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Faculty of Biology and Psychology:

Following the resolutions of the Faculty of Biology and Psychology dated 20.05.2016 and the Senate of the Georg-August-Universität Göttingen dated 15.06.2016 the Foundation's University Committee of the University of Göttingen Public Law Foundation approved on 14.07.2016 the first amendment of the Regulations on Admission Requirements and Admission for the international Master's/Doctoral degree programme „Neuroscience“ in the version published on 16.07.2013 (Official Announcements I no. 29/2013 p. 866) (§ 44 section 1 sentence 2 NHG in the version of the announcement dated 26.02.2007 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 69), last amended by Article 1 of the Act dated 15.12.2015 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 384); § 41 section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 3 NHG und § 7 section 1 sentence 1 NHZG in the version published on 29.01.1998 (Nds. GVBl. p. 51), last amended by Article 2 of the Act on 15.12.2015 (Nds. GVBl. p. 390); §§ 62 section 4 sentence 1, 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 international Master's/Doctoral degree programme “Neuroscience” at the University of Göttingen

I. Scope

§ 1 Scope

(1) These regulations stipulate the entry and admission to the international Master's/Doctoral degree programme “Neuroscience”.

(2) The university executes an autonomous procedure for determining the entry qualifications for all university places to be filled up in the international Master's/Doctoral degree programme “Neuroscience” in accordance with the following provisions.

(3) ¹If the number of applicants, who meet the qualifications for entry, exceeds the available places, the university awards the places according to the selection procedure proper to higher

education. ²If 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 for entry

§ 2 Admission requirements

(1) ¹Prerequisite for entry to the Master's/Doctoral degree programme is that the applicant has the professional aptitude. ²The professional aptitude is possessed by those who have completed a relevant Bachelor's degree with a standard period of study of at least six semesters and a scope of at least 180 ECTS credits or with an equivalent degree in a degree programme at a German higher education institution or at a higher education institution belonging to one of the Bologna signatory states in accordance with section 3 in the life sciences, chemistry, physics, neurosciences, biochemistry, biophysics or in a closely related subject area. 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 education 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>.

(2) ¹Notwithstanding section 1, entry is generally guaranteed to persons who have not yet completed a programme at the time of application, but have acquired at least 120 credits in a relevant Bachelor's degree programme according to section 3 or an equivalent degree programme; the right to admission shall expire if at least 150 credits have not been proven by 01/04 of a year and the applicant is responsible for this. ²The result of the previous academic achievements shall be taken into account in the selection procedure instead of the result of the Bachelor's examination or an equivalent degree.

(3) ¹The decision whether an undergraduate degree is appropriate in the sense of sections 1 and 2 is made by the programme committee. ²Requirement for appropriateness of the undergraduate degree is the proof of at least the following components:
Academic achievements in biology, chemistry, physics, biochemistry, biophysics, or medicine or another experimental science field totaling at least 90 credits, including achievements totaling at least 40 credits in theoretical and practical principles of biology, chemistry, and physics.

(4) ¹Applicants whose native language is not English must show sufficient English language skills. ²Sufficient English language skills must be demonstrated by minimum performance on an internationally recognized test or equivalent:

- a) Cambridge Certificate in Advanced English min. level „B“;
- b) Cambridge Certificate of Proficiency in English min. level „C“;
- c) IELTS Academic („International English Language Testing System“): min. band 6;
- d) Test of English as a Foreign Language, internet-based test (TOEFL iBT): min. 80 points;
- e) Test of English as a Foreign Language, paper-based (TOEFL PBT): min. 550 points;
- f) CEF („Common European Framework“): min. level C1;
- g) UNIcert®: min. certificate UNIcert® III;
- h) successful completion of an of an English language degree programme.

³Successful completion of a test according to sentence 2 (a-g) may, as a rule, be no longer than three years before submission of the application for admission to the Master's/Doctoral degree programme. ⁴At least one years of residence in an English-speaking country for the purpose of study or work within three years prior to submission of the application for admission also constitute proof of sufficient English language proficiency. ⁵Proof of sufficient knowledge of the English language must be provided by the beginning of the semester of enrollment.

(5) ¹Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. ²Enrolment by applicants, who according to section 2 are considered eligible for admission, is conditional until proof of successful completion of the Bachelor's degree programme or an equivalent academic programme is provided. ³Proof must be submitted by 15/11 during enrolment for the winter semester.

III. Selection procedure

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

(1) ¹The Master's/Doctoral degree programme starts every winter semester. ²The application for admission 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 application deadline (closing date). ³The written application for admission for the Master's/Doctoral degree programme must have been submitted to the programme office using the forms provided at the online portal for downloading, along with the application documents required in accordance with section 2 by 15/01 (closing date) for the winter semester. ⁴The application applies only to

the award of university places on the relevant admission date. ⁵The university is not obligated to review the details of the applicants as part of its required duties.

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

- a. The degree certificate(s) of the applicant 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 is not yet submitted, a certificate of the acquired academic achievements, the credits totaling at least 120 Credits and the average grade should be submitted;
- b. A tabular curriculum vitae written in English with a convincing description of the educational career;
- c. Proof of sufficient English language skills according to § 2 section 4, if the native language of the applicant is not English;
- d. a written statement of the applicant's own scientific interest; if the applicant does not yet hold a bachelor's degree, the current scientific achievements in the course of study must be stated in particular;
- e. the written statement of motivation;
- f. two letters of recommendation, if applicable;
- g. optional evidence of other documentation to support the degree of eligibility, especially the Graduate Record Examination test score in a science subject;
- h. two photos;
- i. a declaration on whether the applicant has successfully / unsuccessfully completed a Master's/Doctoral degree programme in the same discipline or has not completed it yet;

²In the case of admission, the documents must be submitted to the office of the programme in the form of certified copies or presented in the original before enrollment.

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

(4) ¹If 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.

§ 4 Responsibilities

(1) The selection committee of the international Master's/Doctoral degree programme "Neurosciences" is the programme committee "Neurosciences" formed according to § 11 of

the Regulations for the Göttingen Graduate School for Neurosciences, Biophysics and Molecular Biosciences (GGNB) in the currently valid version; this committee is responsible for all tasks according to these regulations that are not assigned to another body by law or these regulations; it is in particular responsible for:

- a) Reviewing incoming applications for admission for formal correctness,
- b) Examination and, if necessary, assessment of admission requirements as well as pre-selection for participation in aptitude tests and selection interviews,
- c) Conducting the aptitude test in accordance with § 7,
- d) Decision on admission or rejection of the applicants.

(2) ¹For the preparation of the selection decision, the programme committee "Neurosciences" appoints four scientists (hereinafter: preliminary examiners). ²The tasks of the preliminary examiners are to conduct the selection interviews according to § 8, to evaluate the selection interview and to make a recommendation for admission or rejection.

(3) The preliminary examiners must be members of the university teaching group, including at least one member of the professorial group.

(4) The Programme Committee "Neurosciences" shall report to the Faculty Council of the Faculty of Biology and Psychology after completion of the award procedure on the experience gained and, if necessary, submit proposals for the further development of the award procedure.

§ 5 Principles of the selection procedure

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

- a) degree of special qualification (§ 6),
- b) result of the aptitude test (§ 7),
- c) four selection interviews with the applicant (§ 8).

(2) The programme committee "Neurosciences" shall make a pre-selection among the applications received according to section 3 and a selection among the pre-selected applicants on the basis of the selection criteria mentioned in sections 1 and 4.

(3) ¹In order to limit the number of participants in the aptitude test and the two selection interviews, a pre-selection is made from among the applications received, in the case of the aptitude tests to at least five times, in the case of the selection interviews to at least twice the number of study places to be awarded after the selection procedure. ²A ranking list shall be

drawn up for this purpose. ³This shall be drawn up on the basis of the degree of special qualification in the case of aptitude tests, and on the basis of the degree of special qualification in combination with the result of the aptitude test in the case of selection interviews. ⁴If there is equality of rank, all applicants in the highest rank order will be admitted to participate.

(4) ¹The decision on the selection is made on the basis of the determination of the degree of aptitude in the two selection interviews in combination with the determination according to section 3 sentence 3 second alternative. ²The result of the bachelor's examination shall carry the greatest weight. ³Insofar as preliminary examiners are not members of the "Neurosciences" programme committee, they shall participate in the deliberations without voting rights.

(5) ¹If there is a tie after the ranking list has been drawn up, the ranking shall be determined by the result of the bachelor's examination. ²If there is a tie in the rankings, the decision shall be made by drawing lots.

(6) ¹Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen remain unaffected. ²Enrolment by applicants, who according to § 2 section 2 are considered eligible for admission according to § 2 section 2 is conditional until proof of successful completion of the Bachelor's degree programme or an equivalent academic degree is provided. ³In the case of enrollment in the winter semester, proof must be provided by the end of November 15.

§ 6 Special qualification

(1) The degree of special qualification is determined on the basis of the result of the bachelor's examination in combination with the motivation stated in writing, the applicant's own academic interest as well as, if submitted by the applicant, two letters of recommendation from relevant university professors and other relevant achievements; the result of the bachelor's examination in the previous degree programme is given the predominant weight.

(2) ¹The degree of motivation results from the presentation of one's own specific talents and interests for this degree programme and the subsequent professional activities, the ability to work scientifically or in a fundamentally and methodologically oriented manner, as well as the assessment of the knowledge of the scientific fundamentals or the basic knowledge from the first degree. ²In order to determine the correspondence of the scientific interest with the educational content of the degree programme (hereinafter: fit), the intended research projects are presented against the background of previous and current research. ³If proven, letters of

recommendation as well as other proven professionally relevant achievements (e.g. scientific awards, participation in a professionally relevant test, in particular the Graduate Record Examination test in a natural science subject) will also be taken into account for the evaluation of the special qualification.

(3) The degree of special qualification shall be evaluated as follows:

- a) excellent,
- b) very good
- c) good,
- d) sufficient.

§ 7 Aptitude test

(1) ¹The aptitude test is intended to show to what extent the applicant is suitable for studying in the international Master's/Doctoral programme "Neurosciences" against the background of previous study experience. ²The test covers the aptitude parameter of special technical knowledge in the fields of biology, chemistry and physics.

(2) The following principles shall apply to the conduct of the aptitude test:

- a) The test shall be held once a year. The aptitude test is usually conducted in February for a winter semester. The test is conducted on the premises of the university or abroad on the premises of an appropriately commissioned institution, for example the German Academic Exchange Service (DAAD), a Goethe Institute or an academic partner institution. The exact dates as well as the location of the examination will be announced by the university on the Internet a reasonable time in advance. The applicants will be invited by the university in text form in due time.
- b) The aptitude test is conducted as a multiple-choice test. In the multiple-choice tasks (MC-tasks), which are presented in writing or electronically, the applicant must indicate which of the answers presented with the MC-tasks he or she considers to be correct or incorrect. Five answers must be provided in an MC task.
- c) An applicant who fails to appear for the aptitude test without good cause shall be excluded from further proceedings. If there is an important reason, a new date for the aptitude test will be set upon request. The important reason and the request for setting a new date must be proven or submitted immediately, at the latest, however, within two days after the date initially set. An excluded applicant is entitled to participate again in the next possible aptitude test.

(3) ¹The yardstick for the degree of suitability is the number of points achieved in total. ²Satisfactory performance is deemed to have been achieved if the candidate has correctly answered at least 60 percent of the MC-tasks set or if the number of MC-tasks correctly answered by the candidate or the number of points achieved by the candidate is not more than 10 percent below the average performance of the participants. ³The performance is evaluated on the basis of the total achievable points as follows:

- a) at least 90 %: excellent,
- b) at least 80 %: very good,
- c) at least 70 %: good,
- d) at least 60 %: sufficient,
- e) not sufficient.

⁴The applicant shall be notified of the result of the aptitude test.

§ 8 Interviews

(1) ¹The selection interviews are intended to show the extent to which the applicant is suitable for the selected degree programme. ²The following principles apply to the conduct of the interviews:

- a) Selection interviews are usually held at the university by March 31 for a winter semester. The exact dates as well as the location of the selection interviews will be announced by the university in a reasonable period of time prior to the start of the selection interviews. Applicants will be invited to the selection interviews by the university in due time.
- b) A preliminary examiner will conduct a selection interview with each applicant, each lasting approximately 20 minutes. A total of four selection interviews will be held with each applicant.
- c) Minutes of the essential questions and answers of the selection interview must be kept and signed by the preliminary examiner. The minutes must show the date and place of the interview, the name of the preliminary examiner, the name of the applicant and the assessment.

(2) ¹The selection interview shall cover the following suitability parameters in addition to motivation and fit:

- a) special technical knowledge and the ability to work in a scientific or basic and method-oriented manner,

- b) practical experience as well as interdisciplinary interests, as far as these give information about the suitability for the degree programme.

²If a bachelor's degree is not yet available, the current academic performance in the course of study must also be taken as a basis.

(3) After the interview, the preliminary examiner evaluates the applicant according to the degree of suitability for the selected course of study:

- a) excellent,
- b) very good
- c) good,
- d) sufficient,
- e) insufficient.

(4) ¹In the case of applicants residing abroad and in justified exceptional cases, video conferences or selection interviews by telephone are also permitted, provided that the identity of the applicant can be established beyond doubt. ²The details of the procedure in such cases shall be determined by the programme committee. ³In this case, instead of the four individual interviews pursuant to section 2 sentence 1 letter b), a selection interview lasting approximately 40 minutes shall be conducted jointly by four preliminary examiners.

(5) ¹An applicant who fails to appear at the interview without good cause shall be excluded from the further procedure. ²If there is good cause, a new date for the selection interview shall be set upon application. ³The good cause and the application for a new date must be submitted to the administrative office without delay, but no later than two days after the date initially set. ⁴An excluded applicant is entitled to participate again in the next possible selection procedure.

§ 9 Letter of admission, rejection letter and procedure for subsequent admissions

(1) ¹Applicants who can be admitted shall receive an admission notice in text form from the university. ²This will specify a deadline within which the applicant must enroll or declare in writing whether he or she accepts the study place. ³If the enrollment or the declaration pursuant to sentence 2 is not submitted in due time and form, the notice of admission shall become invalid. ⁴This legal consequence shall be pointed out in the notice of admission.

(2) ¹Applicants who cannot be admitted shall receive a rejection notice in text form. ²The notice of rejection shall be accompanied by instructions on how to appeal. ³In the case of applicants

who are entitled to admission, it shall also contain a request to declare in writing within a specified period whether the application for admission is to be maintained for a subsequent procedure. ⁴If the applicant fails to submit this declaration in due time or form, he or she shall be excluded from the subsequent procedure. ⁵Reference shall be made to this legal consequence.

(3) Admission and rejection notices shall be issued by order of the chairperson of the programme committee.

(4) The subsequent procedure shall be carried out on the basis of the ranking list in accordance with § 5 sections 4 and 5.

(5) Due to the advanced lecture period, the selection procedures shall be completed no later than 15/11 upon admission for the winter semester.

IV. Final provision

§ 10 Entry into force; final provision

¹This regulation enters into force the day after its promulgation in the Official Announcements I of Georg-August-Universität Göttingen. ²It applies for the first time to the awards procedure in the winter semester 2014/15. ³At the same time, the regulations concerning the qualifications for entry and admission to the international Master's/Doctoral degree programme "Neuroscience" in the version published on 04.07.2002 (Official Announcements no. 10/2002 p. 218), shall be rendered ineffective.