

SUPPLEMENTARY SHEET FOR APPLICATION FOR ENROLMENT IN THE BACHELOR'S DEGREE PROGRAMME IN ENGINEERING AND MANAGEMENT

Proof of qualification specific to the study programme and practical experience

(Please complete in block letters or typewritten form! Please mark with a cross where applicable!)

Merseburg University
 Student Office
 Eberhard-Leibnitz-Straße 2
 06217 Merseburg

Receipt stamp

1. Short explanation

For the selection of applicants, a selection procedure applies whereby, in addition to the average A-Level (*Abitur*) grade, any previously acquired knowledge specific to the study programme and any practical experience in areas relevant to the study programme are taken into account. The selection procedure is carried out according to the programme-specific regulations of the selection procedure for the international Bachelor's degree programme: "Engineering and Management" in the Faculty of Engineering and Natural Sciences at Merseburg University of Applied Sciences of 13.05.2022 (published in the Official Announcements - No. 17/2022).

Please send the completed supplementary sheet together with your application for admission to a degree programme at Merseburg University of Applied Sciences by 15 July. The selection committee will enter the scores. Please leave this column blank.

Study places in the selection procedure are awarded according to:

- a) An average A-level grade or an educational certificate valid for university admission;
- b) Relevant practical experience, proven by appropriate documentation;

All activities listed are to be proven by appropriate documents (certificates, letters of confirmation, appraisals, etc.).

2. Personal details

2.1 Name (birth name, if applicable)

2.2 First name (please underline forename)

2.3 Date of birth

3. Evaluation criteria

- a) Average grade of the university entrance qualification (**up to 60 points**):

Overall grade of university entrance qualification:

Please write down the grade as in your certificate/report card, e.g.: 13/20. It will be converted to the German grading scale by the student office.

Distribution of points according to grade:											
Grade	1.0	1.2	1.4	1.6	1.8	2.0	2.2	2.4	2.6	2.8	3.0
Points	60	54	48	42	36	30	24	18	12	6	0

NB: (Between 1.0 and 3.0, each tenth is awarded three points).

To be entered only by the selection committee:

Grade according to German Scale:

Score:

b) Relevant practical experience (**up to 10 points**).

1. Work experience (up to 5 points)

The following are assessed: full-time activities (including periods of vocational training), internships, voluntary social years (3 points for activities of less than 6 months, 5 points for activities of more than 6 months).

Vocational training/professional activity

Please list any completed vocational training/professional activity or full-time occupation here.

Profession	Training Period	Completion
.....
Occupation	Duration	
.....	

Internships specific to the degree programme applied for:

Please list here any internships specific to your degree programme (multiple answers possible).

Internship	Duration from:	until:	-	Months
.....	-	Months
.....	-	Months
.....	-	Months

Volunteering and other activities

Please list voluntary activities (e.g. voluntary social year).

Activity	Duration / Timescale
.....
Activity	Duration / Timescale
.....

To be entered only by the selection committee:

Score:

2. Stays abroad

The following are assessed: experience gained abroad in non-tourist stays (e.g. school year abroad, work&travel). 3 points for stays of less than 6 months, 5 points for stays of more than 6 months.

Activity	Duration
.....
Activity	Duration
.....

To be entered only by the selection Committee

Score:

Total:

Place / Date

Signature of Applicant