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**Faculty of Chemistry:**

On 04.01.2018, following the resolution passed by the faculty council of the Faculty of Chemistry dated 05.07.2017, as also as per the resolution of the Senate of the Georg-August-Universität Göttingen dated 13.12.2017, the Foundation Committee University of the Georg-August-Universität Göttingen, foundation under public law, has approved the second amendment to the regulations regarding the qualifications for entry and the admission to the consecutive master degree programme in “Chemistry” in the version of the announcement dated 04.07.2012 (official announcements I no. 21/2012 p. 1114), last amended by statute of 23.12.2015 (official announcements I no. 61/2015 p. 1854), (§ 44 section 1 sentence 1 NHG in the version of the announcement dated 26.02.2007 (Nds. GVBl. p. 69), last amended by Article 4 of the Act dated 15.06.2017 (Nds. GVBl. p. 172); § 41 section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8, sentence 4 NHG and § 7 section 1 sentence 1 NHZG in the version of the announcement dated 29.01.1998 (Nds. GVBl. S. 51), last amended by article 2 of the law dated 15.12.2015 (Nds. GVBl. p. 390); § 62 section 4 sentence 1 NHG, § 60 a section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 4, section 14 NHG and § 7 section 2 NHZG).

**Regulation concerning the qualifications for entry and admission  
for the consecutive master degree programme in “Chemistry”  
at Georg-August-Universität Göttingen**

**I. Scope**

**§ 1 Scope**

- (1) These regulations govern entry and admission to the consecutive master degree programme in “Chemistry”.
- (2) The university executes in accordance with the following provisions an autonomous procedure for determining the qualifications for entry in respect to the university places to be awarded in the master degree programme in “Chemistry”.

(3) <sup>1</sup>If the number of applicants who meet the qualifications for entry exceeds the available places, the university awards the places based on the results of its own selection procedure. <sup>2</sup>If the number of applicants who meet the qualifications for entry falls short of the available places, a selection procedure does not take place.

## **II. Authorisation**

### **§ 2 Qualifications for entry**

(1) <sup>1</sup>Applicants seeking admission to the master degree programme must demonstrate special aptitude. <sup>2</sup>Candidates shall be considered in possession of special suitability if they have completed a bachelor degree programme in a relevant subject with a standard course length of at least six semesters and a scope of at least 180 ECTS credits, or an equivalent degree programme in chemistry or in a closely related subject according to section 3 at a German university or a university domiciled in one of the Bologna signatory states. <sup>3</sup>The degree examinations, which are equivalent to the qualifications under clause 1 and have been passed in a country other than the Bologna Signatory States, require the assessment of equivalence in consideration of the proposals by the Central Office for Foreign Education (ZAB) at the office of the permanent conference of the federal ministers of cultural affairs in the Federal Republic of Germany (KMK) for the accreditation and assessment of foreign proof of academic qualification that are laid down at the URL <http://anabin.kmk.org> . <sup>4</sup>The grades of the foreign proof of academic qualification should be converted to the German grading system.

(2) <sup>1</sup>Notwithstanding section 1, eligibility will be in principle considered proven by applicants who have not yet completed a course of studies at the time of application, but have acquired at least 150 credits in a relevant bachelor degree programme as stated in section 3 or in an equivalent degree programme. <sup>2</sup>The average grade calculated from the previous examination components is also taken into consideration in the selection procedure instead of the bachelor grade or the grade of an equivalent proof of academic qualification, irrespective of whether the result of the bachelor programme examination deviates therefrom.

(3) <sup>1</sup>The decision as to whether an undergraduate programme is relevant in the meaning of sections 1 to 2 is made by the selection committee. <sup>2</sup>Precondition for special suitability of the undergraduate programme is the proof of performance in chemistry, biochemistry, mathematics or physics with a total rating of at least 126 credits (without thesis), out of which a rating of at least 63 credits is for chemistry.

(4) <sup>1</sup>Applicants who neither meet a German university entry requirement nor have acquired their Bachelor's degree or an equivalent degree at a German university must show sufficient proficiency in the German language. <sup>2</sup>Proof hereof is demonstrated by means of a test with the grade point average DSH-2 in accordance with the examination regulation for the German language test for university admission of foreign prospective students (DSH). <sup>3</sup>The obligation to take the test need not be met by applicants 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. This applies especially to those applicants who have proven the required German language skills on the basis of 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.

(5) <sup>1</sup>Notwithstanding section 4, persons who show sufficient English language proficiency will also be considered eligible for entry. <sup>2</sup>Adequate English language skills should be proven on the basis of minimum performance in an internationally accredited test or equivalent tests:

- a) "Cambridge English: First" (FCE) with at least an A grade;
- b) "Cambridge English: Advanced" (CAE) with at least a C grade;
- c) "Cambridge English: Proficiency" (CPE) with at least "pass";
- d) IELTS Academic ("International English Language Testing System"), at least volume 7;
- e) "Test of English as a Foreign Language", internet-based test (TOEFL iBT): at least 95 points;
- f) "Test of English as a Foreign Language", paper-based test (TOEFL PBT): at least 627 points;
- g) UNiCert: at least level III;
- h) other proof based on the "Common European Framework for Languages" (GeR), at least level C1;
- i) "The Pearson Test of English Academic" (PTE Academic), at least 67 points,
- j) Successful completion of a degree programme held in English.

<sup>3</sup>In general, successful completion of a test according to section 2 letters a) to i) must not be over three years prior to receipt of application for entry to this master degree programme in "Chemistry".

<sup>4</sup>The obligation to pass a test need not be met by applicants with at least two years spent studying or working abroad in an English-speaking country within the last three years prior to submitting the application for entry.

(6) <sup>1</sup>Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. <sup>2</sup>The enrolment of the applicants authorised in principle

for admission according to section 2 is subject to termination until proof of successful completion of the bachelor degree programme or an equivalent programme. <sup>3</sup>Proof must be submitted by 15.11. for enrolment in the winter semester and by 15.05. for enrolment in the summer semester .

<sup>4</sup>Provided the dean determines, on the basis of the periods of studies so far, in particular, the present examination components, that the applicant will attain the degree at the latest by the end of the first semester of the Master course of study, the deadline as per clause 3 is extended at the time of enrolment for a winter semester up to the end of 31.03.; for enrolment for a summer semester up to the end of 30.09. The statement is admissible, provided

a) as for examination results, only the thesis is missing or

b) the thesis was already submitted to the university and the extent of the still missing examination components does not exceed six transfer of credits.

### **§ 3 withdrawn**

### **III. Selection procedure**

#### **§ 4 Start of programme, admissions application, closing date**

(1) <sup>1</sup>The master degree programme starts with both the summer and winter semesters. <sup>2</sup>The admissions application should be submitted at first via an online portal. More details will be announced by the university within an appropriate time frame before expiry of the closing date. <sup>3</sup>The written admissions application for the master degree programme must have been submitted to the university using the forms provided on the online portal for download, along with the application documents required in accordance with section 2 by 15.07. (closing date) for the winter semester and until 15.01. (closing date) for the summer semester. <sup>4</sup>The application applies only to the awarding of university places on the relevant admission date. <sup>5</sup>The university is not obliged to review the details of the applicants as part of its required duties.

(2) The following documents should be enclosed with the admissions application and personally signed:

- a) The degree certificate(s) of the applicant, if necessary, in the form of attested copies or certified German or English translations, if the originals are not in English or German. If a degree certificate has not yet been submitted, a certificate of the acquired examination prerequisites, the credits and the average grade should be submitted;
- b) a personal data sheet written in German or English with a meaningful description of the educational career;
- c) Proof of sufficient German language skills, if neither a German university entrance qualification nor a Bachelor's degree or an equivalent degree at a German university is proven, or proof of adequate knowledge of the English language;
- d) A declaration as to whether the applicant has successfully/unsuccessfully completed a Master degree programme in a similar discipline or has not completed it yet.

(3) <sup>1</sup>Applications that are not submitted complete, or in due form and time, shall be excluded from the further procedure. <sup>2</sup>The documents submitted remain with the university.

(4) If a prospective student establishes that he or she is disadvantaged in the selection procedure with respect to other applicants due to a handicap, a suitable compensation of disadvantage is to be granted by the Selection Committee upon request.

#### **§ 5 Selection Committee for the master degree programme**

(1) To prepare for the selections procedure, the Faculty of Chemistry at the university shall form at least one selection committee for this degree programme.

(2) <sup>1</sup>A selection committee includes three members eligible to vote, who belong to the scientific personnel working full-time or the professorial group, and a member of the students' union with an

advisory vote. <sup>2</sup>At least one member must belong to the professoral group. <sup>3</sup>The members are appointed by the faculty council of the Faculty of Chemistry. <sup>4</sup>The Academic Commission should be given the opportunity to express its opinion before the appointment. <sup>5</sup>The three institutes of the faculty must be represented by members who belong to the scientific personnel working full-time or the professoral group. <sup>6</sup>The tenure of the members is one year. <sup>7</sup>Reappointment is possible. <sup>8</sup>The selection committee has a quorum if at least two members eligible to vote are present.

(3) The tasks of the selection committee are:

- a) final review of the incoming admissions applications for formal correctness,
- b) review and assessment of the qualifications for entry, if necessary,
- c) conducting the interviews in accordance with § 7,
- d) decision on the admission or rejection of the applicant.

(4) The selection committee reports to the faculty council of the Faculty of Chemistry about the experience gained and may submit suggestions for further development of the awarding procedure, after conclusion of the awarding procedure.

### **§ 6 Selection procedure**

(1) The selection is made on the basis of a combination of the following criteria:

- a) on the basis of the Bachelor grade or the grade of an equivalent proof of academic qualification,
- b) in an interview with the applicant.

(2) The selection committee screens the received applications according to section 3 and selects from the screened applicants on the basis of the selection criteria mentioned in sections 1 and 4.

(3) <sup>1</sup>The received applications are screened to twice the number of university places to be awarded as per the selection procedure for limitation of the number of participants for the interview. <sup>2</sup>These should also include the applications from persons who have already participated in an earlier interview under § 7 section 5. <sup>3</sup>A ranking list will be created for this purpose based on the results of the Bachelor degree or an equivalent degree. <sup>4</sup>In the event of an identical ranking, all applicants in the highest ranking will be permitted to participate.

(4) <sup>1</sup>The selection is made on the basis of a ranking list, with which a maximum of 30 points is attainable. <sup>2</sup>This is generated in accordance with the following provisions:

- a) According to the result of the bachelor grade or the grade of an equivalent degree, points are awarded to the applicant as follows:

1.0	22 points,
over 1.0 up to and including 1.1	21 points,
over 1.1 up to and including 1.2	20 points,

over 1.2 up to and including 1.3	19 points,
over 1.3 up to and including 1.4	18 points,
over 1.4 up to and including 1.5	17 points,
over 1.5 up to and including 1.6	16 points,
over 1.6 up to and including 1.7	15 points,
over 1.7 up to and including 1.8	14 points,
over 1.8 up to and including 1.9	13 points,
over 1.9 up to and including 2.0	12 points,
over 2.0 up to and including 2.1	11 points,
over 2.1 up to and including 2.2	10 points,
over 2.2 up to and including 2.3	9 points,
over 2.3 up to and including 2.4	8 points,
over 2.4 up to and including 2.5	7 points,
over 2.5 up to and including 2.6	6 points,
over 2.6 up to and including 2.7	5 points,
over 2.7 up to and including 2.8	4 points,
over 2.8 up to and including 2.9	3 points,
over 2.9 up to and including 3.0	2 points,
over 3.0 up to and including 4.0	0 points.

b) Points are awarded to the applicant as follows, depending on the assessment of the degree of suitability in the interview:

ba) the applicants will be awarded points as follows, depending on the nature and scope of their particular knowledge of the specialist field and their ability to work scientifically in a manner oriented toward methodologies and basic approaches:

The applicant has:

very good knowledge	5 points,
good knowledge	4 points,
satisfactory knowledge	3 points,
little knowledge	0 points.

bb) The applicants will be awarded points depending on the nature and scope of their practical experience and interdisciplinary interests insofar as they provide information on their suitability for the degree programme:

Their experience is:

very convincing	3 points,
convincing	2 points,

not very convincing                      1 point,  
hardly convincing                        0 points.

c) The points attained under points a) and b) are added.

(5) <sup>1</sup>In case of identical ranking after generation of a ranking list, the ranking order is determined according to the result of the bachelor degree or an equivalent degree. <sup>2</sup>A draw will be held to decide the outcome in all other cases in which there is identical ranking.

(6) <sup>1</sup>Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. <sup>2</sup>The enrolment of the applicants, qualified in principle for entry according to § 2 section 2, is conditional upon proof of successful completion of the bachelor degree programme or an equivalent degree programme. <sup>3</sup>Proof must be submitted by 15.11 for enrolment for the winter semester and by 15.05 for enrolment for the summer semester.

<sup>4</sup>Provided the dean determines, on the basis of the periods of studies so far, in particular, the present examination components, that the applicant will attain the degree at the latest by the end of the first semester of the Master course of study, the deadline as per clause 3 is extended at the time of enrolment for a winter semester up to the end of 31.03; for enrolment for a summer semester up to the end of 30.09. The statement is admissible, provided

a) as examination results, only the thesis is missing or

b) the thesis was already submitted to the university and the extent of the still missing examination components does not exceed six transfer of credits.

## **§ 7 Interview**

(1) <sup>1</sup>The interview is intended to determine whether the applicant is suitable for the selected degree programme. <sup>2</sup>The following principles apply to the execution of the interview:

- a) The interview is carried out normally by 10th September for the winter semester and 10th March for the summer semester at the university. The exact dates as well as the place of interview are announced by the university within an appropriate period before the start of interviews. The university invites the candidates to the interview with sufficient notice. A video conference or a telephone interview is permitted for overseas applicants as well as in established exceptions, in 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.
- b) The selection committee conducts an interview lasting about 15 minutes with every applicant.
- c) Minutes are kept of the essential questions and answers within the interview. These minutes must be signed by the members of the selection committee. The minutes should clearly show the day and place of the interview, the names of the committee members, the name of the applicant and the assessment.

(2) The interview extends to the following suitability parameters:

- a) Particular knowledge of the specialist field and the ability to work scientifically in a manner oriented toward methodologies and basic approaches,
- b) Practical experience and interdisciplinary interests insofar as such information shall provide data on suitability for the degree programme.

(3) The members of the selection committee assess the applicant after conclusion of the interview according to suitability for the selected degree programme on a scale according to § 6 section 4 b).

(4) <sup>1</sup>An applicant who fails to attend the interview without good cause is excluded from the further procedure. <sup>2</sup>The selection committee schedules a new date for the interview upon request, provided there is due cause. <sup>3</sup>The important reason and application for rescheduling a new date should be shown or made promptly, at the latest within two days after the date first scheduled by the selection committee. <sup>4</sup>An excluded applicant is entitled to participate once more in the next possible selection procedure.

(5) <sup>1</sup>An earlier interview may be conducted with students of the university who are enrolled in an undergraduate degree programme that is specialised by this master degree, as part of the undergraduate degree programme. <sup>2</sup>The earlier interview replaces the interview for the case that the student has applied for this master degree programme. <sup>3</sup>This earlier interview must be equivalent to the standard interview in terms of form and contents. <sup>4</sup>The provisions laid down in sections 1 to 4, of § 6 section 4 letter b) and § 5 sections 2 to 4 apply accordingly. <sup>5</sup>The earlier

interview is considered in place of the standard interview only if it was not conducted earlier than six months before the selection decision and the applicant is one of the persons pre-selected for an interview in accordance with the provisions under § 6 section 3. <sup>6</sup>In the event that this precondition is not satisfied, the applicant is excluded from the further selection procedure in the present round of applications. <sup>7</sup>A notification about the result of the earlier interview is made only under the prerequisite that the applicant has been pre-selected for an interview under § 6 section 3.

### **§ 8 Letter of admission, rejection letter and procedure for subsequent admissions**

(1) <sup>1</sup>Applicants who may be admitted receive a written letter of admission from the university. <sup>2</sup>This specifies the deadline within which the applicant must enrol or declare in writing whether he or she accepts the university place. <sup>3</sup>In the event that the enrolment or the declaration as specified under sentence 2 are not submitted in due form and time, the letter of admission will become ineffective. <sup>4</sup>This legal consequence should be pointed out in the letter of admission.

(2) <sup>1</sup>Applicants who are not entitled to admission receive a rejection letter, in which the attained ranking and the ranking of the applicant last admitted are listed. <sup>2</sup>The rejection letter provides information on rights of legal recourse. <sup>3</sup>Insofar as the applicant has satisfied the requirements for entry, it also includes the request to declare in writing within a specified deadline whether the admissions application will be held for a procedure for subsequent admissions. <sup>4</sup>If the applicant does not submit this declaration within a specified period or in the correct form, he or she will be excluded from the procedure for subsequent admissions. <sup>5</sup>Reference must be made to this legal consequence.

(3) <sup>1</sup>The procedure for subsequent admissions will be executed on the basis of the ranking list according to § 6 sections 4 and 5. <sup>2</sup>Once the ranking list according to sentence 1 has been fully applied, a ranking list is created on the basis of the results of the bachelor degree or an equivalent degree and the procedure for subsequent admissions is carried out on the basis of this ranking list. <sup>3</sup>The provisions of the section 1 apply correspondingly.

(4) <sup>1</sup>The selection procedures are completed at the latest on 15.11. for admission to a winter semester or on 15.05. for admission to a summer semester. <sup>2</sup>Any university places still remaining will be awarded by a lottery to applicants entitled to admission, subject to informal application. <sup>3</sup>The application period for this begins two weeks before the start of the period of lectures of the semester in which the admission is applicable, and ends with conclusion of the selection procedure. The provisions of § 2 apply accordingly. <sup>4</sup>The awarding of university places by means of a lottery is completed no later than 30.11. for admission to a winter semester and no later than 31.05. for admission to a summer semester, because of the advanced lecture period.

### **§ 9 Admission to higher semesters**

(1) The free university places in a higher semester with limited admission are awarded to applicants in the following sequence,

- a) who are in the same or a comparable degree programme,
  - aa) are or were enrolled at a different German university or at a university domiciled in another member state of the European Union or in another signatory state to the Agreement on the European Economic Area,
  - ab) who are or were enrolled at a foreign university and possess German nationality or are subject to the same university admissions laws and regulations as German citizens,
- b) for whom the rejection of admission for personal reasons would mean extraordinary hardship,
- c) who assert other reasons.

(2) Within each one of the three case groups of section 1, the result of the Bachelor's programme examination or an examination equivalent to the Bachelor's programme examination, thereupon the social, especially family-related and economic reasons that are decisive for the choice of place, and finally the draw in cases that are still identical.

#### **IV. Final provision**

##### **§ 10 Entry into force; final provisions**

<sup>1</sup>This regulation enters into force on the day following its publication in the official announcements I of Georg-August-Universität Göttingen. <sup>2</sup>It applies for the first time for the awards procedure for the winter semester 2012/2013. <sup>3</sup>At the same time, the regulations concerning the qualifications for entry and admission to the master degree programme in "Chemistry" in the version contained in the announcement dated 30.06.2009 (official announcements no. 16/2009 p. 1606) shall be rendered ineffective. <sup>4</sup>Notwithstanding sentence 3, the regulations for the entry qualifications and admission to the master degree programme in "Chemistry" as in the version contained in the announcement dated 30.06.2009 (official announcements no. 16/2009 p. 1606) are applicable to the award procedure before the winter semester 2012/2013.