</b>
Soziale Arbeit (DoSV) Soziale Arbeit BASA Online (NC without DoSV-process) Soziale Arbeit - Bildung in Kindheit und Jugend (DoSV) Soziale Arbeit: Gesundheit, Soziales Recht und Soziales Management Soziale Arbeit Teilzeit (DoSV)	<b>G, W</b>

### 3.5. The conditional admission

After passing the admission examination, you will receive a conditional acceptance for a place at Hochschule RheinMain in your chosen course of study. You will first be enrolled at Hochschule RheinMain and then attend the focus course at the Studienkolleg Darmstadt that corresponds to your chosen course of studies (usually two semesters). After passing the assessment test ('Feststellungsprüfung'), i.e. after completing the Studienkolleg you will be admitted directly into the first semester of your chosen degree program after formal application.

## 4. THE CREATIVE APTITUDE TEST

To be accepted for a first semester on a **Communications Design** or **Media: Conception & Production** degree program, applicants are required to pass a "Creative Aptitude test" (or "Prüfung zur Feststellung der künstlerischen Begabung"). This examination takes place at RheinMain University of Applied Sciences every June (for admission to the winter semester) and December (for admission to the summer semester).

**Please note the registration deadlines:**

Application deadline for the winter semester closes on **May 27**, for a summer semester on **November 27**.

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

Read about the registration formalities for the program Communication Design here: [www.hs-rm.de/pruefung-kd](http://www.hs-rm.de/pruefung-kd).

You can find the registration formalities for the creative aptitude test as part of the 'Talent Day' for the program Media: Conception & Production here: [www.hs-rm.de/de/fachbereiche/design-informatik-medien/studiengaenge/media-conception-production-ba/talent-day#c134252](http://www.hs-rm.de/de/fachbereiche/design-informatik-medien/studiengaenge/media-conception-production-ba/talent-day#c134252).

Please register for the exam in good time so that you can take advantage of the conditional acceptance to study **after the Studienkolleg**. Proof of passing the exam is a prerequisite for enrollment in the Bachelor's degree program in Communication Design and in Media: Conception & Production. The result of the exam is valid for three years.

## 5. INFORMATION FOR APPLICANTS FROM CHINA, INDIA AND VIETNAM

In some countries, applicants have to go through an APS procedure at the Academic Evaluation Center ("Akademische Pruefstelle", APS) for preliminary assessment purposes. If this procedure is combined with a Test-AS procedure, the result of the Test-AS must also be submitted with the APS certificate

### 5.1. China

Chinese applicants are required to undergo APS procedure at the Academic Evaluation Center in Beijing or Shanghai. Please submit the APS certificate with your application. This also applies to applicants who are already in Germany. Further information can be found at: [www.aps.org.cn](http://www.aps.org.cn).

### 5.2. India

Applicants from India have to undergo an APS procedure via the Academic Evaluation Center (APS) at the German Embassy in New Delhi. Please submit the APS certificate with your application. This applies to applicants from the summer semester 2023 onwards.

For more information, please visit: <https://aps-india.de/>.

### 5.3. Vietnam

Applicants from Vietnam are also required to undergo the APS procedure at the Academic Evaluation Center at the German embassy in Hanoi. Please submit the APS certificate with your application. For more information, please visit: <https://vietnam.diplo.de/vn-de/willkommen/aktuelles/aps/1236800>.



## 6. INFORMATION ABOUT THE UNI-ASSIST APPLICATION PROCESS

Please read carefully in advance all information about applying via the online application portal of uni-assist: [www.uni-assist.de](http://www.uni-assist.de).

Register in the uni-assist applicant portal My assist (<https://my.uni-assist.de/>). If you would like to see the study programs offered by RheinMain University of Applied Sciences in My assist, please enter only the name of the university, without any further details. Select one or more study programs, answer all mandatory questions and then upload all required documents (see [checklist](#)). Submit the application online.

Your application will be reviewed by experts at uni-assist in the uni-assist procedure in accordance with the university's admission requirements. If you do not yet meet the formal admission requirements, uni-assist will inform you accordingly and ask you to submit the missing documents within deadline.

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

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

You are responsible that the documents are submitted in full by the deadline (see [checklist](#)).

Should the experts' assessment be positive, uni-assist will forward your application to the university, which will then decide whether to admit you.

You only have to submit the documents online on the uni-assist portal 'My assist'. However, you must be able to submit the original document or a certified copy of it upon request.

### 6.1. Application Fees

The fees cover registration, handling and checking of your documents and the assessment of your educational certificates, irrespective of the results of this procedure. You will find out how much you have to pay directly in My assist as soon as you submit one or more applications.

uni-assist will only process your application once the fee has been paid. Please upload the transfer slip with 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/handling-fees/](http://www.uni-assist.de/en/how-to-apply/pay-all-fees/handling-fees/) and

[www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/](http://www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/).

### 6.2. 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/en/contact/](http://www.uni-assist.de/en/contact/)

For all content-related questions pertaining to the application and admission requirements, please [contact](#) RheinMain University of Applied Sciences directly.

## 7. CHECKLIST FOR YOUR DOCUMENTS

**IMPORTANT:** all the information about your personal data that you provide in the application must exactly match the information in your passport (all first and last names, exact date of birth according to the format DD.MM.YYYY, and exact indication of the place of birth).

Please upload all documents in PDF format. The documents should be black and white, not in color, to reduce the volume of the file.

### For all applicants

Online application form from the uni-assist portal (please answer all mandatory questions)

Copies of foreign transcripts: final high school leaving certificate with a list of grades, proof of the successful university entrance examination in your home country (if required), university transcript with a list of subjects and grades

Copy of a certificated translation\* of the foreign education transcript in German or English. We only accept translations by state certified translators. No translation is required for documents in English.

Proof of German language exams

Bank transfer slip documenting the payment of the application fee to uni-assist

### Special requirements depending on the chosen degree program (not required for admission to Studienkolleg)

Bauingenieurwesen (Civil Engineering): Written confirmation that an internship was completed, in notarized copy\*. If the internship was completed abroad, the internship reference must be submitted with a German translation\*. If the original document is in English, no translation is required. **The certificate of internship must entail a list of the completed tasks.**

Proof of English language skills: Baukulturerbe, International Media Management, Internationales Wirtschaftsingenieurwesen, Media: Conception & Production, Wirtschaftsingenieurwesen in notarized copy\* (for required level see [Language Center](#), information only in German)

For all dual or part-time degree programs: Proof of contract with a company according to the cooperative agreement with HSRM, see [www.hs-rm.de/studienangebot](http://www.hs-rm.de/studienangebot).

Kommunikationsdesign and Media: Conception & Production: Proof you passed the Creative Aptitude Test (künstlerische Begabtenprüfung)

It is sufficient to upload the required documents on the uni-assist portal. However, you must be able to submit the original document or a certified copy of it upon request.

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

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

## **8. ENROLLMENT**

### **8.1. Enrollment to Studienkolleg**

Together with the conditional admission, you will receive an enrollment form. Your presence is not required for enrollment. Send in all required documents by the deadline stated in the admission letter. The documents are the signed enrollment form, proof of payment of the semester fee and a simple copy of your passport.

### **8.2. 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](#). There are no further tuition fees.

### **8.3. Notice on storage period for application data**

We would like to draw your attention to the fact that uni-assist will keep your documents for one year. During this period, the data is only available to uni-assist and the university. If you apply directly to RheinMain University, your data will be destroyed after the application procedure for the semester has been completed.

## **9. FURTHER INFORMATION AND IMPORTANT ADDRESSES**

### **9.1. Admissions Office (Studienbüro) / Team International**

Information about the application procedure, evaluation of transcripts, DSH (German) examination, German course C1, enrollment:

Ms. Ursula Haque

Ms Laure Leuschner

Office hours: only by appointment. We also offer calls by appointment. Please call beforehand.

#### **Telephone hours:**

Monday to Thursday: 9:00 – 12:00

Phone: +49 611 9495-1550

#### **[Contact](#)**

Internet: [www.hs-rm.de/international-bewerbung](http://www.hs-rm.de/international-bewerbung)

### **9.2. Student Counseling Office / Zentrale Studienberatung**

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

Office hours: only by appointment.

Phone: +49 611 9495-1555

#### **[Contact](#)**

Internet: [www.hs-rm.de/studienberatung](http://www.hs-rm.de/studienberatung)

### **9.3. Information Desk / i-Punkt**

You can find the information desk i-Punkt at Kurt-Schumacher-Ring Campus in Wiesbaden, in the foyer of building A, at garden level. It is your first point of contact if you have questions about studying, application, admission and enrollment. You can also hand in application/enrollment documents and other documents here.

Kristin Marx, Beatrix Riedel, Polina Shchepanovskaya und Katrin Zachmann are happy to answer your questions about the RheinMain University of Applied Sciences

Phone: +49 611 9495-1555

#### **Opening hours:**

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

### [Contact](#)

#### **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

## **10. INFORMATION ON DATA COLLECTION**

Who is responsible for data collection at RheinMain University of Applied Sciences and whom can you contact?

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

What data do we collect from you?

- Surname(s) and first name(s), former name(s), date, place and country of birth
- Gender
- Address, telephone number, e-mail address, nationality
- 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
- 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 extra-curricular 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.

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:

- Organizational features of the Stiftung für Hochschulzulassung (University Admissions Foundation), in particular identification and authentication number
- Result of the 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:

- 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-recognized 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.

What is the legal basis for data processing?

Pursuant to Article 6 paragraph 1 e of the General Data Protection Regulation (GDPR, 'Datenschutzgrundverordnung - DSGVO'), one public-law task of RheinMain University of Applied Sciences is to collect and process the personal data of all applicants in an automated file.

For the admission procedure, the university collects data according to the regulations of the Hessian University Admission Ordinance – 'Hessische Hochschulzulassungsverordnung', HHZV. The university collects data for the enrollment procedure in accordance with the ordinance on the procedure for enrollment, re-registration, leave of absence and de-registration, study as a guest auditor, part-time study and the processing of personal data of students and doctoral candidates at the universities of the State of Hesse ('Hessische Immatrikulationsverordnung') (for the enrollment procedure). The Hessian Data Protection and Freedom of Information Act ('Hessisches Datenschutz- und Informationsfreiheitsgesetz' - HDSIG) and the Higher Education Statistics Act ('Hochschulstatistikgesetz') also apply.

What is the purpose of the data collection?

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.
- Implementation of the enrollment
- Handling of the studies

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 (§ 40 Hessian Higher Education Act ('Hessisches Hochschulgesetz'))
- Anonymous statistical evaluations (§ 8 (2) Hessian Higher Education Act, provisions of the 'Hochschulstatistikgesetz' (Higher Education Statistics Act) and 'Hessisches Landesstatistikgesetz' (Hessian State Statistics Act))

To which bodies will data be forwarded?

Data concerning applications for degree programs whose places are allocated via the dialogue-oriented service procedure are passed on to the 'University Admissions Foundation' ('Stiftung für Hochschulzulassung' - SfH) (HHZV). There is an order data processing contract with SfH, which ensures that SfH only uses the data for the purpose of carrying out the application procedure and for statistical purposes. SfH will only forward data to third parties, such as institutions, public organizations or research institutes, in anonymized form.

Within the university, the Admissions Office (Studienbüro) has access to your data, the study program offices additionally have access to the data required for the implementation of the study program and, depending on the responsibility, data is passed on to further departments in the university

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).

In addition, your data may be transferred to third parties if this is specified for by law (e.g. official requests for assistance in processing Bafög, Immigration Office) or if you have given your consent to this

For how long will your data be stored?

If you have not been enrolled, your data from the application process will be deleted before the start of the next application process for the next semester and any paper documents will be destroyed or returned to you.

After successful enrollment, the data will be deleted in accordance with § 15 (2) of the Hessian Enrollment Act ('Hessische Immatrikulationsverordnung' – HimV):

- 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 September 30 at the latest and for a winter semester by March 31 of the following year at the latest.

Can you request information about your data? What rights do you have?

If your personal data is processed, you are a data subject within the meaning of the GDPR and you have various, albeit partially limited, rights against the responsible body:

#### **a) The right to information (Art. 15 GDPR)**

If there is no restriction on the right to information pursuant to §§ 24 (2), 25 (2), 26 (2), 33 HDSIG, you can use this right to request confirmation from the responsible body as to whether and, if so, which personal data about you is being processed and for what purpose

#### **b) The right to rectification (Art. 16 GDPR)**

Often personal data change or they are incomplete. It does not matter whether the incorrect data seems important or unimportant, as long as it is factual information and there is no restriction of the right to rectification according to §§24 (2), 25 (3) HDSIG, you have the right as a data subject to request the rectification or completion of your data.

#### **c) The right to erasure or oblivion (Art. 17 GDPR)**

You, as the data subject, have the right under the conditions specified in Art. 17 GDPR and §34 HDSIG to demand that the responsible party delete personal data relating to you without delay

#### **d) The right to restrict the processing of personal data (Art. 18 GDPR)**

You, as the data subject, have the right under the conditions set out in Art. 18 GDPR and (§§24 (2), 25 (4) HDSIG to require the controller to restrict the processing of personal data relating to you. The aim of the restriction of processing is to allow processing only for specific purposes.

#### **e) Notification obligation in connection with the rectification or erasure of personal data or the restriction of processing (Art. 19 GDPR)**

If you, as the data subject, have asserted the right to rectification, erasure or restriction of processing against the responsible party, the latter is obliged to notify all recipients to whom personal data relating to you have been disclosed of this rectification, erasure or restriction of processing.

The controller must inform you of these recipients upon request

#### **f) The right to data transmission (Art. 20 GDPR)**

You, as the data subject, have the right to data transmission under the conditions set out in Article 20 of the GDPR. The intention is to enable you to have personal data that you have provided to a data controller (hereinafter: the first data controller) made available to you in a format that allows the transfer to another data controller (hereinafter: the second data controller); alternatively, this right also aims at the direct transfer of the data from the first data controller to the second data controller.

#### **g) The right to objection (Art. 21 GDPR)**

As a data subject, you have the right to object at any time, on reasons relating to your particular situation, to the processing of personal data concerning you carried out on the basis of Article 6(1)(e) (in the public interest or in the exercise of official authority) or (f) (legitimate interest).

#### **h) The right to revoke the declaration of consent under Data Protection Law (Art. 7 GDPR)**

If the data processing has taken place on the basis of consent under Data Protection Law, you have the right to revoke this declaration of consent at any time. The data processing cannot then be reversed for the past, but it can be prohibited for the future.

**i) The right to complain to a supervisory authority.**

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with the Hessian Commissioner for Data Protection and Freedom of Information:

Der Hessische Beauftragte für Datenschutz und Informationsfreiheit

Postfach 3163

65021 Wiesbaden

<https://datenschutz.hessen.de>