

**Statutes**  
**about the suitability determination**  
**for the bachelor program**  
**Landscape architecture and planning**  
**at the Technical University of Munich**

**From 15 May 2019**

Based on Art. 13 Para. 1 Sentence 2 in conjunction with Art. 44 Para. 4 Sentence 7 Bavarian University Act (BayHSchG) and § 34 Para. 2 of the Qualification Ordinance (QualV) (BayRS 2210-1-1-3-K/WK), the Technical University of Munich issues the following statute:

**§ 1**  
**Purpose of the determination**

- (1) <sup>1</sup>Admission to the bachelor's degree program in Landscape Architecture and Landscape Planning at the Technical University of Munich in the first semester or a higher semester requires a special qualification. <sup>2</sup>The Bachelor's degree program in Landscape Architecture and Landscape Planning has a special program profile, which is described in Annex 1. <sup>3</sup>In addition to the prerequisites listed in the Fachprüfungs- und Studienordnung (FPSO) in the current version, proof of suitability must be provided in accordance with the following regulations.
- (2) <sup>1</sup>The purpose of the procedure is to determine whether, in addition to the qualification demonstrated by the acquisition of the university entrance qualification (HZB), the aptitude for the special qualitative requirements of the bachelor's degree program in Landscape Architecture and Landscape Planning is present. <sup>2</sup>In addition to the university entrance qualification, the following suitability requirements must be met for this degree program:

Course Specific Competencies:

1. Strong, analytical and/or design spatial reasoning skills,
2. Basic understanding of issues in geography, biology, social studies, and art; initial exposure to urban and landscape issues, gardening and architecture, ecology, and environmental and conservation issues is also advantageous,
3. Ability to work on interdisciplinary tasks in project teams,
4. Basic knowledge of the subject area and its fields of activity,
5. a good ability to express oneself in German and additionally in English or another foreign language to be specified, in which the personal field of interest lies.

## § 2 Procedure

- (1) The procedure for determining eligibility is carried out semi-annually once in the summer semester for the following winter semester and in the winter semester, but only for applications for higher semesters for the following summer semester.
- (2) <sup>1</sup>Applications for admission to the assessment procedure must be submitted to Technische Universität München in the online application procedure by July 15 for the following winter semester and by January 15 for the summer semester (cut-off deadlines).
- (3) Applications and determination of eligibility are in German.
- (4) The application must be accompanied by:
  1. curriculum vitae in tabular form;
  2. Documents required in accordance with, § 7 Para. 3 of the statutes of the Technical University of Munich concerning enrollment, re-registration, leave of absence and exmatriculation (ImmatS) as amended;
  3. HZB details;
  4. Justification of a maximum of two DIN A4 pages for the choice of the course of study Landscape Architecture and Landscape Planning at the Technical University of Munich, in which the applicants explain on the basis of which abilities, competences and interests they consider themselves to be particularly suitable for the intended course of study; the general personal career can also contribute to this, e.g. extracurricular involvement;
  5. Assurance that the justification for the choice of the course of study was prepared independently and without outside help and that the thoughts taken from outside sources are marked as such;
  6. If applicable, evidence of special qualifications specific to the course of study or additional qualifications (e.g. participation in a research competition, vocational training, internships, other practical professional activities e.g. special involvement in social, conservation or cultural institutions).

## § 3 Commission

<sup>1</sup>The aptitude test is carried out by a commission appointed by the Dean of Studies. <sup>2</sup>The size of the commission depends on the number of applicants and consists of more than half university lecturers within the meaning of Art. 2 Para. 3 Sentence 1 BayHSchPG, and the remainder of academic staff. <sup>3</sup>One or more students nominated by the student council shall act in an advisory capacity on the commission. <sup>4</sup>The commission shall be chaired by the Dean of Studies. <sup>5</sup>In all other respects, the procedural rules from Art. 41 BayHSchG shall apply. <sup>6</sup>The commission members are appointed for two years; extension is possible. <sup>7</sup>The Dean of Studies may appoint additional examiners if there are not enough examiners available for the selection interview according to § 6.

## § 4 Admission requirement

<sup>1</sup>Admission to the assessment procedure requires that the documents specified in § 2 Para. 4 have been submitted to the Technical University of Munich in due form and time and in their entirety. <sup>2</sup>If this is not the case, admission to the assessment procedure will not be granted.

## § 5 Implementation: First stage

- (1) During the first stage of the suitability determination procedure, an evaluation is carried out from the criteria:
1. Average HZB score;
  2. subject-specific individual grades;
 

<sup>1</sup>The grades in English or a foreign language to be specified by the applicant (double) and one of the subjects biology, social studies, geography or art (triple) which were acquired in the last four semesters prior to the acquisition of the HZB, including, if applicable, the Abitur grades in these subjects listed in the HZB, are used as subject-specific individual grades. <sup>2</sup>If no half-year grades are shown, the average grades shown in the HZB shall be used accordingly. <sup>3</sup>These are added together and divided by the (weighted) number of individual grades. <sup>4</sup>Scores for the specialized thesis or a comparable achievement shall not be taken into account. <sup>5</sup>If no grade is shown in the HZB for a subject mentioned in sentence 1, the divisor shall be reduced by the corresponding number. <sup>6</sup>If there are no grades in English or a foreign language for the last four half-years and no grades in biology, social studies, geography or art, the basic understanding in the areas mentioned in § 1 must be demonstrated by participation in the second stage in accordance with § 5 Para. 3 No. 1 Sentence 2 and Sentence 3.
  3. Relevant completed vocational training or other work experience.
- (2) The following applies to the performance of the evaluation:
1. <sup>1</sup>The average grade of the HZB is converted into points (HZB points) on a scale from 0 to 100, where 0 is the worst conceivable grade and 100 is the best possible grade. <sup>2</sup>The scale is to be chosen in such a way that a just passed HZB is evaluated with 40 points (conversion formula see Appendix 2). <sup>3</sup>Whoever claims to have been prevented from achieving a better average grade in the HZB for reasons for which he/she is not personally responsible shall, upon application, be involved in the procedure with the average grade as evidenced by school reports.
  2. <sup>1</sup>The result of the evaluation of the subject-specific individual grades in accordance with Para. 1 No. 2 shall be converted into points on a scale of 0 to 100 in accordance with No. 1 (for conversion formula, see Appendix 2). <sup>2</sup>If this value is not a whole number, it shall be rounded up to the next larger whole number.
  3. <sup>1</sup>The assessment of the relevant vocational training or other practical professional activity in accordance with Paragraph 1 No. 3 shall be evaluated in the following levels from 0 to 100 points:

- 3.1 Evaluation level 1: 91 to 100 points: Activities that are very well suited to prepare students for their studies, in particular:
- a) qualifying activities of more than half a year in a landscape architecture/landscape planning office or other institutions with a technical connection to the study contents or the professional field,
  - b) completed training as a gardener in the specialties of horticulture and landscaping, nursery or perennial gardening;
- 3.2 Evaluation level 2: 70 to 90 points: Activities that are well suited to prepare for study, in particular:
- a) qualifying activities of one quarter to one half year in a landscape architecture/landscape planning office or other institutions with a professional connection to the study contents or the professional field,
  - b) Completed training in professions other than those listed under No. 1 with a professional connection to the occupational field;
- 3.3 Evaluation level 3: 60 to 69 points: Activities that are suitable to prepare students for their studies, in particular qualifying activities of one to three months in a landscape architecture/landscape planning office or other institutions with a professional connection to the study contents or the professional field;
- 3.4 Evaluation level 4: 40 to 59 points: Activities that are conditionally suitable to prepare for the study program, in particular qualifying activities of two to four weeks in a landscape architecture/landscape planning office or other institutions with technical relevance to the study content or the professional field;
- 3.5 Evaluation level 5: 20 to 39 points: Activities that are only of limited suitability for preparing students for their studies, in particular:
- a) qualifying activities of up to two weeks in a landscape architecture/landscape planning office or other institutions with a professional connection to the study contents or the professional field,
  - b) Activities that can be understood in a broad sense as dealing with the contents of the study program Landscape Architecture and Landscape Planning or the professional field or that generally involve a qualifying effect for a study program;
- 3.6 Evaluation level 6: 1 to 19 points: Activities that are very limited in their ability to prepare students for college;
- 3.7 Evaluation level 7: 0 points: Activities that are unsuitable to prepare for study.
4. <sup>1</sup>The total evaluation of the first stage is the sum of the HZB points multiplied by 0.5, the points from the subject-specific individual grades multiplied by 0.25 and the points from the relevant vocational training multiplied by 0.25. <sup>2</sup>If this value is not an integer, it shall be rounded up to the next larger integer.

5. <sup>1</sup>Departing from No. 1 and No. 2, in the case of graduates of the master craftsman's examination and the vocational further training examinations equated to the master craftsman's examination by the Ministry of State, the criterion according to No. 1 shall be replaced by the criterion of the arithmetic mean of the individual grades of the respective parts of the examination and the criterion according to No. 2 by the criterion of the said subject-specific individual grades in English or a foreign language to be specified by the applicant (double) and one of the subjects biology, social studies, geography or art (triple) in this examination. <sup>2</sup>In the case of graduates of technical colleges and academies, in deviation from No. 1 and No. 2, the criterion according to No. 1 shall be replaced by the criterion of the overall examination grade or, if no overall examination grade is shown, by the criterion of the arithmetic mean of the individual grades of the subjects (with the exception of elective subjects) of the final examination certificate and the criterion according to No. 2 is replaced by the criterion of the subject-specific individual grades in English or a foreign language to be specified by the applicant (double) and one of the subjects biology, social studies, geography or art (triple) in the final report. <sup>3</sup>If no grade is shown for a named subject, the divisor is to be reduced by the corresponding number; in this case, basic understanding in the areas named in § 1 is to be demonstrated by participation in the second stage in accordance with § 5 para. 3 no. 1 sentence 2 and sentence 3.

(3) Result of the first stage of the suitability determination:

1. <sup>1</sup>Whoever has achieved 85 points or more in the first stage is admitted. <sup>2</sup>This does not apply if the continued subject-specific individual grades were not shown in the HZB. <sup>3</sup>Even if the number of points has been reached, the subject-specific suitability must be proven by passing the second stage of the procedure.

2. Those who have scored 49 points or less in the first stage are considered ineligible.

(4) <sup>1</sup>The remaining applicants shall proceed to the second stage of the aptitude testing procedure. <sup>2</sup>In the second stage of the aptitude testing procedure, an invitation to a selection interview shall be issued. <sup>3</sup>The date of the selection interview shall be announced by the commission at least one week in advance.

(5) <sup>1</sup>Applicants who were enrolled in the same or a related degree program shall only participate in the second stage of the aptitude testing procedure. <sup>2</sup>Such an application is only possible if 15 credits per semester have been acquired so far.

(6) <sup>1</sup>Departing from paras. 1 to 3, those applicants who submit a hardship application shall also be admitted to the second stage as an exception. <sup>2</sup>All documents must be enclosed with the application. <sup>3</sup>It must be proven that there are such serious health, social or family reasons in the person that, if particularly strict standards are applied, it would not be proportionate to reject the application in the first stage.

## § 6

### Implementation: Second stage

(1) In the second stage of the aptitude testing procedure, the average grade of the HZB and the result of the selection interview are evaluated, whereby the average grade of the HZB is to be considered at least equally.

(2) <sup>1</sup>The selection interview is not public. <sup>2</sup>It is conducted as an individual interview with two members of the commission, one of whom must be a university lecturer within the meaning of Art. 2 Para. 3 Sentence 1 BayHSchPG. <sup>3</sup>With the consent of the applicant, a member of the

student group may be admitted to the audience. <sup>4</sup>The duration of the interview is at least 20 minutes and should not exceed 25 minutes <sup>5</sup>It is to be determined whether the applicant can be expected to achieve the goal of the study program on a scientific basis independently and responsibly. <sup>6</sup>In the interview, no special previous knowledge beyond the level of a general high school education shall be tested, unless the application has been made in accordance with § 5, paragraph 5. <sup>7</sup>The set date for the interview shall be observed.

- (3) <sup>1</sup>In addition a portfolio compiled personally by the applicant must be presented at the selection interview, consisting of samples of work (written or graphic, e.g. relevant technical papers, drafts, drawings, collages and photographs) and/or textual elaborations (e.g. on topics of ecology, city and landscape, nature and environmental protection, e.g. in the form of personal descriptions and reflections on one's own perception of the landscape, reports on practice and experience);

- a. own ideas about the field of landscape architecture and landscape planning,
- b. special skills in the competences mentioned under § 1 para. 2,
- c. individual goals for the study and professional career

become recognizable. <sup>2</sup>The portfolio serves the visual and material communication of individual competences according to § 1 para. 2 in the interview. <sup>3</sup>The portfolio must contain an assurance that it was prepared independently and without outside help and that the thoughts taken from outside sources are marked as such.

- (4) <sup>1</sup>The selection interview covers aspects from the areas and subject areas listed in § 1 para. 2 sentence 2 and is accompanied and supplemented by oral and visual communication of work from the portfolio to be submitted for the interview in accordance with para. 3. <sup>2</sup>The documents submitted in accordance with § 2 Para. 4 may also be the subject of further discussion. <sup>3</sup>The competencies demonstrated in the following are each awarded a maximum of 10 points:

1. 0 to 10 points: the candidate is able to deal with aspects, questions and problems of the topics mentioned in § 1 para. 2 sentence 2 in a structured way orally, representatively and on the basis of work from the portfolio, as well as to outline ideas and possible solutions at a simple level;
2. 0 to 10 points: the candidate is able to recognize and discuss simple interrelations between the fields of knowledge mentioned in § 1 para. 2 sentence 2, i.e. connections of social, scientific, technical and artistic aspects in spatial problems;
3. 0 to 10 points: the candidate is able to establish a connection between specific problems from the field of landscape architecture and landscape planning and methods for their solution;
4. 0 to 10 points: the candidate is able to express himself or herself clearly even on more complex topics and to answer individual questions in a foreign language;

<sup>3</sup>The commission members shall independently evaluate each of the four focal points on the basis of the weighting regulated in sentence 2, subject to the HZB points to be taken into account in accordance with para. 5. <sup>4</sup>Each of the two members shall record the result of the selection interview on the point scale from 0 to 40, where 0 is the worst and 40 the best result to be achieved. <sup>5</sup>The score is the sum of the individual scores, the maximum score is 80.

- (5) <sup>1</sup>The total score of the second stage is the sum of the HZB points multiplied by 0.8 (the maximum score is 80, see § 5 para. 2 no. 1) and the points from the selection interview (see para. 4). <sup>2</sup>If this value is not an integer, it shall be rounded up to the next highest number.
- (6) If the total score formed in accordance with Paragraph 5 is 115 or higher, eligibility is determined based on the results of the second stage of the eligibility determination process.
- (7) Applicants or candidates with an overall score of 114 or less are ineligible for the program.

## **§ 7 Notices**

<sup>1</sup>The result of the suitability assessment procedure shall be communicated by means of an official notice. <sup>2</sup>If there is no leeway in the assessment of the individual criteria or in the determination of the overall results of the first and second stages, the Commission need not pass a resolution. <sup>3</sup>Rejection notices shall state the reasons and be accompanied by instructions on how to appeal.

## **§ 8 Documentation**

<sup>1</sup>The course of the suitability determination procedure must be documented, in particular the assessment of the selection interview by the commission members and the overall result must be evident from this. <sup>2</sup>A record shall be made of the selection interview, showing the date, duration and place of the assessment, the names of the commission members involved, the names of the applicants, and the main topics of the interview.

## **§ 9 Repeat**

<sup>1</sup>Whoever has not provided proof of suitability for the intended course of study may register once again for the suitability assessment procedure. <sup>2</sup>In justified exceptional cases (written proof of e.g. illness), registration for a further date is possible.

## **§ 10 Entry into force**

<sup>1</sup>These bylaws shall enter into force on May 15, 2019. <sup>2</sup>It shall apply for the first time to the application procedure for the winter semester 2019/20. <sup>3</sup>The bylaws of April 28, 2009, as amended by the amendment bylaws of April 1, 2010, shall expire at the same time.

## **Attachment 1**

### **Profile of the Bachelor of Landscape Architecture and Landscape Planning at the Technical University of Munich**

Landscape architecture and landscape planning analyze and interpret, develop and design landscape in such a way that it fulfills certain functions for society on the one hand, but also offers opportunities for identification on the other. Landscape architecture, as part of building culture, is primarily focused on the development of open spaces in populated areas. Landscape planning is located both as specialized planning in the field of environmental precaution and as cross-sectional planning in the field of political consulting.

The bachelor's degree program in landscape architecture and landscape planning is a full-time course of study lasting eight semesters. One third of the study time is taken up by project studies. In addition to the general university entrance qualification, students in the bachelor's program should have 1. a particularly pronounced, analytical and/or creative, spatial imagination, 2. a special interest in issues in the areas of city and landscape, gardening and architecture, ecology, environmental protection and nature conservation, 3. a willingness to work on interdisciplinary tasks in project teams, and 4. a special interest in international research, teaching and/or practice of the subject area. Emphases from school education in the subjects of biology, social studies, geography, or art are particularly helpful, as is a commitment to society. Since the program has an international orientation with the obligatory stay abroad, foreign language skills are also of high importance, as well as a good ability to express oneself in German.

The aptitude testing procedure can be used to test these requirements for applicants. This is done by looking at subject-specific individual grades of the HZB and by means of an aptitude interview, taking into account a portfolio with work samples, with the applicants who do not receive direct admission. Knowledge of foreign languages is intended to enable students to engage in high-level, specialist discussion and in-depth study at an international level, even beyond German or English language borders. For example, in the last ten years, about 20% of the previous bachelor's students went to Romance-speaking countries with very little English during their mandatory stay abroad, and 25% of all incoming students came from these countries during this time. For both concentrations (Landscape Architecture and Landscape Planning), basic knowledge of natural sciences from biology and geography, knowledge of social studies as well as basics in artistic work are advantageous in order not to develop deficits in the first semesters, in which both concentrations are still taught together for all.

In the work samples, especially the own ideas of the field of landscape architecture and landscape planning as well as the individual abilities and skills in relation to this are determined. In the selection interview, the analytical and/or creative, spatial imagination, a basic understanding of issues in the areas of city and landscape, gardening and architecture, ecology, environmental protection and nature conservation, the ability to work on interdisciplinary tasks in project teams and basic knowledge of the subject and its fields of activity of the applicant are assessed independently of the HZB. In addition, it becomes apparent whether the applicant's ability to express himself or herself in language is sufficient to meet the high demands of the course of study and the future professional field described above.

Only with the help of the competencies defined as aptitude criteria, which students bring with them as prerequisites for the program, can the Bachelor's program in Landscape Architecture and Landscape Planning at the Technical University of Munich be successful.

Building on the above-mentioned competencies, the degree program provides sound basic knowledge for obtaining professional qualification for the professional field as a whole (e.g. through registration in the list of landscape architects of a state chamber) and for one specialization in particular (landscape architecture or landscape planning). Through corresponding modules of the compulsory area (projects, planning instruments), students can also form a focus in the area of urban planning (urban design, construction) in addition from the elective areas, which, according to the current status, in combination with an urbanistic master's degree, also allows students to strive for professional qualification as an urban planner.

The duration of the bachelor's degree program is set at eight semesters, with one semester being taken up by a mandatory stay abroad, in order to open up an international orientation in addition to

the national professional qualification. The program is divided into a four-semester orientation and foundation phase, the one-semester semester abroad in the fifth semester and a three-semester specialization. The entire study program is mainly characterized by study projects, each of which accounts for 9 or 10 credits (14 credits in the orientation phase due to integrated lectures and exercises) and thus about one third of the workload required per semester.

In the compulsory area, the projects serve as an introduction to the project work typical of the profession and as an orientation between the specializations. In addition, in the first two years of study, modules on the theory and practice of landscape architecture, landscape planning and ecology introduce students to the specific methodology and subject matter of the program. These modules usually consist of a lecture and an accompanying exercise. In the first two semesters, architectural representation and design, the history of landscape architecture, and planning fundamentals are also taught on a mandatory basis for all; the latter are integrated into the project modules. The compulsory modules of the higher semesters are assigned to urban planning, open space planning and environmental and planning law, especially with regard to the professional recognition guidelines. The program concludes with a Bachelor's thesis on a given or self-selected topic of the respective specialization.

In the elective area, one of the two specializations of landscape architecture and landscape planning can be selected by taking the corresponding subjects. The projects (elective area I) serve the intensive processing of several different problems with regard to the spatial category and the planning scale. The projects cover thematic or scale levels:

- • Landscape architecture: place - city - region - landscape
- • Landscape planning: Local technical concepts - Ecological concepts - Planning procedures - Innovative concepts

Theoretical and practical sub-aspects of both disciplines are covered in the field of Disciplinary Foundations (Elective Area II). The integrated field of spatial sciences conveys, through matrix subjects from civil engineering and the natural sciences (traffic planning, GIS, CAD), urban planning as well as the technical-constructive basics of landscape architecture, the basics of plant use and the instruments of landscape planning, the basic and connecting knowledge of the neighboring disciplines relevant to the respective specialization. In addition, selected basic subjects (geodesy, botany, ecology) provide access to the neighboring natural science and engineering disciplinary fields. In the orienting project with the accompanying lectures and exercises, interdisciplinary connections and transdisciplinary areas of tension of the different perspectives of the basic studies are treated in a summarized view.

The area of disciplinary specializations (elective area III) serves to consolidate knowledge already acquired in the chosen specialization. The modules offered there usually consist of lectures and/or a seminar. In the last semester, a seminar on specific research designs of the disciplines is offered parallel to the Bachelor's Thesis in order to prepare systematically in a methodological and reflective way for a subsequent Master's study and/or an activity in research.

The stay abroad (elective IV) is to be completed in the form of study or internship. Through a variety of contracts and cooperations with foreign institutions and specific support and advice, there is a worldwide selection for study abroad and possible internships available.

## **Enclosure 2**

### **Conversion formulas**

The conversion of different grading scales into points on a scale from 0 to 100 is done according to the regulations 1. to 3. 100 points correspond to the best possible evaluation and 40 points to a performance just rated as passed in the respective initial grading system.

1. **German grading system**  
with 1 as best and 6 as worst grade

$$\text{Points} = 120 - 20 * \text{Grade.}$$

Grades 1, 2, ..., 5 and 6 consequently correspond to 100, 80, ..., 20 and 0 points. Grade 4 corresponds to 40 points.

Since HZB grades are given to one decimal place in German certificates, no rounding to whole numbers is required when applying the formula of No. 1.

2. **German point system (e.g. Kollegstufe)**  
with 15 as best and 0 as worst point value

$$\text{Points} = 10 + 6 * \text{Point value.}$$

3. **any numeric staff system**  
with grade N, where Nopt is the best score and grade Nbest is just enough to pass.

$$\text{Points} = 100 - 60 * (\text{Nopt} - N) / (\text{Nopt} - \text{Nbest}).$$

If the score calculated according to the given formula is not an integer, it shall be rounded up to the nearest whole number.

Example: In the Bulgarian grading system, Nopt = 6, Nbest = 3 and 1 is the worst possible grade. The given formula simplifies to: Points = 100 - 20 \* (6 - N).

Issued on the basis of the resolution of the Academic Senate of the Technical University of Munich dated March 20, 2019 and the approval by the President of the Technical University of Munich dated May 15, 2019.

Munich, May 15, 2019

Munich University of Technology

Wolfgang A. Herrmann  
President

These bylaws were filed at the college on May 15, 2019; notice of the filing was posted at the college on May 15, 2019. The date of the notice is therefore May 15, 2019.