

99061010000000

Application for access to higher education for professionally qualified people

Heruntergeladen am 15.07.2025

<https://fimpportal.de/xzufi-services/472-99061010000000/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99061010000000
Leistungsbezeichnung I	Application for access to higher education for professionally qualified people
Leistungsbezeichnung II	Application for access to higher education for professionally qualified people
Typisierung	4 - Land: Regelung
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	

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Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	Berufstätigenhochschulzugangsverordnung (BerufszVO)
Teaser	There are two admission methods for this in Baden-Württemberg:
Volltext	<p>There are two admission methods for this in Baden-Württemberg:</p> <ul style="list-style-type: none"> • General access to higher education for graduates of a recognised professional advancement training programme, for example master or business administrator • A higher education admission related to specific subjects for persons with other professional qualifications by means of a qualifying examination (Admission method for persons with other professional qualifications with at least a two year vocational training and normally three years of work experience for the corresponding specialised course of study)
Erforderliche Unterlagen	<p>The documents correspond to the above-mentioned prerequisites</p> <p>Note: You can find out about the exact requirements for applications and confirmations at the higher education institutions.</p>
Voraussetzungen	<p>For the general higher education admission for master craftsmen and persons who have completed equivalent further training</p> <ul style="list-style-type: none"> • Successfully completed further vocational training: This includes A master craftsman's certificate A different professional advancement programme, especially in accordance with the Professional Training Act, in accordance with the Handicrafts Ordinance or

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by means of qualifications from specialist colleges in accordance with § 14 of the Schools Act for Baden-Württemberg Certain qualifications from an administration and economics academy listed in the Access to University Ordinance for People in Employment.

- Written confirmation from an institution of higher education that the applicant has taken part in a counselling interview

For the higher education admission related to specific subjects for persons with other professional qualifications by means of a qualifying examination

- Successfully completed vocational training of at least two years duration
- Generally having worked for at least three years in the trained profession
- Written confirmation from an institution of higher education that the applicant has taken part in a counselling interview
- Passing a qualifying examination

Kosten

up to EUR 200.00

Verfahrensablauf

Please contact your chosen institution of higher education. This will check whether you fulfil the access requirements and will take a decision concerning your entry to higher education entitlement.

You must attend an advice meeting at the respective institution of higher education. The advice meeting serves the purpose of the provision of timely and comprehensive information concerning the contents, requirements and structure of a course of study. Here, the institutions of higher education state the requirements for the intended course of study.

For the general higher education admission for master craftsmen and persons who have completed equivalent further training

The institutions of higher education check whether a master craftsman's certificate has been acquired or an equivalent further training has been carried out. In

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addition, a counselling interview is carried out at the higher education institutions.

In courses of study to which access is restricted, the institution of higher education will carry out the selection procedure. In such selection procedures, the master certificate of the average mark attained in the comparable professional training is decisive. For the waiting period, the date of passing the master examination of the comparable further training is decisive (earliest: 1 April 2006).

Following the advice meeting, you can apply to the institution of higher education in writing or online.

For the higher education admission related to specific subjects for persons with other professional qualifications by means of a qualifying examination

The institution of higher education will inform you of the contents, requirements and procedures concerning the entrance examination, as well as preparation options.

You must apply to the institution of higher education in writing for admittance to the entrance examination. The institution of higher education will check whether you fulfil the requirements for admittance to the entrance examination. It will inform you of the location and date of the examination in writing. Should you fail to pass the examination, you may resit once, at the earliest in the following year.

The entitlement to study applies to your application for one place on a course in Baden-Württemberg as proof of your entitlement to access higher education.

Bearbeitungsdauer

Frist

Subject orientated access to higher education for a professional qualification and entrance examination: The admittance to the entrance examination must be applied for in writing by 1 February of each year from the institution of higher education. General access to higher education for persons who have completed a

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	recognised professional advancement training programme: You can find out the precise deadlines from the institutions of higher education. Please make timely enquiries.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	