

Procedure for the admission test

Bachelor Business Administration and Service Management

Apporval procedure:

- Please apply online at the Deggendorf Institute of Technology. The application period for the winter semester begins on October 1 and ends on December 1.
- To qualify for the Bachelor's program in Business Administration and Service Management, applicants must provide proof of a recognized university entrance qualification and successfully participate in a admission test. This test ensures that you start your studies with a reasonable chance of success.
- Please refer to this overview for the required language skills in English and German: https://www.th-deg.de/Studieninteressierte/Bewerbung/Sprachanforderungen_Deutsch-Englisch_ECRI.pdf
- Detailed regulations for the admission requirements can be found in our statutes on the aptitude test: https://www.th-deg.de/Studierende/Antraege-und-Organisatorisches/Pruefungsordnungen/Bachelor/satzung_ueber_eignungsfeststellung_bs_bachelor_2024.pdf

Information about the admission test:

- As a student of the Bachelor's program in Business Administration and Service Management, you should bring enthusiasm, general economic knowledge, and basic mathematical-logical skills. These abilities will help you engage with various business-related topics covered in the program, such as finance, sales, project management, and current issues in digital transformation. The program strongly focuses on combining theoretical knowledge with practical experiences through hands-on courses and practical projects.
- First, you must submit an application for admission to the aptitude test in the Primuss applicant portal. The application is submitted with the main application and can be found on the homepage. Only applicants who apply for the aptitude test will be invited to take the test.
- Please note that the invitation to the admission test does not mean that the other requirements have been met. The application review will only occur if the admission test is passed.

- The following criteria are considered for aptitude test:
 1. Average grade of the higher education entrance qualification
 2. Written test:

The written test, with a duration of 90 minutes, is conducted online and must be taken on the examination date specified in the invitation.

The online test will be proctored by an external service provider and as such will incur a fee of 26 USD. Payment has to be made with an internationally accepted credit card. In order to take the online test, you must register with ProctorU. You mustn't register with DIT for the online test.

ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. ProctorU provides a platform with multi-factor identity verification and end-to-end video recording with AI based behavior flagging. Test-takers are guided through the entire process by a live proctor who can also assist with technical issues. ProctorU is available 24/7; however, you will need to schedule your proctoring session at least 72 hours in advance to avoid any additional on-demand scheduling fees.

In order to use ProctorU, you will need a high-speed internet connection, a webcam (in-ternal or external), a windows or apple Operating System, and a government issued photo id.

At the scheduled day and time of your test, you must login to ProctorU. You will be guided through the next necessary steps and the proctor will unlock the actual admission test. It is crucial that you have your username and password (provided via-mail) at hand.

Once you have started the test, you will have 90 minutes to complete it. The proctor is unable to pause the clock for any reason. This is why we highly recommend that you ensure that your connection is stable for the duration of the online admission test.

- The written admission test assesses the understanding and evaluation of strategic and international contexts, as well as the ability to present and discuss these clearly. The focus is on the basics of business administration, marketing, and digitalization in the service sector. The admission test consists of open-ended questions and multiple-choice questions that challenge the applicants' analytical skills.
- If you pass the test, your application documents will be reviewed. If your documents meet our requirements, you will receive an admission letter. If you fail the test, you will receive a rejection letter.
- Result of the aptitude assessment:
 1. The average grade of the university entrance qualification is converted into points (HZB points) on a scale from 0 to 100, with 0 representing the lowest possible and 100 the highest possible rating. The scale is chosen so that a just-passing HZB is rated at 40 points (see annex).

2. The written test result is converted into points, with 0 representing the lowest possible and 100 the highest possible score. If 50 or fewer points are achieved, the admission test is rated at zero points, and suitability is deemed "not sufficient."
 3. The total score is calculated by adding the points from the HZB and the written test. The weighting is equal.
- Result of the aptitude assessment:

Applicants who obtain 101 points or more are admitted. Applicants with an overall assessment of 100 or less points receive a rejection notice.
 - The procedure for determining suitability for a specific degree programme is carried out once a year in the winter semester for the following summer semester. Applications for admission to the procedure, together with the application documents, must be submitted to the Deggendorf Institute of Technology in the online application procedure by the end of the application period for the following winter semester (cut-off deadline).
 - Applicants who have not provided proof of their course-specific eligibility can re-register for the test once more on the date of the following year. In justified exceptional cases, it is possible to register for the test at a later date. It is not possible to retake the test at a later date.

As of: October 21, 2024

Annex: Conversation 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

$$\text{Points} = 120 - 20 * \text{grade}$$

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

2. German point system (e.g., Kollegstufe; (sixth-form level))

15 is the highest and 0 is the lowest points score

$$\text{Points} = 10 + 6 * \text{points score}$$

3. Any numerical grading system

with grade N, where N_{opt} is the highest score and N_{best} is just enough to pass.

$$\text{Points} = 100 - 60 * (N_{\text{opt}} - N) / (N_{\text{opt}} - N_{\text{best}})$$

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