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Faculty of Chemistry:

Following the resolution passed by the Faculty Council of the Faculty of Chemistry dated 05.07.2017 and the Senate of the University of Göttingen dated 13.12.2017, the Foundation Committee University of the University of Göttingen, foundation under public law, on 04.01.2018 and in the version of the announcement dated 04.07.2012 (Official Announcements no. 21/2012, p. 1114), last amended by Articles dated 23.12.2015 (Official Announcements | no. 61/2015, p. 1854), approved the new version of the regulations concerning the qualifications for entry and admission to the consecutive Master's degree programme in Chemistry (§ 44 section 1 sentence 1 NHG in the version of the announcement dated 26.02.2007 (Nds. GVBI (Lower Saxony Law and Official Gazette) p. 69), last amended by Article 4 of the Act dated 15.06.2017 (Nds. GVBI (Lower Saxony Law and Official Gazette) 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. GVBI (Lower Saxony Law and Official Gazette) p. 51), last amended by Article 2 of the Act dated 15.12.2015 (Nds. GVBI (Lower Saxony Law and Official Gazette) 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's degree programme in "Chemistry" at the University of Göttingen

I. Scope

§ 1 Scope

(1) These regulations govern entry and admission to the consecutive Master's 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's degree programme in "Chemistry".

(3) ¹If the number of applicants who meet the qualifications for entry exceeds the available university places, the University shall award the places based on the results of its own selection procedure. ²If the number of applicants who meet the qualifications for entry falls short of the available places, no selection procedure shall take place.

II. Authorisation for admission

§ 2 Qualifications for entry

(1) ¹It is a requirement for entrance to the Master's degree programme that the applicant possesses the professional competence. ²Candidates shall be considered qualified 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 area according to section 3 at a German university or a university domiciled in one of the Bologna signatory states. ³The degree examinations, which are equivalent to the qualifications under sentence 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>. ⁴The grades of the foreign proof of academic qualification should be converted to the German grading system.

(2) ¹Notwithstanding 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. ²The average grade calculated from the previous examination components is also taken into consideration in the selection procedure in place 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 from this.

(3) ¹The decision as to whether an undergraduate programme is relevant in the meaning of Paras. 1 to 2 is made by the selection committee. ²Requirement 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) ¹Applicants who neither have a German university entrance qualification nor have acquired their Bachelor's degree or an equivalent degree at a German university must show sufficient proficiency in the German language. ²Proof 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). ³The 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 in accordance with the examination regulations for the German language test for the admission of foreign students to colleges and universities (DSH) at the University of Göttingen. This applies in particular to those applicants who have proven the required German language skills on the basis of successful completion 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) ¹Notwithstanding section 4, persons who show sufficient English language proficiency will also be considered authorised for admission. ²Adequate 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) UNlcert: 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.

³In general, successful completion of a test according to sentence 2 letters a) to i) must not be over three years prior to receipt of application for entry to this Master's degree programme in “Chemistry”. ⁴The 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) ¹In all other respects, the general provisions of the regulation applying to enrolment at the University of Göttingen remain unaffected. ²The enrolment of the applicants authorised in principle for admission according to sentence 2 is subject to termination until proof of successful completion of the bachelor degree programme or an equivalent course of studies.

³Proof must be provided during enrolment for the winter semester by the end of 15.11. and during enrolment for the summer semester by the end of 15.05. ⁴Provided 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's degree programme, the deadline in accordance with sentence 3 shall be extended to the end of 31.03 for enrolment for a winter semester and to the end of 30.09 for enrolment for a summer semester. This determination is only admissible provided

- a) as examination results, only the thesis is missing or
- b) the thesis has already been submitted to the university and the amount of the examination components that are still missing does not exceed six credits.

§ 3 withdrawn

III. Selection procedure

§ 4 Start of programme, application for admission, closing date

(1) ¹The Master's degree programme starts with both the summer and winter semesters. ²The 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 for applications. ³The written admission application for the Master's degree programme must have been submitted to the university using the forms provided at the online portal for downloading, along with the application documents required in accordance with section 2 by 15.07. (closing date) for the winter semester and by 15.01. (closing date) for the summer semester. ⁴The application is valid only for awarding university places for the relevant admission date. ⁵The university is not obliged to review the details of the applicants ex officio.

(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 curriculum vitae in tabular form written in German or English with a meaningful presentation of the educational background;

- 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's degree programme in a similar discipline or has not completed it yet.
- (3) ¹Applications that are not submitted in full, or in due form and time, shall be excluded from the further procedure. ²The documents submitted shall be retained by the University.
- (4) If a prospective student credibly demonstrates that they are disadvantaged compared to other applicants due to an obstacle in the selection procedure, appropriate compensation for disadvantage is to be granted by the Selection Committee upon application.

§ 5 Selection committee for the Master's 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) ¹A selection committee includes three members eligible to vote, who are part of the scientific personnel working full-time or of the professorial group, and a member of the students' union with an advisory vote. ²At least one member must belong to the group of university professors. ³The members are appointed by the Faculty Council of the Faculty of Chemistry. ⁴The Advisory Board for questions relating to teaching and learning should be given the opportunity to express its opinion before the appointment. ⁵The three institutes of the faculty must be represented by members who belong to the scientific personnel working full-time or the professorial group. ⁶The tenure of the members is one year. ⁷Reappointment is possible. ⁸The 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) 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 pre-selected applicants on the basis of the selection criteria mentioned in sections 1 and 4.

(3) ¹A pre-selection from the applications received shall be carried out in order to limit the number of participants in the interviews to twice the number of university places to be awarded in accordance with the selection procedure. ²These should also include applications from persons who have already participated in an earlier interview in accordance with § 7 section 5. ³A ranking list will be created for this purpose based on the results of the Bachelor degree or an equivalent degree. ⁴In the event of identical ranking, all applicants in the highest ranking will be permitted to participate.

(4) ¹The selection is made on the basis of a ranking list, with which a maximum of 30 points are attainable. ²This is prepared 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,
limited 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) ¹In 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. ²In all other cases, where there is identical ranking, lots shall be drawn to decide the outcome.

(6) ¹In all other respects, the general provisions of the regulation applying to enrolment at the University of Göttingen remain unaffected. ²The 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 course of studies. ³Proof must be submitted by 15.11. for enrolment for the winter semester and by 15.05. for enrolment for the summer semester. ⁴Provided 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's degree programme, the deadline in accordance with sentence 3 shall be extended to the end of 31.03 for enrolment for a winter semester and to the end of 30.09 for enrolment for a summer semester. This determination is only admissible provided

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

b) the thesis has already been submitted to the university and the amount of the examination components that are still missing does not exceed six credits.

§ 7 Interview

(1) ¹The interview is intended to determine whether an applicant is suitable for the selected degree programme. ²The following principles apply for carrying out 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 shall be announced by the university within a reasonable period before the start of interviews. The university shall invite candidates to the interview with sufficient notice. A video conference or a telephone interview is permitted for overseas applicants as well as in justified exceptional cases, provided the identity of the applicant can be determined beyond doubt. The selection committee shall determine the details of the procedure in such cases.
- b) The selection committee shall carry out an interview lasting about 15 minutes with every applicant.
- c) Minutes are kept of essential questions and answers within the interview; the said 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 letter b).

(4) ¹Any applicant who fails to attend the interview without good cause shall be excluded from the further procedure. ²The selection committee shall schedule a new date for the interview upon request, provided there is good cause. ³Proof of the good cause should be provided and an application for rescheduling a new date should be made promptly to the selection committee, at the latest within two days after the date first scheduled. ⁴An unsuccessful applicant is entitled to participate again in the next possible selection procedure.

(5) ¹An earlier interview may be conducted with students of the university who are enrolled in an undergraduate degree programme that is expanded by this Master's degree programme as

part of the undergraduate degree programme. ²The earlier interview replaces the interview for the case that the student has applied for this Master's degree programme. ³This earlier interview must be equivalent to the standard interview in terms of form and contents. ⁴The provisions laid down in sections 1 to 4, of § 6 section 4 letter b) and § 5 sections 2 to 4 apply accordingly. ⁵The 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. ⁶In the event that this precondition is not satisfied, the applicant is excluded from the further selection procedure in the present round of applications. ⁷A 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, letter of rejection and procedure for subsequent admissions

(1) ¹Applicants who may be admitted shall receive a written letter of admission from the university. ²This specifies the deadline by which the applicant must enrol or declare in writing whether he or she accepts the university place. ³In the event that the enrolment or the declaration in accordance with sentence 2 are not submitted in due form and time, the letter of admission shall become invalid. ⁴This legal consequence should be pointed out in the letter of admission.

(2) ¹Applicants who are not entitled to admission shall receive a letter of rejection, in which the ranking achieved and the ranking of the applicant last admitted are listed. ²The letter of rejection shall provide information on rights of legal recourse. ³In the case of authorised applicants, it shall also contain a request that a declaration should be made in writing by a specified deadline as to whether the application for admission shall be held for a procedure for subsequent admissions. ⁴If the applicant does not submit this declaration by the deadline or in the correct form, they shall be excluded from the procedure for subsequent admissions. ⁵Reference must be made to this legal consequence.

(3) ¹The procedure for subsequent admissions shall be carried out on the basis of the ranking in accordance with § 6 sections 4 and 5. ²Once 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. ³The provisions of the section 1 apply correspondingly.

(4) ¹The 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. ²Any university places still available shall be awarded by lot to applicants authorised for admission, subject to informal application. ³The 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. ⁴Due to the advanced period of lectures, the awarding of university places by means of a drawing lots shall be completed no later than 30.11 for admission to a winter semester and no later than 31.05 for admission to a summer semester.

§ 9 Admission to higher semesters

(1) Free university places in a higher semester with limited admission shall be 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 admission 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 the 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

¹This regulation enters into force on the day following its publication in the official announcements I of the University of Göttingen. ²It applies for the first time for the awards procedure for the winter semester 2012/2013. ³At the same time, the regulations concerning the qualifications for entry and admission to the Master's 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. ⁴Notwithstanding sentence 3, the regulations for the entry qualifications and admission to the Master's 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.