

ACCESS/ ADMISSION AND SELECTION REGULATIONS

Master General Management

From January 28, 2026

This document is an unofficial reading version. Only the German version of the examination regulations is legally valid.

Pursuant to paragraph 1 sentence 2, sections 63 paragraph 2, 19 paragraph 1 sentence 2 number 10 of the State Higher Education Act (LHG) as amended on April 1, 2014 (Official Gazette p. 99), most recently amended by Article 24 of the Act of December 17, 2024 (Official Gazette 2024 No. 114), as well as sections 6 to 9 of the Higher Education Admissions Act (HZG) of September 15, 2005 (Official Gazette p. 629), most recently amended by Article 9 of the Act of December 17, 2020 (Official Gazette pp. 1204, 1229) and sections 19 et seq. of the Higher Education Admissions Ordinance (HZVO) of December 2, 2019, most recently amended by the Ordinance of July 23, 2025 (Official Gazette 2025 No. 73), the Senate of the University of Applied Sciences on The following statutes were adopted on January 28, 2026.

§ 1 Entry requirements

Entry requirements are:

- (1) A first professional university degree (Bachelor's, Diploma, or equivalent) in Business Administration, following a full-time study program of at least three years (180 ECTS credits) with a grade of at least 2.5. The examination board decides on the equivalence of a degree and the fulfillment of the other requirements mentioned in the first sentence. It may delegate this decision, subject to revocation, to the chair of the examination board. In the case of a fixed number of admissions, the statutes may stipulate that the selection committee responsible for the respective selection procedure decides instead.
- (2) For admission to the Master's program, proof of English language proficiency at level B2 of the Common European Framework of Reference for Languages is also required. Paragraph 1, sentences 2-4, apply accordingly to the requirements mentioned in sentence 1.
- (3) Applicants who did not obtain their academic qualification at a German-speaking institution must provide proof of sufficient German language skills of at least A2 according to the European Reference Framework (study program German Track).

§ 2 Admission figures and quotas

Admission quotas are set in the University of Applied Sciences Admissions Ordinance. Of the set admission quotas, 5% are reserved for cases of exceptional hardship and 1% for selection based on local ties in the public interest (§ 33 para. 3 HZVO). The provisions of the Stuttgart University of Applied Sciences' statutes on general regulations for university admissions and selection procedures (AllgZuS) apply, in particular, analogous to § 7 AllgZuS, a quota of 10% for international applicants.

§ 3 Application documents / Application for admission

Applications for a place at university are submitted via an application form. The following documents must be attached to this form:

- (1) Certificate of university entrance qualification.
- (2) Certificate of the first professional university degree in one of the courses of study mentioned in § 1 para. 1 (in the case of foreign degrees, an additional certified German translation is required).
- (3) Curriculum vitae in tabular form.
- (4) Letter of motivation outlining personal ideas and expectations regarding the studies and desired profession, as well as explanations of the preferred study option with or without a double degree and target foreign region (max. 2 pages DIN A4).

- (5) Proof of English language skills at level B2 (European Reference Framework), unless these are already evident from the HZB certificate.

For international applicants:

- (1) Proof of German language skills for applicants who obtained their university degree at a non-German-speaking university in accordance with § 1 No. 3.
- (2) Certificate from Studienkolleg Konstanz confirming the recognition of educational qualifications acquired in the country of origin. This must be submitted together with the certificate from the country of origin, a German translation, and proof of German language proficiency.
- (3) Proof of sufficient German language skills at least at level A2 according to the Common European Framework of Reference for Languages. The following are accepted as proof:
 - Goethe-Zertifikat A2 or higher
 - ÖSD Certificate A2 or higher
 - DTZ (German Test for Immigrants Level A2/B1)
 - German language test for university admission DSH 1 or higher
 - Test of German as a Foreign Language TestDaF TDN 3 or higher
 - Successful completion of German language courses at a university in Germany totaling at least 4 ECTS credits at level A2 or higher according to the CEFR.
 - Certificate of the examination to determine the suitability of foreign applicants for admission to studies at universities in the Federal Republic of Germany (assessment examination)
 - Completed German-language Bachelor's or Master's degree
 - Completed German studies degree from Germany and abroad
 - German at level A in the final certificate of the International Baccalaureate Diploma Programme

§ 4 Application deadlines

The Master's program in General Management can be started each winter semester. Applications for admission from non-EU countries and applicants not considered equivalent to German citizens, as well as from EU countries and applicants considered equivalent to German citizens (HVVO § 1 para. 2), must be received by HFT Stuttgart by June 15th of the year (final deadline).

§ 5 Selection procedure, selection criteria and their evaluation

Only those who have submitted the documents in accordance with § 3 completely, i.e., on time and in the correct form, will be admitted to the selection process. If the number of applicants who meet the admission requirements exceeds the number of available study places, a ranking list will first be created based on the average grade of the first professional university degree.

If the number of applicants exceeds the number of available study places fourfold, the following selection procedure will be applied for at least this number of applications:

- (1) As part of the selection process, the applicant's motivation for the degree program is assessed based on their letter of motivation. The selection committee evaluates these letters according to a grading system ranging from 1.00 (very good) to 5.00 (unsatisfactory). This score is then combined with the applicant's average grade from their first professional university degree. Letters of motivation from applicants who are not individually evaluated are assigned a grade of 4.00 (sufficient) and proceed to the next stage of the selection process.

The selection committee will weight both criteria as follows:

The average grade of the first professional university degree is

The application letter is weighted at 70%, the motivation letter at 30%. The grade calculated after weighting is the overall average.

The lowest calculated overall average receives the highest rank. In the case of identical overall average grades, the higher rank is awarded to the candidate with the better average grade in their first professional university degree; if the average grades are also identical, the ranking is determined by lot.

- (2) Admission can also be applied for if the Bachelor's degree has not yet been awarded due to missing individual examinations. Applicants then participate in the selection process with an average grade, which is generally determined and verified by the respective examination office. Admission is then granted conditionally, provided that the Bachelor's degree and related prerequisites are proven within the deadline specified in the admission notice. If proof is not provided within the deadline, the admission is revoked. Section 20 Paragraph 5 of the Higher Education Admissions Ordinance (HVVO) applies accordingly.
- (3) If someone credibly demonstrates that they are unable to complete the selection process, in whole or in part, in the prescribed form due to long-term or chronic physical or mental limitations, the selection committee will permit them to complete it in an alternative, equivalent format. A medical certificate may be required for this purpose.

§ 6 Selection Committee

The rector makes the final selection decision. To prepare for the rector's decision, the Faculty of Civil Engineering, Building Physics and Economics establishes a selection committee. This committee consists of at least two professors.

Substitute members must be appointed. The Dean of Studies for the Master's program in General Management chairs the committee. Members of the selection committee must immediately report any conflict of interest arising from personal relationships with an applicant or their personal circle to the chair; in such cases, a substitute member will take their place.

§ 7 Commencement of studies

Once admitted, studies can begin in the winter semester. If the place is not accepted within the deadline specified in the admission letter, the admission expires.

§ 8 Entry into force

This statute enters into force on the day following its publication. It will first apply to the allocation procedure for the winter semester 2026/2027. At the same time, the admissions statute of February 21, 2024, will cease to be in effect.

Stuttgart, January 28, 2026

Prof. Dr. Katja Rade
Rector

publication /certification :
Notice posted on:
Approved on:
Effective date: