

In accordance with the decisions of the Faculty Committee of the Faculty of Organic Agricultural Sciences of the University of Kassel of 20.04.2011, Faculty Committee of the Faculty of Agricultural Sciences of the Georg-August University of Göttingen 17.04.2011 and the Senate of the University of Göttingen of 13.04.2011 the Foundation Committee University of the Georg-August University of Göttingen Public Law Foundation on 04.07.2011 approved the new version of the "Regulations concerning the entrance requirements and admission to the M.Sc. degree programme Sustainable International Agriculture" (§ 44 para. 1 clause 1 HHG Higher Education Law of Hesse in the version published 14.12.2009 and § 44 para. 1 clause 1 NHG Higher Education Law of Lower Saxony in the version published 26.02.2007).

**Regulations concerning entrance requirements and admission to the M.Sc.  
degree programme "Sustainable International Agriculture"  
of the University of Kassel and the Georg-August University of Göttingen**

Version 2011

## **I. Scope**

### **§ 1 Scope**

- (1) These regulations govern entrance and admission to the M.Sc. degree programme "Sustainable International Agriculture".
- (2) In accordance with the following regulations the Universities of Kassel and Göttingen carry out their own joint procedure, appropriate for higher education, to establish the entrance requirements in the degree programme "Sustainable International Agriculture" to determine the suitability for admission for all degree programme places to be awarded .
- (3) <sup>1</sup>If there are not enough places available for the applicants who fulfil the entrance requirements, the Universities will award the places to the successful applicants after the result of a suitable university selection procedure (§ 6). <sup>2</sup>The selection is made in accordance with the special suitability for the degree programme chosen.
- (4) If there are too many places available for the applicants who fulfil the entrance requirements, there will be no selection procedure in accordance with clause 3.

## **II. Right of entrance**

### **§ 2 Entrance requirements**

- (1) <sup>1</sup>The entrance requirement to the M.Sc. degree programme "Sustainable International Agriculture" is that the applicant have completed a minimum six-semester course of study (regular study period) with B.Sc. degree amounting to 180 accreditation points, or with an equivalent degree at a German Institute of Higher Education or one that belongs to the Bologna signatory states in Agriculture [the name of a discipline] or related field of study in accordance with para. 3 and is particularly suitable for the degree programme in accordance with para. 4. <sup>2</sup>Final examinations that have been passed in a country outside the Bologna signatory states require confirmation of the equivalence of the degrees in accordance with clause 1 in consideration of the suggestions of the Central Office for Foreign Education (ZAB) with the Secretariat of the Permanent Conference of the State Higher Education Ministers in the Federal Republic of Germany (Sekretariat der Ständigen Konferenz der Kultusminister der Länder in der Federal Republic of Germany KMK) for the recognition and evaluation of foreign education certificates, which can be found at URL [www.anabin.de](http://www.anabin.de). <sup>3</sup>The grades of the foreign certificates are to be converted into the German grading system.
- (2) <sup>1</sup>Notwithstanding para. 1, those who have not yet completed a degree application, but have already earned at least 150 ECTS are entitled to entrance. <sup>2</sup>The average grade of previous examinations is also taken into consideration in place of the B.Sc. grade in the procedure for

establishing the entrance requirements in accordance with para. 4 and in the selection procedure, independently of whether the result of the B.Sc. examination deviates from it.

(3) <sup>1</sup>The decision about whether a preparatory study in the sense of paragraphs 1 and 2 is closely related in terms of subject (subject relevance) is made by the selection committee. <sup>2</sup>The condition of subject relevance of the pre-study is the proof of achievements in agricultural sciences amounting to at least 60 credit points, whereby these have to have been achieved in one or more of the following areas: plant sciences, animal sciences, resource management, natural sciences or economics and social sciences. <sup>3</sup>The selection committee can make the statement of subject relevance dependent on making up achievements in accordance with clause 2 which have so far not been produced within two semesters; in this case the statement of subject relevance and admission are defeasible until proof of the missing achievements, which has to be submitted within two semesters of enrolment in the University. <sup>4</sup>If proof of the missing achievement is not submitted in due time, the statement of subject competence and admission decision becomes invalid. <sup>5</sup>The statement of subject relevance is excluded if the total amount of the achievements in accordance with clause 2 that have so far not been produced amounts to more than 18 credit points.

(4) <sup>1</sup>Special suitability refers to those who have a Bachelor's or equivalent degree with a minimum grade of 2.5. <sup>2</sup>Notwithstanding clause 1, special suitability also refers to those who have achieved at least 43 points according to the following criteria:

a) On the basis of the grade of the Bachelor's or equivalent degree or the grade weighted in accordance with para. 2 points are awarded as follows:

2.60 to 2.50	15 points,
2.70 to 2.60	12 points,
2.80 to 2.70	9 points,
2.90 to 2.80	6 points,
3.0 to 2.90	3 points,
4.0 to 3.00	0 points.

b) On the basis of subject suitability demonstrated in an additional oral examination in accordance with § 5, up to 40 points are awarded.

(5) <sup>1</sup>Applicants whose native language is not English must have sufficient knowledge of English. <sup>2</sup>Sufficient knowledge of English is to be proved by minimum achievements in an internationally recognized test. <sup>3</sup>Proof is:

- a) Association of Language Testers in Europe (ALTE): at least Level 4;
- b) Cambridge Certificate in Advanced English at least with grade "B";
- c) Cambridge Certificate of Proficiency in English at least with grade "C";
- d) International English Language Testing System (IELTS) with at least 6 points;
- e) at least 550 points in the written Test of English as a Foreign Language (paper based TOEFL);

- f) at least 213 points in computer-based Test of English as a Foreign Language (computer-based TOEFL);
- g) at least 80 points in the iBT TOEFL - Test of English as a Foreign Language;
- h) UNlcert® level III;
- i) C1-proof in accordance with CEF (Common European Framework).
- j) **Test of English for International Communication (TOEIC): at least 750 points**
- k) Expert's opinion or examination after lecturer stays abroad of at least three months or university in an English speaking country according to the level of the tests as described under a-j
- l) at least two years of study or professional stay in an English speaking country within the last three years prior to receiving the request for approval
- m) successful degree of an English course of studies.

<sup>4</sup>The successful completion of the test may not be as a rule older than two years from the application for admission to the M.Sc. degree programme. <sup>5</sup>Applicants with at least a one-year period of study or professional work in an English-speaking country within the last five years of applying for admission are exempt from the language requirements.

(6) <sup>1</sup>For the rest the generally valid regulations of the Universities of Kassel and Göttingen for matriculation remain unaffected. <sup>2</sup>Enrolment of applicants who qualify as entitled to entrance in accordance with para. 2 is defeasible until proof of the successful completion of the Bachelor's or equivalent degree programme. <sup>3</sup>Proof is to be submitted on enrolment in the winter semester by 15.11.

### **III. Selection procedure**

#### **§ 3 Commencement of the degree programme, admission application, final application date**

(1) <sup>1</sup>The M.Sc. degree programme "Sustainable International Agriculture" begins in the winter semester. <sup>2</sup>The admission application is to be made initially via an online portal; details will be published in sufficient time before the final application date by the Georg-August University of Göttingen. <sup>3</sup>The written admission application for the M.Sc. degree programme "Sustainable International Agriculture" must be submitted, using the form downloadable from the online portal together with the application documents required in accordance with para. 2, by 15th July (deadline) to the Georg-August University of Göttingen. The university is not obliged to verify the particulars of the candidates officially.

(2) The following documents should be attached to the admission application that has to be signed by hand:

- a) the final degree certificate(s) of the applicant in the form of certified German or English copies or, if the original is in not in German or English, certified translations. If a degree

certificate is not available, a certificate of all examinations done so far, credits and the average grades should be submitted;

- b) a tabular curriculum vitae in English with detailed account of education and photograph;
- c) proof of sufficient knowledge of English in accordance with § 2 para. 5, if the native language of the applicant is not English;
- d) a declaration of whether the applicant has done a relevant M.Sc. degree programme successfully or not or whether the degree programme is not yet finished;
- e) a written statement that demonstrates the motivation of the applicant to do this degree programme and his/her study goals.

(3) <sup>1</sup>Applications submitted that are incomplete, formally incorrect, or not on time, are excluded from any further procedure. <sup>2</sup>The documents submitted remain in the files of the Universities.

#### **§ 4 Selection committee for the M.Sc. degree programme**

(1) For the preparation of the selection decision, the Faculty of Organic Agricultural Sciences of the University of Kassel and the Faculty of Agricultural Sciences of the University of Göttingen will form by agreement a selection committee for this degree programme.

(2) <sup>1</sup>The selection committee will be composed of two members with voting rights, each including a member of the Georg-August University of Göttingen and the University of Kassel, together with a member of the student body of the degree programme with consultation rights. <sup>2</sup>At least one member of the group will come from the professorial body. <sup>3</sup>The members will be appointed by agreement between the Faculty Committees of the Faculty of Organic Agricultural Sciences and the Faculty of Agricultural Sciences. <sup>4</sup>The period of office of the members amounts to two years, that of the student member one year. <sup>5</sup>Re-appointment is possible. <sup>6</sup>The selection committee has the power to make decisions if at least two voting rights members are present:

(3) The duties of the selection committee are:

- a) to check the admission applications submitted for formal correctness,
- b) to check and, if necessary, appraise the entrance requirements,
- c) to conduct the additional oral examination in accordance with § 5,
- d) to conduct the selection interviews in accordance with § 7,
- e) to decide about the admission or rejection of the applicants.

(4) The selection committee will report to the bodies that have appointed them after the conclusion of the award procedure about what has happened in the selection process and will, if necessary, make suggestions for the further development of the award procedure.

### **§ 5 Additional oral examination**

(1) <sup>1</sup>The additional oral examination is intended to show whether the applicant is particularly suitable in terms of study or practical experience for the M.Sc. degree programme "Sustainable International Agriculture". <sup>2</sup>The examination will cover the following suitability parameters:

- a) special subject knowledge, in particular in the areas of plant sciences, animal sciences, resource management, natural sciences, economics and social sciences,
- b) special relevant work experience, demonstrable by evidence of vocational training, practical activities or extra-mural activities relevant to study,
- c) motivation to study.

(2) A claim to participation in the oral examination is reserved exclusively for students with a Bachelor's or equivalent degree with a grade of 3.0 to 2.5 applying for admission to the degree programme.

(3) The following principles are to be observed when conducting the additional oral examination:

- a) The written application for participation in the additional oral examination has to be submitted with the necessary documents by 15th July (deadline) to the University of Göttingen.
- b) The additional oral examination will usually be conducted by 10th September. The exact dates and place of the examination will be announced in sufficient time before the start of the additional oral examination by the University of Göttingen. The applicants will be invited in sufficient time by the Universities of Göttingen and Kassel.
- c) The selection committee will conduct an oral examination with each applicant lasting approx. 15 minutes.
- d) A written record is to be taken of the important questions and answers in the additional oral examination, which is to be signed by the members of the selection committee. The record must show clearly the day and place, the name of the committee members, the name of the applicant and the assessment.
- e) An applicant who does not appear, without submitting an important reason, for the additional oral examination is excluded from any further procedure. On submission of an important reason the selection committee will set, on request, a new date for the selection interview. The important reason and the request for setting a new date are to be given and made without delay, at the latest within two days of the original date. An applicant who has been excluded is entitled to participate again in the next possible oral examination.

(4) On the basis of suitability the applicant will be awarded the following points in the additional oral examination:

- a) According to the type and extent of knowledge the following points will be awarded:  
The applicant has:

very good knowledge	15 points,
good knowledge	10 points,
satisfactory knowledge	5 points,
inadequate knowledge	0 points.

- b) According to the type and extent of special vocational knowledge or extra-mural activities relevant to study, the applicant will be awarded points as follows:

The applicant has

very good knowledge	15 points,
good knowledge	10 points,
satisfactory knowledge	5 points,
inadequate knowledge	0 points.

- c) According to the reasons stated in the motivation to study, the applicant will be awarded points as follows:

The reasons are:

very convincing	10 points,
convincing	5 points,
not very convincing	2 points,
hardly convincing	0 points.

- (5) Written confirmation of the results of the additional oral examination will be issued.

- (6) <sup>10</sup>The oral examination can be brought forward for students of the Universities who are already matriculated in a foundation course that will provide the basis for this in-depth M.Sc. degree programme. <sup>2</sup>The examination brought forward will replace the examination in the event that the student has applied for this M.Sc. degree programme. <sup>3</sup>The examination is possible at the beginning of the sixth semester at the earliest. <sup>4</sup>The earlier examination must be equivalent to the regular examination in form and content. <sup>5</sup>The regulations of paragraphs 1 to 5, of § 2 para. 4, and § 4 apply correspondingly. <sup>6</sup>The earlier examination is taken into consideration instead of the regular examination only if it has been conducted no longer than six months before the end of the application period and the applicant, at the end of the application period, belongs to those who have a claim to participation in the examination in accordance with para. 2 or participation in a selection interview in accordance with § 6 para. 4. <sup>7</sup>If this condition does not apply, the applicant is excluded from any further procedure in the application process, if the grade of the Bachelor's degree is worse than 3.0. <sup>8</sup>A certificate, in accordance with para. 5, is issued only in the event that the applicant, on expiry of the application deadline, has a claim to participation in the examination in accordance with para. 2 or participation in a selection interview in accordance with § 6 para. 4.

## **§ 6 Selection procedure**

(1) A selection procedure includes the award of degree programme places relating to an admission date.

(2) The selection of the applicants will be made on the basis of a combination of the following criteria:

- a) on the basis of the Bachelor's degree grade or that of an equivalent certificate in accordance with the following points scheme;
- b) a selection interview with the applicant.

(3) The selection committee will make a pre-selection from the applications submitted in accordance with para. 4 and from the pre-selected applicants a selection on the basis of the selection criteria named in paragraphs 2 and 5.

(4) <sup>1</sup>In order to limit the number of participants in the selection interview there will be a pre-selection among the applications submitted, of at least twice the number of degree programme places to be awarded in accordance with the selection procedure. <sup>2</sup>The applications of those who have already participated in an early selection interview in accordance with § 7 para. 4 are also to be included. <sup>3</sup>For this purpose, a ranking list will be drawn up on the basis of the grade of the Bachelor's degree or equivalent. <sup>4</sup>If there is ranking equality, all applicants of the highest ranking will be admitted to participate.

(5) <sup>1</sup>The selection will be made on the basis of a ranking list in which a max. of 100 points can be achieved. <sup>2</sup>This will be drawn up in accordance with the following stipulations:

- a) According to the grade of the first university degree the applicant will be awarded points as follows:

1.10 to and including 1.00	60 points,
1.20 to 1.10	57 points,
1.30 to 1.20	54 points,
1.40 to 1.30	51 points,
1.50 to 1.40	48 points,
1.60 to 1.50	45 points,
1.70 to 1.60	42 points,
1.80 to 1.70	39 points,
1.90 to 1.80	36 points,
2.00 to 1.90	33 points,
2.10 to 2.00	30 points,
2.20 to 2.10	27 points,
2.30 to 2.20	24 points,
2.40 to 2.30	21 points,
2.50 to 2.40	18 points,



2.60 to 2.50	15 points,
2.70 to 2.60	12 points,
2.80 to 2.70	9 points,
2.90 to 2.80	6 points,
3.00 to 2.90	3 points.

b) The applicant will be awarded points on the basis of suitability in the selection interview as follows:

ba) According to the extent and type of the special subject knowledge the applicant will be awarded points as follows:

The applicant has:

very good knowledge	15 points,
good knowledge	10 points,
satisfactory knowledge	5 points,
inadequate knowledge	0 points

bb) According to the extent and type of special vocational knowledge or extra-mural activities relevant to study the applicant will be awarded points as follows:

The applicant has:

very good knowledge	15 points,
good knowledge	10 points,
satisfactory knowledge	5 points,
inadequate knowledge	0 points

bc) On the basis of the reasons for the motivation to study the applicant will be awarded points as follows.

The reasons are:

very convincing	10 points,
convincing	5 points,
not very convincing	2 points,
not at all convincing	0 points.

<sup>3</sup>If an applicant has done an additional oral examination in accordance with § 5, only the grade achieved in the additional oral examination will be awarded to him/her instead of the selection interview. <sup>4</sup>A selection interview in addition to the additional oral examination is not possible.

(6) <sup>1</sup>If there is equality after the ranking list has been drawn up, the ranking order will be determined in accordance with the Bachelor's degree or equivalent. <sup>2</sup>For the rest ranking equality will be decided by lottery.

(7) <sup>1</sup>For the rest the matriculation regulations of the Universities of Kassel and Göttingen remain unaffected. <sup>2</sup>Admission of applicants who are basically entitled to entrance in accordance with § 2 para. 2 is defeasible until proof of the successful completion of the Bachelor's degree

degree programme or equivalent. <sup>3</sup>Proof for the relevant winter semester is to be submitted by 15th November.

### **§ 7 Selection interview**

(1) <sup>1</sup>The selection interview is intended to show whether the applicant is particularly suitable for the study degree programme selected. <sup>2</sup>The following basic regulations apply to conduct selection interviews:

- a) The selection interview will usually be conducted by 10th September at the latest at the Universities. The exact dates and place of the examination will be announced in sufficient time before the beginning of the selection interviews by the Universities. The applicants will be invited to the selection interview in sufficient time by the Universities. In the case of applicants resident abroad and in exceptional cases where there is a good reason, selection interviews by video conference or telephone are permissible, provided the identity of the applicant can be established beyond doubt. The details of the procedure in such cases will be decided by the selection committee.
- b) The selection committee will conduct an interview in English with each applicant lasting approx. 15 minutes.
- c) A written record is to be taken of the important questions and answers in the additional oral examination, which is to be signed by the members of the selection committee. The record must show clearly the day and place, the name of the committee members, the name of the applicant and the assessment.

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

- a) special subject knowledge,
- b) special vocational knowledge or extra-mural activities relevant to study,
- c) motivation to study.

<sup>2</sup>The members of selection committee, after the interview, will evaluate the applicant for special suitability for the study degree programme selected on a scale in accordance with § 6 para. 5 letter (b).

(3) <sup>1</sup>An applicant who does not appear for the interview, without submitting an important reason, is excluded from any further procedure. <sup>2</sup>On submission of an important reason the selection committee, on request, will set a new date for the selection interview. <sup>3</sup>The important reason and the request for a new date are to be given and made without delay, at the latest within two days of the date originally set. <sup>4</sup>An applicant who has been excluded is entitled to participate again in the next possible selection procedure.

(4) <sup>1</sup>A selection interview ahead of schedule can be conducted with students of the Universities who are already matriculated in a BSc or equivalent that will provide the basis for this in-depth M.Sc. degree programme. <sup>2</sup>This selection interview replaces the selection interview in the event

that the student has applied for this M.Sc. degree programme. <sup>3</sup>The interview can be conducted at the beginning of the sixth semester at the earliest. <sup>4</sup>It must be of the same value as the selection interview in form and content. <sup>5</sup>The regulations of paragraphs 1 to 3, § 6 para. 5 letter (b), and § 4 para. 2 to 4 apply correspondingly. <sup>6</sup>The selection interview ahead of schedule will be taken into consideration only if it was conducted no more than six months before the selection decision and the applicant is one of those persons who in accordance with § 6 para. 4 are pre-selected for a selection interview. <sup>7</sup>If this condition is not met, the applicant will be excluded from further selection procedure in this application round. <sup>8</sup>Notification of the result of the selection interview ahead of schedule will be made only if the applicant in accordance with § 6 para. 4 is pre-selected for a selection interview.

### **§ 8 Notification of admission, rejection and clearing**

(1) <sup>1</sup>Applicants who are admissible receive from the Universities a written notification of admission. <sup>2</sup>In this a date is set by which the applicant has to declare in writing whether he/she will take up the study place. <sup>3</sup>If this declaration is not submitted at the right time and in the right form, the notification of admission becomes invalid. This legal consequence is to be indicated in the notification of admission.

(2) <sup>1</sup>Applicants who are inadmissible will receive a notification of rejection in which the rank achieved and the rank of the last applicant admitted are specified. <sup>2</sup>The rejection notification is to be accompanied by instructions on the right to appeal. <sup>3</sup>It contains at the same time the demand to declare in writing within a certain period whether the admission application for a clearing procedure is still maintained. <sup>4</sup>If the applicant does not submit this declaration at the right time and in the right form, he or she is excluded from the clearing procedure. <sup>5</sup>This legal consequence is to be indicated.

(3) The clearing procedure is conducted using the ranking lists made in accordance with § 6 para 4 and 5. If the ranking list is finished according to para. 1, a ranking is based on the outcome of the Bachelor degree or the degree of a Bachelor's equivalent educational qualification, and guided by the follow on selection process based on these rankings. The regulations of para. 1 shall prevail accordingly.

(4) <sup>1</sup>The admission procedure will be closed two weeks after lectures have started at the latest. <sup>2</sup>After that degree programme places still available will be awarded to students entitled to entrance without application and by lottery. <sup>3</sup>The application period for this begins two weeks before lectures start and ends with the conclusion of the procedure. <sup>4</sup>The award of degree programme places by lottery will be closed on 30th Nov. at the latest because the lecture period is in an advanced stage.

### **§ 9 Admission for upper semesters**

- (1) The free degree programme places in an upper admission-restricted semester will be awarded in the following sequence to applicants,
- a) in the same or comparable degree programme,
    - aa) who are or were enrolled at another German Institute of Higher Education,
    - ab) who are or were enrolled at a foreign university as German nationals or on equal admission terms with German nationals,
  - b) in whose case rejection for personal reasons would mean special hardship,
  - c) who can claim other reasons.
- (2) Within each of the three case groups in para. 1, the deciding factor is the result of the Bachelor's examination or equivalent examination; thereafter, the social and, in particular, family and financial reasons for the choice of area and, ultimately, in the remaining similar cases, the lottery is decisive.

## **IV. Final regulation**

### **§ 10 Coming into effect**

These regulations take effect on the day following its publication in the Official Bulletin of the Georg-August University of Goettingen and the Bulletin of the University of Kassel. It will first be valid for the procurement procedures for the winter semester 2011/2012. At the same time the "Regulations concerning entrance requirements and admission to the M.Sc. degree programme Sustainable International Agriculture" in the version published on 01.04.2009 (Official Bulletin No. 9 / 2009 p. 701) come out of effect.