

According to the resolution passed by the Board of the Faculty of Agricultural Sciences on 15th April, 2010 and passed by the Senate of the University of Göttingen on 12th May, 2010, the Foundation Committee of the University of Göttingen (foundation under public law) has authorised the following regulations governing the terms of admission and selection for the consecutive Master's programme "Crop Protection" on 15th June, 2010 [§ 44 Para. 1 Sentence 1 of the Lower Saxony University Regulations (*Niedersächsische Hochschulgesetz*, NHG) in the version published on 26th February, 2007 in the official law gazette of Lower Saxony (*Niedersächsischen Gesetz- und Verordnungsblatt*, Nds. GVBl.), p. 69, and last altered through Article 4 of the law of 18th June, 2009 (Nds. GVBl. p. 200); § 41 Para. 1 Sentence 1 of the NHG in association with § 18 Para. 5, Sentences 1 and 3 and Para. 7 of the same regulations and § 7 Para. 1 Sentence 1 of the Lower Saxony University Admission Law (*Niedersächsisches Hochschulzulassungsgesetz*, NHZG) in the version published on 29th January, 1998 (Nds. GVBl. p. 51), last altered by the law of 7th June, 2007 (Nds. GVBl. p. 200); NHG §§ 62 Para. 4 Sentence 1, 60 a Para. 1 Sentence 1 in association with NHG § 18 Para. 5 Sentences 1 and 3, Para. 7, Para. 13 and NHZG § 7 Para. 2].

**Regulations governing
the terms of admission and selection
for the consecutive Master's programme "Crop Protection"**

I. Scope

§ 1

Scope

(1) These regulations regulate the terms of admission and the selection of students for the Master's programme "Crop Protection".

(2) The university will undertake its own admissions procedure for assessing the applicants' eligibility for all the places available in the Master's programme "Crop Protection" in accordance with the following regulations.

(3) If more applicants fulfil the admission requirements than there are places available on the course, the university will award the places according to the results of its own selection procedure (see § 5). The selection decision will be made according to the individual applicant's

particular suitability for the Master's programme. If there are fewer applicants than places, then a selection procedure will not take place.

II. Eligibility

§ 2

Admission requirements

(1) The prerequisites for being admitted to the Master's programme are (i) that the applicant has completed an Bachelor degree course (or equivalent) lasting at least six semesters with a minimum of 180 ECTS credits at either a German university or at a university belonging to one of the Bologna signatory states, in the one of the fields of the agricultural sciences or in a closely related field (see Para. 3) and (ii) that the applicant is especially suitable for the Master's programme in crop protection (see Para. 4).

Degree examinations which have been passed in a country that does not belong to the Bologna signatory states must be shown to be equivalent to the degree examination stated in Sentence 1 under consideration of the suggestions made by the Central Office for Foreign Education [*Zentralstelle for ausländisches Bildungswesen (ZAB)*] at the Standing Conference of Ministers of Education and Cultural Affairs of the German Länder [*Sekretariat der Ständigen Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland (KMK)*] for the recognition and evaluation of foreign school and university certificates, which can be found under the URL www.anabin.de. The grades written on foreign school and university certificates must be converted into the German grading system.

(2) An exception to the requirements laid out in Para. 1 concerning those people who are eligible for the Master's programme is made for those applicants who have not fully completed a course at the time of application, but have already acquired at least 150 ECTS credits in an appropriate Bachelor-Master's programme (or equivalent). The average grade calculated from the applicant's examination grades will be used for determining the applicant's eligibility (see Para. 4) instead of the final Bachelor's degree grade or the grade of an equivalent education certificate. This grade will be considered in the selection procedure independent of whether the result deviates from the applicant's final grade.

(3) The decision of whether a previous study programme is closely related scientifically in the sense of Paras. 1 and 2 (scientific relevance) will be made by the selection committee.

The prerequisites determining the scientific or scholarly relevance of the applicant's previous studies are:

- a) the successful completion of courses in plant science equivalent to at least 60 ECTS credits, with at least 24 ECTS credits in crop production, plant breeding or plant nutrition.
- b) the successful completion of courses in phytomedicine (crop protection, phytopathology, agronomy or herbology) equivalent to at least 18 ECTS credits.

The selection committee can determine the scientific relevance of the applicant's previous studies by considering courses described under Sentence 2, but which have not been completed as long as they are completed successfully within two semesters of admission to the Master's programme in crop protection. In such cases, the determination of scientific relevance and the proof of having completed the missing courses must be submitted to the university within two semesters from the time the applicant has enrolled in the Master's programme (submission deadline). If such proof is not submitted on time, the determination of the scientific relevance and the associated conditional offer of admittance will become invalid. The determination of scientific relevance will also become invalid if the value of the courses described in Sentence 3 that have not been successfully completed is more than 18 ECTS credits.

(4) Applicants who have acquired at least 24 qualification points (QP) in accordance with the following criteria will be considered as being especially suitable for the Master's programme in crop protection.

a) Depending on the grade of their Bachelor degree (or equivalent examination), the applicant will be awarded the following qualification points:

1.00 up to and including 1.1	52 QP
higher than 1.1 up to and including 1.2	50 QP.
higher than 1.2 up to and including 1.3	48 QP.
higher than 1.3 up to and including 1.4	46 QP.
higher than 1.4 up to and including 1.5	44 QP.
higher than 1.5 up to and including 1.6	42 QP.
higher than 1.6 up to and including 1.7	40 QP.
higher than 1.7 up to and including 1.8	38 QP.
higher than 1.8 up to and including 1.9	36 QP.
higher than 1.9 up to and including 2.0	34 QP.
higher than 2.0 up to and including 2.1	32 QP.

higher than 2.1 up to and including 2.2	30 QP.
higher than 2.2 up to and including 2.3	28 QP.
higher than 2.3 up to and including 2.4	26 QP.
higher than 2.4 up to and including 2.5	24 QP.
higher than 2.5 up to and including 2.6	22 QP.
higher than 2.6 up to and including 2.7	20 QP.
higher than 2.7 up to and including 2.8	18 QP.
higher than 2.8 up to and including 2.9	16 QP.
higher than 2.9 up to and including 3.0	14 QP.
higher than 3.0 up to and including 4.0	0 QP.

b) For having any specialist knowledge needed for the successful completion of this Master's programme, the applicant will be awarded a maximum of 20 QP as follows:

ba) A maximum of 10 QP for the proof of any previous subject-related knowledge acquired by working for at least 8 weeks in institutions or companies involved in crop protection, agricultural plant research or related subjects.

The applicant will be awarded qualification points as follows:

The knowledge of the applicant is:

very good	8 up to and including 10 QP
good	5 up to and including °7 QP
satisfactory	1 up to and including °4 QP
non-existent	0 QP.

bb) A maximum of 10 QP for the proof of other qualifications (experience of subject-related activities; for example, international internships or a semester abroad, collaboration with university committees or other student activities).

The applicant will be awarded qualification points as follows:

The qualifications of the applicant are:

very extensive	8 up to and including 10 QP
extensive	5 up to and including °7 QP
existent	1 up to and including °4 QP
non-existent	0 QP.

c) The qualification points awarded according to a) and b) will be summated.

(5) Applicants whose native tongue is not English must have adequate knowledge of the English language. Adequate English knowledge means that the applicant has achieved a specific minimum grade in an internationally recognised test or equivalent. The different types of proof of such an achievement which are accepted are as follows:

- a) Cambridge Certificate in Advanced English — minimum grade B
- b) Cambridge Certificate of Proficiency in English — minimum grade C
- c) International English Language Testing System (IELTS) — at least level 6
- d) at least 550 credit points in the written Test of English as a Foreign Language (paper-based TOEFL)
- e) at least 215 credit points in the computerised Test of English as a Foreign Language (computer-based TOEFL)
- f) at least 80 credit points in the new internet-based TOEFL (Test of English as a Foreign Language)
- g) UNiCert Level III
- h) Level C1 according to the Common European Framework (CEF).

The successful completion of the language test should, as a rule, be no longer than two years before the application to the Master's programme.

Those applicants who have studied or worked for at least two years in an English-speaking country within three years of applying to the Master's programme are exempted from having to submit such language test results.

(7) N.B.: the University of Gottingen's general enrolment regulations are unaffected by the regulations laid out in this section.

The enrolment of the applicants who are admitted to the Master's programme according to § 2 is conditional until written proof of their successful completion of their Bachelor degree (or equivalent) has been submitted. With registration in the winter semester, the proof of enrolment must be submitted by 15th November.

III. Selection procedure

Programme start, application for admission, submission deadline

(1) The Master's programme "Crop protection" always begins in the winter semester. The application for admission should initially be done over an online portal; further information about this will be provided by the university within a reasonable time period before the application deadline.

The written application for admission to the Master's programme must be submitted using the forms that can be downloaded from the online portal and with the necessary documents as listed under Para. 2. The completed application must arrive at the university no later than 15th July (submission deadline) for the programme in the subsequent winter semester.

In exception to Sentence 4, the written application for admission submitted by applicants who are neither legally accepted as German nor citizens of another member state of the European Union must reach the University of Göttingen no later than 15th March (submission deadline). These applications must also be done using the forms available at the online portal and sent with the necessary documents described under Para. 2.

The application applies only to the allocation of the places of the admission date in question.

The university is not obliged *ex officio* to verify the information provided by the applicants in their documentation.

(2) The following documentation must be submitted together with the personally signed application:

a) certified copies of the applicant's graduation certificate(s) or diploma(s) or certified German or English translations in those cases in which the original document is neither in English nor German.

If a graduation certificate or diploma is not available, then the applicant must submit an official certificate describing their academic achievements, the ECTS credits gained and their average grade.

b) a tabulated curriculum vitae (résumé) in either German or English which comprehensively presents the applicant's educational and professional career.

A photograph of the applicant must also be submitted.

c) proof that the applicant has adequate knowledge of English as stated in § 2 Para. 5 if the applicant's native tongue is not English;

d) documents verifying the applicant's specialist knowledge as defined under § 2 Para. 4b).

e) a statement as to whether the applicant has previously undertaken a closely related Master's programme and whether they have successfully completed it, not successfully completed it or have not completed it at all.

(3) Incomplete applications or applications that have not been submitted in the correct form or by the official deadline cannot be considered any further. The submitted documents will remain with the university.

§ 4

Selection committee for the Master's programme

(1) In preparation for selecting students for the Master's programme "Crop Protection", the Faculty of Agricultural Sciences of the University of Göttingen will set up at least one selection committee.

(2) A selection committee consists of three people who belong to either the full-time scientific or teaching staff as well as one of the faculty's students. The latter member will have only an advisory role. At least one committee member must be a professor. All four members are to be appointed by the Faculty of Agricultural Sciences' faculty council.

A full-time staff member's tenure is for two years; the student member one year. Re-appointment is possible.

The selection committee is deemed quorate when at least two people with the right to vote are present.

(3) The tasks of the selection committee are:

a) to determine whether the applications are formally correct or not

b) to assess and, where necessary, evaluate the admission requirements

c) to undertake the selection interviews as described in § 8

d) to decide whether to accept or reject the applicants.

(4) The selection committee shall report on the committee's experiences to the Council of the Faculty of Agricultural Sciences once the selection procedure has been completed, and should make suggestions where necessary on any amendments to the selection process that are required.

§ 5

Method of selection

(1) A single selection procedure consists of the allocation of study places for a sole admission deadline.

(2) The decisions about the applications will be made in one main selection process and where necessary in a succession procedure (clearing or move-up).

In the first phase of the main selection proceedings, the study places will be awarded to those applicants who are deemed excellently suitable for the course (best quota; § 6) and then to those applicants who are judged by a combination of criteria (combination quota; § 7).

(3) Those applicants who have been accepted on the programme in the best quota procedure will not be considered in the combination quota procedure.

Those applicants who have been awarded a place in either the best or combination quotas will not be included in the clearing or in the selection by lot.

(4) The selection committee may take into account that not all the people offered a place on the Master's programme will actually accept the offer by offering a greater number of places than truly available.

(5) Places still available on the Master's programme after the best quota selection has been made will be included in the combination quota selection.

(6) N.B.: the University of Gottingen's general enrolment regulations are unaffected by the regulations laid out in this section.

The enrolment of the applicants who are admitted to the Master's programme according to § 2 Para. 2 is conditional until written proof of their successful completion of their Bachelor degree (or equivalent) has been submitted. With registration in the winter semester, the written proof must be submitted by 15th November.

§ 6 The best quota selection procedure

(1) A ranking list shall be set up for the best quota selection procedure according to the results of the suitability determination procedure described in § 2 Para. 4.

In cases where applicants' ranking is the same, the individual applicant's rank will be determined according to the results of their Bachelor degree (or equivalent). If the ranking is still the same, then the selection will be done by drawing lots.

70% of the study places will be decided upon using this ranking list, starting with Place 1.

(2) Applicants who have been accepted will be sent an admissions letter.

In the admissions letter, the applicant will be given a deadline by which he/she will have to declare in writing that he/she has accepted the offer. If this declaration is not submitted in the proper form or by the requisite deadline, then the admissions letter will be deemed invalid. This legal consequence must be formally stated in the admissions letter.

(3) The successful applicant will not be included in any further phase of the selection procedure.

§ 7 The combination quota selection procedure

(1) For the combination quota selection procedure, a ranking list will be set up in accordance with the following regulations.

30% of the student places will be allocated according to combination quota ranking list, beginning with Place 1.

(2) The selection of the applicants is based on a combination of the following criteria:

a) the results of the suitability determination procedure described in § 2 Para. 4 (72 QP at the most)

b) the results of the applicant's selection interview (10 QP at the most).

(3) The selection committee will make a short list of the applicants according to Para. 4 and then will make a final choice from the preselected applicants using the selection criteria described in Paras. 2 and 5.

(4) To limit the number of selection interviews, a short list consisting of double the number of free places will be made.

A ranking list will be set up according to the results of the suitability determination procedure as described in § 2 Para. 4. If there is equal ranking, then all the applicants of the highest ranking places will be allowed to take part in the selection interviews.

(5) The selection will be made according to a ranking list, in which a maximum of 82 QP can be achieved. The ranking list will be made in accordance with the following guidelines.

a) Depending on the results of the selection interview, the applicant will be awarded the following credits according to their suitability:

The applicant is

very suitable	8 up to and including 10 QP
suitable	5 up to and including 7 QP
less suitable	1 up to and including 4 QP
hardly suitable	0 QP.

b) The applicant will be awarded the qualification points which they have achieved within the suitability determination described in § 2 Para. 4.

c) The qualification points awarded under a) and b) will be summated.

(6) If there are applicants with equal ranking within the list, then after the suitability determination described in § 2 Para. 4, the decision is made according to the results of the applicant's Bachelor degree (or equivalent); thereafter, the decision will be made by lot.

(7) The chosen applicants will be admitted to the Master's programme according to § 9.

§ 8

Selection interview

(1) The selection interview should show whether the applicant is especially fitted to partaking in the chosen Master's programme. The interview should be undertaken using the following basic principles:

a) The selection interview should, as a rule, be undertaken at the University of Göttingen by 10th September. The exact dates and location should be made known by the university in a suitable period before the selection interviews are to take place. The applicants are to be invited to the selection interview in good time.

A video conference or a telephone interview can be granted to applicants living abroad or in justified exceptions, as long as the identity of the applicant can be determined without any doubt. The particulars of the proceedings in such cases will be determined by the selection committee.

b) The selection committee will undertake a selection interview with every applicant lasting ca. 15 minutes. A selection interview can be undertaken with up to four applicants simultaneously.

c) A protocol must be made of the important questions and answers of the selection interview. The protocol must be signed by the members of the selection committee. The protocol should include the date and place of the selection interview, the names of the selection commission members, the name of the applicant and the committee's assessment of the interview.

(2) The selection interview should include questions on the applicant's motivation for doing the Master's programme and the following aptitude criteria:

a) ability to undertake scientific or basic and method-oriented work in crop science.

b) knowledge of the crop sciences, especially of crop production and phytomedicine.

c) practical farming knowledge.

(3) The selection committee members should assess the applicant at the end of the interview as to their particular suitability for the chosen Master's programme on a scale as described in § 7 Para. 5 a.

(4) An applicant who does not attend the interview without due cause is debarred from further selection. If there is due cause for the applicant not attending the interview, the selection committee should set a new date for the selection interview when requested formally to do so. The validated reason for the application for a new appointment must be given to the selection committee immediately or at the latest within two days after the missed appointment.

A debarred applicant is allowed to take part in the next admissions selection procedure.

§ 9

Admissions letter, letter of rejection and clearing

(1) Applicants who have been accepted as a result of the combination quota selection procedure will receive an admissions letter. In this letter, a deadline will be set by which the applicant must say in writing whether he/she will accept the place on the programme. If this declaration is not given in the correct form or by the set deadline, then the admissions letter will be deemed invalid. The legal consequences of this must be included in the admissions letter.

(2) Applicants who have not been accepted will receive a written letter of rejection, in which their place on the ranking list and the place of the last accepted applicant will be stated. The letter of rejection must include instructions on the right to appeal.

The letter of rejection should also include a request that the applicant should state in writing whether they wish to take part in the clearing procedure. If the applicant does not send this declaration in the correct form or within the set deadline, then they will be debarred from taking part in the clearing procedure. The legal consequences of this must be must described in the letter of rejection.

(3) The clearing (move-up) should be undertaken according to a ranking list set up as described in § 7 Paras. 5 and 6. If the ranking list according to Sentence 1 has been exhausted, then a ranking list will be set up using the results of the suitability determination described in § 2 Para. 4 and the clearing will be undertaken according to this list.

If there are cases of equal ranking within the ranking list, then the ranking will be determined according to the results of the applicant's Bachelor degree (or equivalent); thereafter, the decision will be made by drawing lots.

The regulations set out in Para. 1 are then applicable.

(4) The selection procedure must be concluded on 15th November at the latest. Afterwards, any places still available on the Master's programme will be awarded by drawing lots to eligible applicants who have applied in writing.

The application period for this type of selection will start two weeks before the beginning of the semester for which the applicant has applied and ends with the termination of the selection procedure.

The allocation of any remaining study places by drawing lots must be completed by 30th November due to the advanced stage of the semester.

§ 10

Eligibility for later semesters

(1) Free places in later restricted semesters will be awarded to applicants in the following order:

- a) those applicants who are studying in a similar or equivalent Master's programme
 - aa) who are or were enrolled at another German university
 - bb) with German nationality or German national legal authorisation who are or were enrolled on equal terms at a non-German university
- b) those applicants for whom rejection would cause particular personal hardship for the applicant
- c) those applicants who can claim other officially recognised grounds for being accepted.

(2) Within each of the categories stated in Para. 1, the decision for eligibility should be made according to the results of the applicant's Bachelor degree (or equivalent), then according to any decisive social (especially familial) and economic reasons for choosing Göttingen. Finally, applicants in similar situations shall be selected by drawing lots.

IV. Final clause

§ 11

Interim regulations and legal validity

(1) Different to the stipulations of § 3 Para. 1 Sentence 4, applicants who are not legally considered as being German or who are not citizens of another member state of the European Union must submit their written application for admission to the 2010/11 winter semester to the University of Göttingen no later than 15th June (submission deadline).

(2) These regulations come into effect on the day after their being published in the Official Announcements of the University of Göttingen [*Amtlichen Mitteilungen der Georg-August-*

Universität Göttingen]. They are first valid for the admissions selection procedure for the 2010/2011 winter semester.