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**Faculty of Humanities:**

Following the resolution of the Faculty Council of the Faculty of Humanities dated 02.02.2022, the Senate of the University of Göttingen approved on 23.03.2022 the first amendment to the regulation concerning the qualifications for entry and admission for the consecutive Master's degree programme "Digital Humanities" in the version published on 09.09.2019 (Official Announcements I no. 39/2019 p. 697); the regulations are deemed to have been approved on the basis of a resolution of the Foundation Committee of the University of Göttingen Foundation under Public Law dated 10.07.2019 (§ 44 section 1 sentence 1 NHG (Lower Saxony Higher Education Act)) in the version of the announcement dated 26.02.2007 (Nds. GVBI (Lower Saxony Law and Official Gazette) p. 69), last amended by Article 1 of the Act dated 27.01.2022 (Nds. GVBI (Lower Saxony Law and Official Gazette) p. 54); § 41 section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8, sentence 3 NHG and § 7 section 1 sentence 1 NHZG (Lower Saxony Higher Education Admissions Act) 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 19.11.2019 (Nds. GVBI (Lower Saxony Law and Official Gazette) p. 333); § 62 section 4 sentence 1 NHG, § 60 a) section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 3, section 14 NHG and § 7 section. 2 NHZG).

**Regulation concerning the qualifications for entry and admission  
for the consecutive Master's degree programme "Digital Humanities"  
at the University of Göttingen**

**I. Scope**

**§ 1 Scope**

(1) These regulations govern entry and admission to the Master's degree programme "Digital Humanities".

(2) The university conducts an autonomous procedure in accordance with the following provisions to determine the qualifications for entry for all university places to be awarded in the degree programme "Digital Humanities".

(3) <sup>1</sup>If 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. <sup>2</sup>If 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) <sup>1</sup>It is a requirement for entrance to the Master's degree programme that the applicant possesses the professional competence. <sup>2</sup>Candidates shall be deemed to possess the relevant professional competence if they have completed a technically relevant course of studies to Bachelor's degree level with a standard course length of at least six semesters and a total of at least 180 ECTS credits, or an equivalent degree in a degree programme at a German University or at university belonging to the Bologna signatory states in accordance with section 3 in a Digital Humanities degree programme, a subject in the humanities, social sciences or computer science (e.g. computer science, computer linguistics, informatics) or in a technically closely related subject area. <sup>3</sup>Final examinations which have been passed in a country outside the Bologna signatory states require the determination of equivalence with the qualifications according to sentence 1, taking into account the proposals of the Central Office for Foreign Education (ZAB) at the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States in the Federal Republic of Germany (KMK) for the recognition and assessment of foreign certificates of academic qualification, which can be found under the URL <http://anabin.kmk.org>. <sup>4</sup>The grades of the foreign certificates of academic qualification must be converted to the German grading system.

(2) <sup>1</sup>Notwithstanding section 1, authorisation shall be 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's degree programme in accordance with section 3, or in an equivalent degree programme. <sup>2</sup>The average grade calculated from previous examination components shall also be taken into account in the selection procedure in place of the Bachelor's grade or the grade of an equivalent certificate of academic qualification, irrespective of whether the result of the Bachelor's examination deviates from this.

(3) <sup>1</sup>The decision as to whether a preliminary course of studies is relevant within the meaning of sections 1 to 2 shall be made by the selection committee. <sup>2</sup>It is a requirement for the technical relevance of the preliminary course of studies that proof is provided of at least the following achievements:

- Achievements amounting to 42 C from the Digital Humanities or

- Achievements amounting to 42 C from the humanities or social sciences as well as 18 C from achievements in Python and Data Science or
- Achievements amounting to 42 C from computer science as well as 18 C of research-oriented achievements in the field of humanities or social science (Humanities Science).

<sup>3</sup>The Selection Committee may make assessment of the relevance of the subject in accordance with sentence 2 dependent upon completion of pending examination components within two semesters. In this case, assessment of subject relevance and admission are conditional on proof of the pending examination components, which should be submitted within two semesters from the time of enrolment at the University (closing date). <sup>4</sup>If proof of the pending examination components is not submitted by the deadline, the assessment of the relevance of the subject and any letter of admission based on this shall become ineffective.

<sup>5</sup>Assessment of the relevance of the subject shall not be possible if the components in accordance with sentence 2 that have not yet been performed have a rating of more than 15 credits.

(4) <sup>1</sup>Applicants whose native language is not English must show adequate English language skills. <sup>2</sup>Adequate knowledge of English must be demonstrated with standardised or accredited certificates at minimum C1 level or higher in accordance with the Common European Framework of Reference for Languages (CEFR). <sup>3</sup>The following in particular shall serve as proof:

- a) UNIcert®: min. certificate UNIcert® III;
- b) NULTE certificate: min. level C1;
- c) Cambridge English Scale: min. 180 points;
- d) International English Language Testing System (IELTS Academic): min. band 6.5;
- e) Test of English as a Foreign Language, internet-based test (TOEFL iBT): min. 93 points;
- f) Global Scale of English (Pearson Academic): min. 76 points.

<sup>4</sup>Successful completion of tests (a-f) may not have taken place more than three years before receipt of the application for admission. <sup>5</sup>At least one year of residence in an English-speaking country for the purpose of study or work, or the successful completion of an English-language degree programme lasting at least two years, also constitutes proof of adequate English language proficiency. <sup>6</sup>The proof of sufficient English language skills must be submitted to the Faculty of Humanities by 30/09 when enrolling for a winter semester and by until 31/03 when enrolling for a summer semester; this proof is an enrolment prerequisite; no conditional enrolment shall take place.

(5) It is not necessary to demonstrate adequate German language skills.

(6) <sup>1</sup>In all other respects, the general provisions of the regulation applying to enrolment at the University of Göttingen remain unaffected. <sup>2</sup>Enrolment of applicants who are provisionally

authorised for admission in accordance with section 2 is conditional upon submission of proof of successful completion of the Bachelor's course of studies or an equivalent course of studies.

<sup>3</sup>This proof must be provided by the end of 15/11 for enrolment to the winter semester, and by the end of 15/05 for enrolment to 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'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.

### **III. Selection procedure**

#### **§ 3 Start of programme, application for admission, closing date**

(1) <sup>1</sup>The Master's degree programme starts in both the summer and winter semesters. <sup>2</sup>Applications for admission must be submitted via the University's online portal. They must be received by the University together with the application documents required in accordance with section 2 by 01/06 (closing date) for a winter semester, and by 01/12 (closing date) for a summer semester; if an internal University selection procedure is not carried out (cf. § 1 section 3 sentence 1) applications received after this date shall be considered provided authorisation for admission in accordance with § 2 section 1 or 2 has been proven by no later than 15/11. for applications for a winter semester and no later than 15/05 for applications for a summer semester; the other provisions on qualifications for entry remain unaffected. <sup>3</sup>The application applies only to the awarding of university places for the relevant admission date. <sup>4</sup>The university is not obliged to review the details of applicants ex officio.

(2) The following documents must be enclosed with the application for admission; they must be uploaded to the university server over the online portal:

- a) the applicant's degree certificate(s) in German or English translation if the originals are not in German or English; if a degree certificate is not yet available, a certificate of the examination results acquired, 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 English language skills if the applicant's native language is not English;

- d) a declaration as to whether the applicant has successfully / unsuccessfully completed a Master's degree programme in a similar discipline or has not yet completed it;
- e) extracts from the module handbook or other documents, based on which the credits may be reviewed in accordance with § 2 section 3;
- f) a statement of the motivation for taking up this course of study with reference to the educational background to date (max. 2 pages);
- g) a declaration of which module package or which module packages the applicant intends to complete based on his or her previous education.

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

#### **§ 4 Selection committee for the Master's degree programme**

(1) The Faculty of Humanities at the university shall form at least one selection committee to prepare the decision on selection for this degree programme.

(2) <sup>1</sup>A selection committee includes two members eligible to vote, who belong to the full-time academic staff or the professorial group, and a member of the students' group with advisory vote. <sup>2</sup>At least one member must belong to the professorial group; at least one member should regularly provide services as a student advisor. <sup>3</sup>The members shall be appointed by the Faculty Council of the Faculty of Humanities. <sup>4</sup>The tenure of the members is two years, while that of the student group member is one year. <sup>5</sup>Reappointment is possible. <sup>6</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) examination of the incoming applications for admissions for formal correctness;
- b) examination and, if necessary, assessment of the qualifications for entry;
- c) conducting interviews in accordance with § 6;
- d) decision on admission or rejection of applicants.

#### **§ 5 Selection procedure**

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

- a) on the basis of the Bachelor's grade or the grade of an equivalent certificate of academic qualification;
- b) on the basis of special knowledge that is advantageous to the successful completion of this degree programme; and
- c) on the basis of an interview with the applicant.

(2) The selection committee shall make a pre-selection from the applications received in accordance with section 3 and make a selection from the screened applicants on the basis of the selection criteria listed in sections 1 and 4.

(3) <sup>1</sup>A 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. <sup>2</sup>These should also include applications from persons who have already participated in an earlier interview in accordance with § 6 section 4. <sup>3</sup>A ranking shall be generated for this purpose according to the outcome of the assessment, in accordance with section 4 sentence 2 a) and b). <sup>4</sup>In the event of identical ranking, all applicants with the highest ranking shall be permitted to participate.

(4) <sup>1</sup>Selection shall be made on the basis of ranking, where a maximum of 67 points is attainable. <sup>2</sup>This is generated in accordance with the following provisions:

a) Depending on the grade achieved in the Bachelor's degree or the grade of an equivalent certificate of academic qualification, points shall be awarded to the applicant as follows:

1.0 up to and including 1.1	49 points,
over 1.1 up to and including 1.2	47 points,
over 1.2 up to and including 1.3	45 points,
over 1.3 up to and including 1.4	43 points,
over 1.4 up to and including 1.5	41 points,
over 1.5 up to and including 1.6	39 points,
over 1.6 up to and including 1.7	37 points,
over 1.7 up to and including 1.8	35 points,
over 1.8 up to and including 1.9	33 points,
over 1.9 up to and including 2.0	31 points,
over 2.0 up to and including 2.1	29 points,
over 2.1 up to and including 2.2	27 points,
over 2.2 up to and including 2.3	25 points,
over 2.3 up to and including 2.4	23 points,
over 2.4 up to and including 2.5	21 points,
over 2.5 up to and including 2.6	19 points,
over 2.6 up to and including 2.7	17 points,
over 2.7 up to and including 2.8	15 points,
over 2.8 up to and including 2.9	13 points,
over 2.9 up to and including 3.0	11 points,
over 3.0 up to and including 4.0	0 points.

b) For special knowledge that is advantageous to this degree programme, the applicant shall be credited with a maximum of 8 points as follows: 2 points in each case for evidence of particular specialised achievements, for which the following achievements in particular may be taken into account:

- research internship lasting for a total of at least 4 weeks,
- internship or work experience in subject-related areas lasting for a total of at least 4 weeks,
- semester abroad,
- voluntary commitment lasting at least one year.

c) Depending on the assessment of the applicant's level of suitability in the interview, points shall be credited to the applicant as follows:

ca) depending on the nature and extent of the special professional knowledge, points shall be credited to the applicant as follows:

the applicant has:

very good knowledge	5 points,
good knowledge	3 points,
satisfactory knowledge	1 points,
limited knowledge	0 points.

cb) Depending on the nature and extent on the reflection of the specialist experience acquired, points shall be credited to the applicant as follows:

The reflection is:

very convincing	5 points,
convincing	3 points,
not very convincing	1 points,
hardly convincing	0 points.

d) The points obtained under a) to c) shall be added together.

(5) <sup>1</sup>If there is identical ranking after generating the ranking, the ranking sequence shall be determined based on the result of the points attained in accordance with section 4 sentence 2 a) and b), and then according to the result of the Bachelor's degree or an equivalent degree.

<sup>2</sup>In all other cases, where there is identical ranking, lots shall be drawn to decide the outcome.

(6) <sup>1</sup>In all other respects, the general provisions of the regulation applying to enrolment at the University of Göttingen remain unaffected. <sup>2</sup>Enrolment of applicants who are provisionally authorised for admission in accordance with § 2 section 2 is conditional upon submission of proof of successful completion of the Bachelor's course of studies or an equivalent course of studies. <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'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.

### **§ 6 Interview**

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

- a) The interview shall normally be carried out at the university by no later than 30/07 for the winter semester and by no later than 31/01 for the summer semester. 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) A log of the key questions and answers in the course of the interview is to be kept and signed by the members of the selection committee. The log should clearly show the day and place of the interview, the name of the committee members, the name of the applicant and the assessment.

(2) <sup>1</sup>The interview shall cover the following suitability parameters:

- a) specific technical knowledge, in particular relating to the research areas covered in the Master's course of studies;
- b) the ability to reflect on and analyse the specialist experience acquired.

<sup>2</sup>The members of the selection committee shall assess the applicant after conclusion of the interview on a scale in accordance with § 5 section 4 sentence 2 c) in order to ascertain suitability for the selected degree programme.

(3) <sup>1</sup>Any applicant who fails to attend the interview without good cause shall be excluded from the further procedure. <sup>2</sup>The selection committee shall schedule a new date for the interview upon request, provided there is good cause. <sup>3</sup>Proof 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. <sup>4</sup>An unsuccessful applicant is entitled to participate again in the next possible selection procedure.

(4) <sup>1</sup>As part of the undergraduate degree programme, an earlier interview may be conducted with students of the university who are enrolled in an undergraduate degree programme that is consolidated by this Master's degree programme. <sup>2</sup>In the event that the student has applied for this Master's degree programme, the earlier interview replaces the selection interview. <sup>3</sup>This earlier interview must be equivalent to the standard interview in terms of form and content. <sup>4</sup>The provisions laid down in sections 1 to 3, § 5 section 4 sentence 2 c) and § 3 sections 2 to 4 apply accordingly. <sup>5</sup>The earlier interview shall be taken into account in place of the standard interview only if it was not conducted more than six months before the closing date for application and the applicant is one of the persons pre-selected for an interview in accordance with the provisions under § 5 section 3. <sup>6</sup>In the event that this condition is not satisfied, the applicant shall be excluded from the further selection procedure in the present round of applications. <sup>7</sup>Notification of the result of the earlier interview shall only be given under the prerequisite that the applicant has been pre-selected for an interview in accordance with § 5 section 3.

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

(1) <sup>1</sup>Applicants who may be admitted shall receive a written letter of admission from the university. <sup>2</sup>This specifies the deadline by 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 in accordance with sentence 2 are not submitted in due form and time, the letter of admission shall become invalid. <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 shall receive a letter of rejection, in which the ranking achieved and the ranking of the applicant last admitted are listed. <sup>2</sup>The letter of rejection shall provide information on rights of legal recourse. <sup>3</sup>In 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. <sup>4</sup>If 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. <sup>5</sup>Reference must be made to this legal consequence.

(3) <sup>1</sup>The procedure for subsequent admissions is carried out based on the ranking generated in accordance with § 5 sections 4 and 5. <sup>2</sup>The provisions of section 1 apply correspondingly.

(4) <sup>1</sup> The admission procedures shall be completed no later than 15/11 for admission to a winter semester or 15/05 for admission to a summer semester. <sup>2</sup>Any university places still available shall be awarded by lot to applicants authorised for admission, subject to informal

application. <sup>3</sup>The application period for this purpose shall begin two weeks before the start of lectures and end with the completion of the procedure. <sup>4</sup>Due to the advanced period of lectures, the awarding of university places by means of drawing lots shall be completed no later than 30/11 for admission to a winter semester and 31/05 for a summer semester.

### **§ 8 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. those who are in the same or a comparable degree programme
  - aa. who are or were enrolled at another German university or at a university 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. those for whom rejection of admission for personal reasons would mean extraordinary hardship,
- c. those who assert other reasons.

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

### **§ 9 Entry into Force**

<sup>1</sup>This regulation shall enter into force on the day following its announcement in the official announcements I of University of Göttingen. <sup>2</sup>It applies for the first time to the awards procedure for the summer semester 2020.