

General Regulations for Admissions and Enrolment

For admission to study at CODE University of Applied Sciences

As amended on 11.11.2025 | Version 2.0.8

English translations are provided for informational purposes only. In the case of discrepancies between the German and English versions of the text, the German version is binding.

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As amended on 11.11.2025 | Version 2.0.8

Approved by the Academic Senate of CODE University of Applied Sciences on 26.09.2025

Approved by the Senate Department for Higher Education and Research, Health and Long-Term Care on 07.11.2025

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§ 1 Applicability

- (1) These regulations govern the general university entry requirements as well as the application, selection, and enrollment procedures for study programs at CODE University of Applied Sciences, hereinafter CODE or university.
- (2) The Academic Senate may decide on additional admission regulations relevant for specific study programs.

§ 2 Application deadline

- (1) The application deadline generally ends two weeks prior to the start of the semester for the respective admission semester.
- (2) The deadline will be published on the university's website.

§ 3 Admission

- (1) The decision on admission to one of the study programs at CODE is made by the Admission Committee (Basic Regulations § 18, section 6) after positive examination of the general admission requirements and on the basis of the results of the application process.
- (2) The Admission Committee consists of three professors or permanent faculty members teaching at the university and two students enrolled at the university. From the faculty group, a chairperson will be elected and responsible for leading the Admission Committee.
- (3) The members of the Admissions Committee are appointed by the Academic Senate (Basic Regulations § 18). The student representatives are nominated by the Student Council.
- (4) Only those who have applied for a study place in due time and form will take part in admission procedures.
- (5) Admission is granted for the fall semester. The Academic Senate may additionally decide to allow admission for the spring semester.

§ 4 General admission requirements, international applicants

- (1) The prerequisite for admission to CODE is the fulfillment of the regulations of the §§ 10 and 11 of the Berlin Higher Education Act (*Berliner Hochschulgesetz, BerlHG*).
- (2) Anyone who has either the general university entrance qualification (*allgemeine Hochschulreife*), the entrance qualification for universities of applied sciences (*Fachhochschulreife*), fulfills the prerequisite for the general higher education entrance

qualifications or possess recognized by the Senate of Berlin qualifications in accordance with § 11 (1) BerlHG can be admitted to bachelor studies at CODE. Applicants can also be enrolled if they have acquired a subject-specific higher education entrance qualification (according to § 11 (2) BerlHG), have completed a vocational training course apt for the course of studies and gained at least three years of work experience. If applicants have acquired professional qualifications in accordance with § 11 BerlHG, they must apply for a subject-specific higher education entrance qualification. As part of the admission procedure, a verification is carried out to determine whether a higher education entrance qualification exists on the basis of the professional qualification acquired. The result of this determination is binding exclusive to CODE University of Applied Sciences. The result of the assessment will be communicated in writing within four weeks from submitting the documents.

- (3) The admission requirement for master's degree programs is the completion of a higher education degree qualifying for a profession. For non-consecutive master's programs, applicants must additionally provide evidence of qualified professional experience, generally lasting no less than one year, following their first higher education degree qualifying for a profession. To complete a master's degree, 300 ECTS Credit Points are generally required, taking into account previous studies up to the first professionally qualifying degree. Students who have earned fewer than 240 ECTS Credit Points during their first professionally qualifying degree program and who have applied for admission to a master's degree program worth 60 ECTS Credit Points, or who have earned fewer than 210 ECTS Credit Points during their first professionally qualifying degree program and who have applied for admission to a master's degree program worth 90 credit points, must generally earn additional ECTS Credit Points in addition to the curriculum of the respective master's program. Additional ECTS credits for the curriculum can be earned in the following ways:
- Completion of additional relevant modules,
 - recognition of academic achievements and examinations from universities, and
 - crediting of achievements and skills acquired outside of universities.

Students shall reach an agreement with the program director regarding the additional credits to be earned shortly after the start of their studies, at the latest by the end of the first semester. In individual cases, the requirement to earn 300 ECTS Credit Points for a master's degree may be waived if the student has the appropriate qualifications. The program director shall decide on this.

- (4) International and stateless applicants are admitted if there are no grounds for refusal on basis of the § 14 (3) BerlHG and if the conditions for admission in accordance with the Framework Regulations for International Applicants set by The Standing Conference of the Ministers of Education and Cultural Affairs from April 15, 1994 and on September 21, 2006 (Rahmenordnung für ausländische Studienbewerber) are met, i. e. if
- the certificate of education enables the holder to pursue higher education in the country of origin and

- the applicants possess educational qualifications for university admission as specified in the evaluation guidelines of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*), published in the database www.anabin.de under “School-leaving qualifications granting university admission” (“*Schulabschlüsse mit Hochschulzugang*”).
- (5) If direct university admission is not possible according to the evaluation guidelines of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*), as published in the database www.anabin.de under “School-leaving qualifications granting university admission” (“*Schulabschlüsse mit Hochschulzugang*”), applicants must pass the assessment test (*Feststellungsprüfung*) to determine the eligibility of international applicants for admission to higher education institutions in the Federal Republic of Germany (for universities of applied sciences with a specific field of study focus) prior to commencing their studies.
- (6) In order to be admitted to CODE, applicants must demonstrate English language proficiency at least at level B2 (according to the Common European Framework of Reference for Languages). Language proficiency can be demonstrated using the options listed in the appendix. For master’s programs, higher language levels may be required by program-specific admission regulations, see §1 (2).

§ 5 Selection process

- (1) The selection process aims to assess applicants’ ability for abstract thinking, capacity for reflection, creativity, curiosity, motivation for a self-directed learning approach and lifelong learning, as well as openness and communication skills as prerequisites for interdisciplinary teamwork. The selection process is determined by the Admissions Committee. The application steps and selection criteria are evaluated by the Admissions Committee at least annually and published on the university’s website prior to the start of a new application phase. The Admissions Committee may delegate individual steps of the selection process to the administration. Proper documentation is mandatory.
- (2) The Admissions Committee may appoint Selection Commissions to carry out individual steps of the selection process. The members of the respective Selection Commissions must be informed about the current criteria and evaluation procedures. Detailed information regarding the course of the selection process will be provided to applicants as soon as they have been admitted to the corresponding next stage of the selection process in the case of multi-stage procedures. The Selection Commissions are obligated to ensure proper documentation of their evaluations.
- (3) The evaluation is based on the applicant’s performance in relation to the applicable selection criteria. The applicant will be promptly informed in writing of the evaluation results and, consequently, their progression in the selection process.

- (4) The final decision on admission is made by the Admissions Committee in accordance with § 3 regarding the application for admission to the program of study.
- (5) Applicants will be promptly informed of the final decision in writing, generally within one week.

§ 6 Selection commissions

- (1) A Selection Commission shall consist of at least three members. These should include at least one member from the group of full-time professors and teaching staff employed by the university and at least one member from the student body. Decisions made by the Selection Commission are based on the majority principle. If an applicant does not pass the selection process, they may repeat it; however, this is generally not permitted in the same admission semester. The Admissions Committee may exclude applicants from repeating the process if they have exhibited personal misconduct during the selection process that is incompatible with the core values of the university.

§ 7 Enrolment

- (1) Should the Admissions Committee make a positive decision on the admission of an applicant, the applicant must be enrolled in the chosen course of study at the next possible start date after handing in the signed study contract.
- (2) According to § 14 BerlHG, the following documents must be submitted for enrollment:
 1. a signed study contract,
 2. a proof of payment of due fees and contributions,
 3. proof of university entrance qualification or, for master's programs, the documents specified in §4 (3) in their original form,
 4. proof of a valid residence permit (applicable to international applicants, who do not have a residence in an EU member state),
 5. a proof of health insurance coverage as required by law,
 6. if applicable, any additional documents required in relation to the higher education
 7. entry qualifications,
 8. for minors, the written consent of the legal guardian.
- (3) While signing the study contract, an applicant can ask for admission to a different admission year than the next possible one. This request must generally be complied with.
- (4) Enrolment is completed by the issue of a certificate of enrollment.
- (5) An enrolment can be revoked if it is based on false information provided by the applicant.

- (6) Upon enrollment, students acquire the rights and obligations of a CODE's member in compliance with the applicable regulations. This includes but is not limited to the right to use the university facilities

§ 8 Diversity and equal opportunity

- (1) The university recognizes diversity as an opportunity and fosters a culture of participation by all with their specific skills and characteristics. In this spirit, while selecting its future students, CODE strives for diversity and equal opportunities with regard to gender, any disability, cultural heritage, religion, age and sexual identity.
- (2) The Admission Committee, in consultation with the university's special representative for equality, must regularly check that the application process and procedures guarantee equal opportunities.

§ 9 Equality clause

- (1) Status and function designations used in these regulations follow the guidelines of the gender-neutral language, which conveys inclusion of all sexes or genders.

§ 10 Entry into force

- (1) These general regulations require approval of the responsible authority and enter into force on the day of publication.

Appendix

1. Proof of language proficiency