

This is a translation of the regulatory text as promulgated in the Official Announcements No. 19 dated December 01, 2011 and amendment No. 5 dated February 12, 2014. Only those regulations published by the Georg-August-Universität Göttingen in its Official Announcements are legally binding. Any claims to rights or titles resulting from the English translation of these regulations are expressly excluded.

Regulations governing the requirements for admission to the consecutive master degree programme Applied Computer Science

I. Scope

Regulation 1

Scope

- (1) These regulations shall govern the admission to the Master's degree programme "Applied Computer Science".
- (2) The university shall carry out a procedure for determining compliance with the admission requirements in order to allocate all available university places in the degree programme "Applied Computer Science".
- (3) ¹Whenever the number of applicants fulfilling the admission requirements exceeds the available places, the university allots those places in the order of the outcome achieved within the selection procedure (Regulation 5). ²The selection decision is made according to the applicant's particular qualification for the degree programme selected. ³If the number of applicants fulfilling the admission requirements falls short of the number of places available, a selection procedure will not take place.

II. Admission Qualification

Regulation 2

Admission Requirements

- (1) ¹As a requirement for admission to the Master's degree programme, the applicant must have completed at least a six-semester degree programme with conferral of a Bachelor's degree in the degree programme in "Computer Science" or in a closely related discipline [fachlich eng verwandte Fachrichtung] described in paragraph 3 comprising at least 180 ECTS credits [Anrechnungspunkte] or conferral of an equivalent degree earned in a degree programme completed at a German university or a university situated in one of the Bologna signatory states. Moreover, the applicant must be particularly qualified for the degree programme as described in paragraph 4. ²For final examinations that have been successfully completed in a country outside the Bologna signatory states, recognition of equivalence with the degrees mentioned in sentence 1 is required, whilst account shall be taken of the proposals made by the Central Office for Foreign Education (ZAB) affiliated with the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States of the Federal Republic Germany (KMK) for the recognition and

evaluation of proof of academic qualifications acquired in a foreign country. ⁴These proposals are posted at the URL www.anabin.de. The grades achieved on academic qualifications in foreign countries must be converted to the German grading system.

(2) ¹In derogation from paragraph 1, any student shall be generally entitled to admission who has not yet completed a degree programme by the application date, but has already successfully earned at least 150 ECTS credits in a related Bachelor's degree programme or an equivalent degree programme. ²In lieu of the grade earned for the Bachelor's or the grade earned for an equivalent academic qualification, the average grade determined from the previous examination-related achievements shall also be taken into account during both the process of determining whether the admission requirements set down in paragraph 4 have been fulfilled and during the selection procedure, irrespective of whether a student achieves different results in the Bachelor's examination.

(3) ¹The Selection Committee shall decide whether past academic achievements [Vorstudium] can be defined as covering a "closely related" discipline (subject-related relevance [fachliche Einschlägigkeit]) as described in paragraphs 1 and 2. ²As prerequisite for the appropriateness of past academic achievements, proof of at least 90 credits in computer science, applied computer science, foundations in mathematics and foundations in natural science must be furnished. It is necessary to provide proof of at least 60 credits in computer science and applied computer science and at least 15 credits in the foundations of mathematics and natural science. ³The Selection Committee may make determination of the subject-related relevance contingent upon the requirement that achievements not yet obtained pursuant to sentence 2 be earned within two semesters; in this case, determination of subject-related relevance and admission shall be subject to the condition subsequent that admission shall be granted up to the date that proof of the missing achievements is furnished which the University must receive within two semesters following enrolment (exclusion period). ⁴ If proof of the missing credits is not furnished within the deadline, the determination of subject-related relevance and a letter of admission based thereon shall become invalid. ⁵Determination of subject-related relevance shall be excluded if the total of credits not been earned in accordance with sentence 2 exceeds 15 credits.

(4) ¹Anyone holding a particular qualification as demonstrated by a Bachelor's degree or equivalent degree conferred with a grade of 2.5 or better ²In derogation from paragraph 1 particular qualification can be certified to someone, who has acquired at least 19 points in accordance with the following criteria:

a) points will be awarded as follows based on the grade of the bachelor degree or the equivalent degree:

over 2.5 up to and including 2.6	10 points,
over 2.6 up to and including 2.7	8 points,
over 2.7 up to and including 2.8	6 points,

over 2.8 up to and including 2.9	4 points,
over 2.9 up to and including 3.0	2 points,
over 3.0 up to and including 4.0	0 points;

b) up to 18 points will be awarded based on particular qualification, proven by an additional oral examination according to Regulation 3.

(5) ¹Applicants whose mother tongue is not German and who neither meet a German university entrance qualification nor have acquired their Bachelor's degree or equivalent degree at a German university, must have proficiency in the German language. ²Adequate knowledge of the German language must be demonstrated by the minimum performance level DSH-2 in accordance with the examination regulation for the German language test for university admission of foreign prospective students (DSH). ³Applicants who are exempted from the German language test for admission to colleges and universities according to the examination regulations for the German language test for the admission of foreign students to colleges and universities (DSH) at the Georg-August-Universität Göttingen shall be exempt from this requirement; this applies particularly to those applicants, who demonstrated the adequate knowledge of the German language by the "Test of German as a Foreign Language" (TestDaF) with at least four-times TestDaF grade level 4 (TDN 4) or the "German examination module" of the assessment test during the preparatory course.

(6) ¹Applicants whose mother tongue is not English must have proficiency in the English language. ²Adequate knowledge of the English language must be demonstrated by the minimum performance levels in an internationally accepted tests or equivalent tests. The test may not be taken later than two years prior to submission of the application for admission to the Master's degree programme (date received). ³Proof shall be provided as follows:

- a) Cambridge First Certificate English (FCE) with at least a "B" grade;
- b) Cambridge Certificate in Advanced English (CAE) with at least a "C" grade;
- c) IELTS Academic (International English Language Testing System), at least volume 5;
- d) Internet-based test: Test of English as a Foreign Language (TOEFL iBT): at least 61 points;
- e) written test in the Test of English as a Foreign Language (TOEFL PBT): at least 500 points;
- f) UNICert: at least level II;
- g) other certificate according to the Common European Framework (CEF), at least level B2.
- h) at least one year spent studying or working abroad in an English-speaking country;
- i) a grade point average of at least 8 points in the subject of English throughout the two school years prior to acquiring a university entrance qualification.

(7) ¹Applicants whose mother tongue is English or who possess excellent English-language skills shall be exempt from this requirement as defined under sections 5 and 6. ²Excellent English-language skills must be demonstrated by the minimum passing grade in an internationally recognised test, or by equivalent proof. The test may not be taken later than two years prior to submission of the application for admission to the Master's degree programme (date received). ³Proof shall be provided as follows:

- a) Cambridge Certificate in Advanced English (CAE) with at least a "B" grade;
- b) Cambridge Certificate of Proficiency in English (CPE) with at a "C" grade;
- c) IELTS Academic (International English Language Testing System), at least volume 6;
- d) Internet-based test: Test of English as a Foreign Language (TOEFL iBT): at least 80 points;
- e) written test in the Test of English as a Foreign Language (TOEFL PBT): at least 550 points;
- f) UNICert: at least level III;
- g) other certificate according to the Common European Framework (CEF), at least level C1.
- h) final certificate from a successfully completed, at least two-year, degree programme conducted exclusively in the English language.

(8) ¹Otherwise, all provisions generally applicable to enrolment stipulated in the Enrolment Regulations at the university shall remain unaffected. ²Enrolment of applicants deemed generally entitled to admission under paragraph 2 shall be subject to the condition subsequent that they furnish proof of successful completion of their Bachelor's studies or any equivalent degree. ³If enrolment is for the winter semester, said proof must be furnished before or on November 15; if enrolment is for the summer semester, said proof must be furnished before or on May 15.

Regulation 3

Additional oral examination

(1) ¹The additional oral examination should prove whether the applicant is particularly qualified for the Master's degree programme "Applied Computer Science", in consideration of previous studies and practical experience. ²The examination covers the following criteria:

- a) specialized knowledge
- b) the ability to reflect and analyse based on expertise acquired,
- c) the student's motivation for the degree course.

(2) Entitlement to participation in the additional oral examination is only held by students with a Bachelor's degree or an equivalent degree with a grade of 3.0 to 2.5, who have applied for admission to this degree programme.

(3) The following principles apply to the implementation of the additional oral examination:

- a) the written application for participating in the additional oral examination must be provided with the required documents until June 15 (closing date) for a winter semester and until December 15 (closing date) for a summer semester.
- b) The additional oral examination shall usually take place at the university in the second half of June for the winter semester and the first half of January for the summer semester. The university announces the exact dates and the place of the examination within an appropriate period before the start of the additional oral examinations. The applicants will be called for the interview by the university in advance. Video or telephone conferences are permitted for overseas applicants as well as in established exceptions, as far as the identity of the applicant can be determined beyond doubt. The selection committee determines the details of the procedure in such cases.
- c) Minutes concerning the essential questions and answers of the additional oral examination shall be kept safe and signed by the members of the selection committee. The minutes shall clearly state place and time of the interview, the names of the committee members, the name of the applicant and the assessment.
- d) An applicant who misses the selection interview without good cause shall be excluded from further proceedings. If good cause is given, the Selection Committee shall schedule a new appointment for the selection interview, if so requested. Proof of good cause and the request for a new appointment must be submitted to the Selection Committee without delay, but no later than within two days of the originally scheduled date. An excluded applicant shall be entitled to participate in the next possible selection procedure another time.

(4) Depending on the assessment of the applicant's particular qualification in the additional oral examination, points are awarded to the applicant as follows:

a) Depending on the particular qualification determined in the selection interview, one of the following points will be awarded:

The applicant has:

very good knowledge	6 points,
good knowledge	4 points,
satisfactory knowledge	2 points,
little knowledge	0 points.

b) Points are awarded to the applicant as follows, depending on the type and scope of reflection and the specialist experience acquired:

The reflection is:

very convincing	6 points,
convincing	4 points,
not very convincing	2 points,
hardly convincing	0 points.

c) Depending on the reasons given as motivation for the studies, points are awarded to the applicant as follows:

The reasons are:

very convincing	6 points,
convincing	4 points,
not very convincing	2 points,
hardly convincing	0 points.

(5) A certificate will be issued regarding the result of the additional oral examination.

III. Selection procedure

Regulation 4

Start of programme, admissions application, closing date

(1) ¹The master degree programme starts in both, summer and winter semesters. The admission applications must be submitted through an online portal; the university must have received the necessary application documents no later than June 15 (closing date) for the winter semester and no later than December 15 (closing date) for the summer semester.

²Each an application is only valid for the allocation of university places available for the respective admissions date. ³The participating Universities have no ex officio obligation to verify the information provided by applicants

(2) The admissions application should include the following documents, uploaded to the university server through the online portal; in the event of admission before enrolment at the Faculty of Mathematics and Computer Science the documents must be submitted as certified copies or as originals:

a) the applicant's degree certificate(s) presented as certified copies or certified German or English translations whenever the originals have not been drawn up in the English or German language; whenever a degree certificate is not yet available, the applicant must submit a record of their achievements, credits and grade point average [Durchschnittsnote] earned;

b) where required the application for the additional oral examination in accordance to Regulation 3,

c) a personal data sheet with a meaningful description of the educational career, written in German or English;

d) proof of proficiency in the English and German language in accordance with Regulation 2 section 5, 6 or proof of excellent English language skills as defined under Regulation 2 section 7;

e) a statement whether the applicant has completed a Master's Degree Programme in a closely related subject thus far successfully, unsuccessfully or not yet;

(3) ¹Applications that are not complete or not submitted within the deadline shall be excluded from further processing. ²Submitted documents shall remain with the university.

(4) If an applicant credibly demonstrates that he or she has been discriminated against in the application process because of a handicap, the Selection Committee must grant appropriate compensation for disadvantages when petitioned.

Regulation 5

Selection Committee for the master degree programme

(1) The Faculty of Mathematics and Computer Science at the university shall set up at least one selection committee to prepare for decision-making with respect to the selection of applicants for the degree programme.

(2) ¹A selection committee shall comprise two members of the full-time academic staff or professors group, and one member of the student group; the student's group member shall have an advisory vote. ²At least one member must belong to the professors group. ³Members shall be appointed by the faculty council of the Faculty for Mathematics and Computer Science. ⁴The members shall serve a two-year term; the student representative shall serve for one year. ⁵The members may be reappointed. The selection committee shall hold a quorum if at least two members eligible to vote are present.

(3) The tasks of the selection committee are to:

- a) check the formal correctness of submitted admissions applications,
- b) verify and appraise admission requirements,
- c) Conduct additional oral examinations according to Regulation 3 and the interviews according to Regulation 7,
- d) Decide on the admission or rejection of applicants.

(4) After completion of the placement procedure, the Selection Committee shall report to the faculty council of the Faculty of Mathematics and Computer Science on the experience gathered and, where appropriate, submit proposals for the further progress of the placement procedure.

Regulation 6

Selection procedure

(1) Selection shall be based on a combination of the following criteria:

- a) The grade earned for the Bachelor's or the grade earned for an equivalent academic qualification (max. 38 points)
- b) A selection interview with the applicant (max. 18 points).

(2) The selection committee preselects the received applications according to section 3 and selects from the preselected applications a subset of applicants based on the selection criteria mentioned in sections 1 and 4.

(3) ¹To limit the number of applicants participating in the selection interview, a preselection of the applications received shall be narrowed down to double the number of study places to be awarded according to the selection procedure. ²For this purpose, the applicants shall be ranked according to the final grade awarded for their Bachelor's degree or equivalent degree. ³In the event of equal ranking, all applicants with the highest ranking shall be admitted to the selection interview.

(4) ¹The selection shall be based on a ranking (maximum 56 points) in accordance with the following criteria:

a) Depending on the grade of the Bachelor's degree or equivalent degree, credits are awarded to the applicant as follows:

1.0 up to and including 1.2	38 points,
over 1.2 up to and including 1.3	36 points,
over 1.3 up to and including 1.4	34 points,
over 1.4 up to and including 1.5	32 points,
over 1.5 up to and including 1.6	30 points,
over 1.6 up to and including 1.7	28 points,
over 1.7 up to and including 1.8	26 points,
over 1.8 up to and including 1.9	24 points,
over 1.9 up to and including 2.0	22 points,
over 2.0 up to and including 2.1	20 points,
over 2.1 up to and including 2.2	18 points,
over 2.2 up to and including 2.3	16 points,
over 2.3 up to and including 2.4	14 points,
over 2.4 up to and including 2.5	12 points,
over 2.5 up to and including 2.6	10 points,
over 2.6 up to and including 2.7	8 points,
over 2.7 up to and including 2.8	6 points,
over 2.8 up to and including 2.9	4 points,
over 2.9 up to and including 3.0	2 points,
over 3.0 up to and including 4.0	0 points;

b) Depending on the particular qualification determined in the selection interview, one of the following points will be awarded:

ba) Depending on the type and scope of the particular specialist knowledge points are awarded to the applicant as follows:

The applicant has:

very good knowledge	6 points,
good knowledge	4 points,

satisfactory knowledge 2 points,
little knowledge 0 points.

bb) Points are awarded to the applicant as follows, depending on the type and scope of reflection and the specialist experience acquired:

The reflection is:

very convincing 6 points,
convincing 4 points,
not very convincing 2 points,
hardly convincing 0 points.

bc) Depending on the reasons given for the student's motivation for studying, points will be awarded as follows:

The reasons are:

very convincing 6 points,
convincing 4 points,
not very convincing 2 points,
hardly convincing 0 points.

³If an applicant has taken an additional oral examination according to Regulation 3, instead of an interview he or she will be exclusively awarded the results achieved in the additional oral examination. ⁴In case of an additional oral examination, an additional selection interview is not possible.

c) The achieved points from a) and b) are added up.

(5) ¹If the applicants are ranked equally on the ranking list, the ranking order shall be determined according to the final grade awarded for the Bachelor's degree or any equivalent degree. ²Otherwise, equivalent rankings shall be decided by drawing lots.

(6) ¹Otherwise, all provisions generally applicable to enrolment stipulated in the Enrolment Regulations at the university shall remain unaffected. ²Enrolment of applicants who are considered to be generally entitled to admission under Regulation 2 paragraph 2 shall be subject to the condition subsequent that they furnish proof of successful completion of their Bachelor's degree or any equivalent degree. ³If enrolment is for the winter semester, said proof must be furnished before or on November 15; if enrolment is for the summer semester, said proof must be furnished before or on May 15.

Regulation 7

Selection Interview

(1) ¹The purpose of the selection interview is to determine whether the applicant is particularly qualified for the chosen degree programme. ²The interview must be conducted in consideration of the following principles:

- a) As a rule, the selection interviews shall be held in the second half of June for the winter semester and the first half of January for the summer semester. The exact dates and the place shall be announced by the university within a reasonable period prior to the start of the selection interviews. The applicants shall be invited early enough by the university in advance. In case of applicants living abroad and in well-founded exceptions, the selection interview is also allowed to be held as a video conference or on the phone, provided that the applicant's identity can be determined without a doubt. In these cases, the Selection Committee shall set the details of the procedure.
- b) The Selection Committee shall interview each applicant for approximately 15 minutes.
- c) The essential questions and answers of the interview shall be taken down for the record, which is to be signed by the members of the Selection Committee. The record must indicate the date and place of the interview, the names of the Committee members, the name of the applicant and the assessment made.
- (2) The selection interview shall cover the applicant's motivation and concentrate on the following qualifying traits:
- a) particular specialist knowledge,
- b) the ability to reflect and analyse based on specialist experience acquired and
- c) student's motivation for the studies.
- (3) After completing the selection interview, the members of the Selection Committee shall rate the applicant's particular qualification for the chosen degree programme on the scale set down in Regulation 6 section 4 letter b)
- (4) ¹An applicant who misses the selection interview without good cause shall be excluded from further proceedings. If good cause is given, the Selection Committee shall schedule a new appointment for the selection interview, if so requested. Proof of good cause and the request for a new appointment must be submitted to the Selection Committee without delay, but no later than within two days of the originally scheduled date. An excluded applicant shall be entitled to participate in the next possible selection procedure another time

Regulation 8

Letter of admission, rejection letter and procedure for subsequent admissions

- (1) ¹Applicants eligible for admission shall receive a letter of admission from the university in written form. ²This letter of admission shall set a deadline within which the applicant has to enrol or declare in writing whether they accept the university place offered to them or not. ³Applicants must register at the latest within two weeks of expiration of the deadline set down in sentence 2 (preclusive time limit), unless already registered according to sentence 2 (closing date), provided no enrolment according to sentence 2 has been made. ⁴The letter of admission shall become invalid if
- a) enrolment described in sentence 2 or

b) the statement described in sentence 2 and enrolment according to sentence 3 are not submitted in the proper form or within the deadline. ⁵The letter of admission shall point to this legal consequences

(2) ¹Applicants not eligible for admission shall receive a letter of rejection stating their personal ranking and the ranking of the last admitted applicant. ²The letter of rejection must include information on legal remedies ³At the same time, the rejected applicants shall be requested to declare in writing within a specified deadline whether they wish to be included in the deferred-status procedure. ⁴If an applicant does not submit such a statement in the proper form and within the deadline, they shall be excluded from the deferred-status procedure. ⁵This legal consequence must be pointed out in the letter.

(3) ¹The deferred-status procedure shall be based on the ranking determined in accordance with Regulation 6 paragraph 4 and 5. ²If the ranking described in sentence 1 has been used to exhaustion, applicants shall be ranked according to the result of their Bachelor's or equivalent degree and the deferred-status procedure shall be carried out based on this ranking. ³Equivalent rankings shall be decided by drawing lots. ⁴The provisions of the section 1 apply correspondingly.

(4) ¹The admissions procedures shall be closed no later than November 15 for the winter semester and May 15 for the summer semester. ²After this time and by informal request, any places that are still available can then be awarded to eligible applicants by drawing lots. ³The application period for this shall start two weeks before the lectures of the semester of intended admission begin and shall end upon conclusion of the selection procedure. ⁴The allocation of university places by drawing lots will be concluded at the latest on November 30 for a winter semester and on May 31 for a summer semester since the university will already be in session.

Regulation 9

Admission to higher semesters

(1) The free university places in a higher semester to which admission is restricted will be awarded in the following order to applicants:

- a) who are or were enrolled in the same or a comparable degree programme
 - aa) who are or were enrolled at another German university,
 - bb) who have the German nationality or have an equal status to that under the legal terms of the admissions regulations and are or were enrolled at a foreign university,
- b) For whom refusal of admission would mean a particular hardship for reasons relating to their personal situation, and,
- c) who claim other reasons.

(2) Within each of the three groups of cases defined under paragraph 1, the final grade awarded for the Bachelor's or an equivalent examination shall be the decisive factor, immediately followed by social, and especially family and economic reasons principally impacting the choice of location, whereas cases continuing to be similar after this shall ultimately be decided by drawing lots.

Regulation 9a

Quotas

(1) ¹From the number of admissions for this degree programme, a special quota of 30 of hundred of the available university places for admission of foreign nationals and stateless persons with a recognised proof of prior qualification, who are neither equally entitled as Germans according to legal provisions nor are citizens of another member state of the European Union nor have completed their Bachelor's degree or an equivalent degree at a German university, is reserved in advance. ²Applications from foreign nationals and stateless persons as defined under sentence 1 will not be considered in the selection procedure according to Regulation 6.

(2) ¹The selection shall take place in accordance to Regulations 1 to 8. ²Special circumstances that favour a course of studies at a German university may also be considered additionally. ³Circumstances of this nature shall be deemed particularly applicable if the applicant

- a) provides confirmation of approval for a scholarship from a publicly financed institution,
- b) has successfully visited a college upon suggestion of a university in Lower Saxony and is preselected for a university place,
- c) is a citizen of a developing country,
- d) has been granted asylum in the Federal Republic of Germany,
- e) belongs to a German-speaking minority abroad or is eligible for support on the basis of international treaties or university agreements.

(3) Contrary to section 2 sentence 1 and Regulations 3 section 3 letter a), 4 section 1 sentence 2, the university must receive the application for admission to the Master's degree programme with the application documents specified in Regulation 4 section 2, if necessary an application for an additional oral examination, until April 15 (closing date) for the winter semester and until October 15 (closing date) for the summer semester; contrary to Regulations 3 section 3 letter b), 7 section 1 letter a), the additional oral examination and

interview are generally held in the second half of April for the winter semester and in the second half of October for the summer semester.

(4) The remaining university places according to this quota are included in the quota for the selection procedure according to Regulation 6.

IV. Final provision

Regulation 10

Entry into force; interim regulations

¹These Regulations shall become effective on the day after their promulgation in the Official Announcements of the Georg-August-Universität Göttingen. ²The first placement procedure they govern shall be that of summer semester 2012. ³Concurrently, the regulations concerning the special qualifications for entry and admission to the international master degree programme Applied Computer Science as promulgated in the version dated March 25, 2004 (Official Announcements No. 2/2004 page 121) shall become invalid. In derogation from sentence 3, the Regulations Governing the Requirements for Admission to the Master's degree programme in Applied Computer Science as promulgated the version dated March 25, 2004 (Official Announcements no. 2/2004 p. 121) shall become applicable for placement procedures taking place prior to the summer semester 2012.