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Faculty of Economic Sciences:

Following the resolution of the Faculty Council of the Faculty of Economic Sciences dated 20.06.2022, the Senate of the Georg-August-Universität Göttingen approved the fourth by-law for amendment of the regulations concerning the qualifications for entry and admission to the Master's degree programmes of the Faculty of Economic Sciences on 21.09.2022; the amendments are deemed to have been approved on the basis of a resolution of the Foundation Committee University of the Georg-August-Universität Göttingen, Foundation under Public Law of 10.07.2019 (§ 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 7 of the Act dated 23.03.2022 (Nds. GVBl. p. 218); § 41 section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8, sentence 4 NHG and § 7 section 1 sentence 1 NHZG in the version of the announcement dated 29.01.1998 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 51), last amended by Article 2 of the Act dated 19.11.2019 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 333); §§ 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 consecutive Master's degree programme "Management"
at the University of Göttingen**

I. Scope

§ 1 Scope

- (1) These regulations govern entry and admission to the consecutive Master's degree programme "Management".
- (2) The university carries out in accordance with the following provisions an autonomous procedure for determining the qualifications for entry in respect to all university places to be awarded in the consecutive Master's degree programme "Management".
- (3) ¹If the number of applicants who meet the qualifications for entry exceeds the available university places, the University shall award the places based on the results of its own selection procedure. ²If the number of applicants who meet the qualifications for entry falls short of the available places, no selection procedure shall take place.

II. Authorisation for admission

§ 2 Qualifications for entry

(1) ¹It is a requirement for entrance to the Master's degree programme that the applicant possesses the professional competence. ²Candidates are considered to have technical aptitude if they have completed a six semester course of studies with bachelor degree in a relevant subject with a scope of at least 180 ECTS credits, or an equivalent degree in a degree programme at a German university or a university domiciled in one of the Bologna signatory states, as per section 3 in the degree programme Business Management or in a technically related subject area. ³Degree examinations that are considered equivalent to the qualifications under sentence 2 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 Standing Conference of the Ministers of Education and Cultural Affairs of the Länder 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 www.anabin.de. ⁴The grades of the foreign proof of academic qualification should be converted to the German grading system.

(2) ¹Notwithstanding section 1, authorisation for admission will be in principle considered proven by applicants who have not yet completed a course of studies at the time of application, but have acquired at least 150 credits in a relevant Bachelor's degree programme as stated in section 3 or in an equivalent degree programme. ²The average grade calculated from the previous examination components is also taken into consideration in the selection procedure in place of the bachelor grade or the grade of an equivalent proof of academic qualification, irrespective of whether the result of the Bachelor's examination deviates from this.

(3) ¹The 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. ²Requirement for subject relevance of the undergraduate degree is the proof of at least the following components:

- a) components in Business Administration with a rating of at least 60 credits, including components in Controlling, Production and Logistics, Organisation and Management, Human Resource Management and Information Management with a total rating of at least 30 credits, under that again
 - aa) at least 18 credits from the areas of Internal Corporate Accounting, Production and Logistics, Management and Organisation, Human Resource Management, as well as Information and Communication Systems, and
 - ab) at least 18 credits must be from the modules with medium or high academic level;
- b) components in Mathematics or Statistics or Econometrics with a total rating of at least 12 credits.

³Subject relevance is assessed on the basis of the documents to be submitted along with the application as well as suitable criteria, such as the teaching contents, the used literature, the module prerequisites, the study and examination regulations and the schedule of the degree programme, in which the component was accomplished. ⁴Insofar as fewer persons apply who satisfy all qualifications for entry according to sentence 2 than there are university places to be awarded, the selection committee may require the completion of pending examination components under sentence 2 within two semesters for assessing the subject relevance; in this case, assessment of subject relevance and the entry is subject to termination until proof of the pending examination components, which should be submitted within two semesters from the time of enrolment at the university (closing date). ⁵If 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. ⁶Assessment 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) ¹Applicants, who neither meet a German university entry requirement nor have acquired their Bachelor's degree or an equivalent degree at a German university, must show sufficient proficiency in the German language. ²Proof hereof is demonstrated by means of a test with the grade point average DSH-2 in accordance with the examination regulation for the German language test for university admission of foreign prospective students (DSH). ³The obligation to take the test need not be met by applicants, who are exempted from the German language test for admission to colleges and universities according to the examination regulations for the German language test for the admission of foreign students to colleges and universities (DSH) at the University of Göttingen this applies especially to those applicants, who have proven the required German language skill through the "Test of German as a Foreign Language" (TestDaF) with at least four-times TestDaF grade level 4 (TDN 4) or the "German examination module" of the assessment test during the preparatory course.

(5) ¹Applicants whose native language is not English must show very good English language skills. ²Very good English language skills must be demonstrated with standardised or accredited certificates at minimum C1 level in accordance with the Common European Framework of Reference for Languages (CEFR) or comparable achievements; the following shall serve as proof:

- a) a proof of academic achievement for at least one Business English course at level C1 from an accredited university;
- b) Cambridge English Scale: min. 180 points;
- c) International English Language Testing System (IELTS Academic): min. band 7.0;
- d) Test of English as a Foreign Language, internet-based test (TOEFL iBT): min. 95 points;
- e) Global Scale of English (Pearson Academic): min. 76 points;

f) UNICert®: min. certificate UNICert® III;

g) NULTE certificate: min. level C1: Acert (Poland), CertACLES (Spain), CLES (France), UNICert@LUCE (Czech Republic and Slovakia), UNI-LANG (United Kingdom). *Network of University Language Testers in Europe

³Other certificates according to the "Common European Framework of Reference for Languages" (CEFR) can be admitted by the selection committee after a professional statement by the Central Institution for Languages and Key Qualifications (ZESS) of the University of Göttingen.

⁴Successful completion of the tests may not be more than three years before submission of the application for admission to the Master's degree programme. ⁵Exempt from the obligation to provide proof of a test are applicants who can provide evidence of

a) two years spent studying at school / university or working abroad in an English-speaking country, not earlier than five years before submission of the application for admission,

b) the successful completion of a degree programme taught entirely in English or

c) education that was acquired at a school with English as the medium of instruction and is equivalent to the German university entrance qualification.

⁶The proof of very good English language skills must be furnished by the applicant to the Faculty of Economic Sciences by 15 November for enrolment for a winter semester, and by 15 May in the case of enrolment for the summer semester; the enrolment is conditional until proof is received.

(6) ¹In all other respects, the general provisions of the regulation applying to enrolment at the University of Göttingen remain unaffected. ²The enrolment of the applicants authorised in principle for admission according to sentence 2 is subject to termination until proof of successful completion of the Bachelor's degree programme or an equivalent degree programme. ³The proof must be provided by the end of 15 November for enrolment in the winter semester and by the end of 15 May for enrolment in the summer semester. ⁴Provided the Dean of Studies 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 course of study, the deadline in accordance with sentence 3 shall be extended to the end of 31 March 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) ¹The Master's degree programme starts with both the summer and winter semesters. ²The application for admission should be submitted via an online portal; more details will be announced by the university within an appropriate time frame before expiry of the closing date for applications. ³The admission application for the Master's degree programme must have been submitted to the university using the forms provided at the online portal, along with the application documents required in accordance with section 2 by 15 May (closing date) for the winter semester and until 15 November (closing date) for the summer semester. ⁴The application applies only to the award of university places for the relevant admission date. ⁵The university is not obliged to review the details of applicants ex officio.

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

- a) the degree certificate/s of the applicant in English or German; if a degree certificate is not yet present, a certificate (with verification code or attestation of the issuing institution) regarding the acquired examination components, the credits and the average grade should be submitted;
- b) a curriculum vitae in tabular form written in German or English with a meaningful presentation of the educational background;
- c) Proof of sufficient German language skill, if neither a German university entrance qualification nor a Bachelor's degree or an equivalent degree at a German university in a degree programme in the German language is proven; and, if necessary, proof of an very good knowledge of the English language as per § 2 section 5;
- 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) An account in text form, which shows the motivation of the applicant for accepting this degree programme/research interest.
- f) transcripts from the Module Handbook or other documents, based on which the credits can be reviewed in accordance with § 2 section 3.

²Documents in accordance with letters a) and d) must be submitted upon request of the university in the original or as certified copies in German or English.

(3) ¹Applications that are not submitted in full, or in due form and time, shall be excluded from the further procedure. ²The documents submitted shall be retained by the University.

(4) If a prospective student credibly demonstrates that they are disadvantaged compared to other applicants due to an obstacle in the selection procedure, appropriate compensation for disadvantage is to be granted by the Selection Committee upon application.

§ 4 Selection committee for the Master's degree programme

(1) For processing the selection decision, the Faculty of Economic Sciences of the University forms at least a Selection Committee for this degree programme.

(2) ¹A selection committee includes three members eligible to vote, who are part of the scientific personnel working full-time or of the professorial group, and a member of the students' union with an advisory vote. ²At least one member must belong to the group of university professors. ³The members are appointed by the Faculty Council of the Faculty of Economic Sciences. ⁴The tenure of the members is two years, while that of the student group member is one year. ⁵Reappointment is possible. ⁶The selection committee has a quorum if at least two members eligible to vote are present.

(3) The tasks of the selection committee are:

- a) Review of the incoming admissions applications for formal correctness
- b) Review and assessment of the qualifications for entry, if necessary
- c) Conducting the interviews in accordance with § 8
- d) decision on admission or rejection of applicants.

(4) The Selection Committee reports to the Faculty Council of the Faculty of Economic Sciences about the experience gathered and submits any suggestions for further development of the award procedure, after conclusion of the award procedure.

§ 5 Sequence of the selection procedure

(1) A selection procedure includes the award of university places based on the specific admission date.

(2) ¹A decision on the applications for admission is made in a main procedure and, if required, in the procedure for subsequent admissions. ²In the first step of the main procedure, the university places will be awarded at first to the applicants entitled to admission with outstanding suitability (best quota; § 6) and then the applicants entitled to admission according to combination of several criteria (combination quota; § 7).

(3) ¹Any persons admitted based to the selection procedure on the best quota will not be eligible to participate in the selection procedure within the combination quota. ²Anyone who has been awarded admission based on best quota or combination quota, shall not participate in any procedure for subsequent admissions.

(4) By overbooking, the selection committee can factor in university places that may not be taken up.

(5) Any university places still available after the best quota selection shall be included in the combination quota.

(6) ¹Moreover, the general provisions of the enrolment regulation of the university for enrolment remain unaffected. ²The admission of the applicants fundamentally authorised for admission according to § 2 section 2, is subject to a condition subsequent until proof of the successful completion of the Bachelor's degree programme or equivalent degree programme. ³The proof must be submitted by 15 November as concerns enrolment for the winter semester and by 15 May as concerns enrolment for the summer semester. ⁴Provided the dean determines, on the basis of the periods of studies so far, in particular the present examination components, that the applicant will attain the degree at the latest by the end of the first semester of the Master's degree programme, the deadline in accordance with sentence 3 shall be extended to the end of 31 March for enrolment for a winter semester and to the end of 30 September 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 Best quota

(1) ¹For the selection as part of the best quota, a ranking list is generated in accordance with the provisions under section 2. ²70% of university places shall be awarded according to this ranking, beginning with place 1. ³In the event of identical ranking, ranking shall be determined according to the result of the Bachelor's degree or an equivalent degree. In all other cases, where there is identical ranking, lots shall be drawn to decide the outcome.

(2) For generation of the ranking list, a points scheme with which a maximum of 90 points are attainable is used.

a) According to the result of the bachelor grade or the grade of an equivalent degree, points are awarded to the applicant as follows:

1.0	51 points,
over 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	30 points,
over 2.1 up to and including 2.2	29 points,
over 2.2 up to and including 2.3	28 points,
over 2.3 up to and including 2.4	27 points,
over 2.4 up to and including 2.5	26 points,
over 2.5 up to and including 2.6	25 points,
over 2.6 up to and including 2.7	24 points,
over 2.7 up to and including 2.8	23 points,
over 2.8 up to and including 2.9	22 points,
over 2.9 up to and including 3.0	21 points,
over 3.0 up to and including 3.1	19 points,
over 3.1 up to and including 3.2	17 points,
over 3.2 up to and including 3.3	15 points,
over 3.3 up to and including 3.4	13 points,
over 3.4 up to and including 3.5	11 points,
over 3.5 up to and including 3.6	9 points,
over 3.6 up to and including 3.7	7 points,
over 3.7 up to and including 3.8	5 points,
over 3.8 up to and including 3.9	3 points,
over 3.9 up to and including 4.0	1 point.

b) For specialised knowledge in Controlling, Production and Logistics, Organisation and Management, Human Resource Management, as well as Information Management with a rating of at least 30 credits, thereof components with a rating of at least 18 credits in the fields of Internal Corporate Accounting, Production and Logistics, Management and Organisation, Human Resource Management, as well as Information and Communication Systems, a maximum of 39 points are awarded in accordance with the following provisions; the components to be considered should be specified by the applicant:

ba) In case of credits in modules with high academic level, the credits acquired through successful completion of these modules are multiplied by 1.3 points.

bb) In case of credits in modules with average academic level, the credits acquired through successful completion of these modules are multiplied by 0.65 points.

bc) The sums resulting from the respective multiplication are added.

bd) For credits in modules with a low academic level, no points are awarded.

c) The points attained under points a) and b) are added.

(3) ¹Applicants, who can be admitted as part of the combination quota, receive a letter of admission from the university in text form. ²This specifies the deadline by which the applicant must enrol or declare in text form whether he or she accepts the university place. ³The

applicant must enrol no later than two weeks after expiry of the deadline in accordance with sentence 2 (closing date), provided no enrolment in accordance with sentence 2 has been made. ⁴If the University does not have

- a) the enrolment under sentence 2 or
- b) the declaration under sentence 2 and the enrolment under sentence 3

by the specified deadline and in the correct form, the letter of admission shall become invalid.

⁵These legal consequences must be pointed out in the letter of admission.

(4) Students who have been admitted shall no longer take part in the further procedure.

§ 7 Combination quota

(1) ¹For selection on the basis of combination quota, a ranking shall be generated in accordance with the following provisions. ²30% of university places shall be awarded according to this ranking, beginning with place 1.

(2) Selection is made based on a combination of the following criteria:

a) Based on a ranking list, which is generated according to the procedure under § 6 section 2, and

b) according to the result of an interview with the applicant.

(3) The selection committee screens the applications they have received according to section 4 and selects from the pre-selected applicants on the basis of the selection criteria mentioned in sections 2 and 5.

(4) ¹The received applications are screened to at least twice the number of university places to be awarded as per the selection procedure for limitation of the number of participants for the interview.

²A ranking list is generated for this purpose in accordance with this procedure under § 6 section 2. ³In the event of identical ranking, all applicants in the highest ranking will be permitted to participate.

(5) ¹Selection shall be made on the basis of ranking, where a maximum of 100 points is attainable. ²This is generated in accordance with the following provisions:

- a) Points are awarded to the applicant as follows (maximum 10 points), depending on the assessment of the degree of suitability in the interview:

The applicant is

very suitable	8 up to and including 10 points
suitable	4 up to and including 7 points
less suitable	1 up to and including 3 points
barely suitable	0 points.

- b) Points are awarded to the applicant in accordance with the procedure under § 6 section 2 (maximum 90 points).
- c) The points attained under points a) and b) are added.

(6) ¹If there is identical ranking after generating the ranking list, the ranking sequence is determined based on the result of the points attained according to section 5 letter b), thereupon according to the result of the Bachelor's degree or an equivalent degree. ²In all other cases, where there is identical ranking, lots shall be drawn to decide the outcome.

(7) The applicants selected shall be admitted in accordance with § 9.

§ 8 Interview

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

- a) the interview is normally held between 20 May and 20 June (applications for the winter semester) as well as between 20 November and 20 December (applications for the summer semester) at the university. The exact dates, as well as the place, will be announced by the university within an appropriate time period prior to the start of the 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. The interview can be held for up to four applicants simultaneously.
- 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) The interview extends to the motivation of the applicant as well as the following suitability parameters:

- a) capability for scientific and / or principle and method-oriented way of working
- b) existing experience and established knowledge of the scientific principles in the area of Management, which were acquired as part of the Business Management degree programme or a closely related field of specialisation and are proven through documents
- c) knowledge in business theory of the areas of Controlling, Production and Logistics, Organisation and Management, Human Resource Management, as well as Information Management

- d) clear idea of the study contents of this degree programme
- e) professional and personal goals
- f) study-related extra-disciplinary interests.

(3) The members of the selection committee assess the applicant after conclusion of the interview to ascertain suitability for the selected degree programme on a scale according to § 7 section 5 a).

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

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

(1) ¹Applicants, who can be admitted as part of the combination quota, receive a letter of admission from the university in text form. ²This specifies the deadline by which the applicant must enrol or declare in text form whether he or she accepts the university place. ³The applicant must enrol no later than two weeks after expiry of the deadline in accordance with sentence 2 (closing date), provided no enrolment in accordance with sentence 2 has been made. ⁴If the University does not have

- a) the enrolment under sentence 2 or
- b) the declaration under sentence 2 and the enrolment under sentence 3

by the specified deadline and in the correct form, the letter of admission shall become invalid.

⁵These legal consequences must be pointed out in the letter of admission.

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

(3) ¹The procedure for subsequent admissions shall be carried out on the basis of the ranking in accordance with § 7 sections 5 and 6. ²If the ranking list according to sentence 1 is exhausted, a ranking list is generated according to the provisions of § 6 section 2 and the procedure for subsequent admissions is carried out on the basis of this ranking list.

(4) ¹The admission procedures will be completed no later than 15 November for admission to a winter semester or on 15 May Completed for admission to a summer semester. ²University places that are still remaining will be awarded on the basis of a draw by application without formal requirements. ³The application period for this begins two weeks before start of the semester, for which the admission should be made, and ends with the completion of the procedure; the provisions of the § 2 section 1 and 3 to 5 apply correspondingly. ⁴Due to the advanced period of lectures, the awarding of university places by means of a drawing lots shall be completed no later than 30 November for admission to a winter semester and no later than 31 May for admission to a summer semester.

§ 10 Admission to higher semesters

(1) Free university places in a higher semester with limited admission shall be awarded to applicants in the following sequence:

- a) who are in the same or a comparable degree programme
 - aa) are or were enrolled at another German college or a college in another member state of the European Union or another signatory to the agreement on the European Economic Area.
 - ab) who are or were enrolled at a foreign university and possess German nationality or are subject to the same university admission laws and regulations as German citizens,
- b) for whom the rejection of admission for personal reasons would mean extraordinary hardship,
- c) who assert other reasons.

(2) Within each one of the three case groups of the section 1, the result of the Bachelor's examination or an examination equivalent to the Bachelor's examination is decisive, thereupon the social, especially family-related and economic reasons that account for the choice of place, and finally the draw in cases that are still identical.

IV. Final provision

§ 11 Entry into force

¹This regulation enters into force on the day following its publication in the official announcements of University of Göttingen. ²It applies for the first time to the awards procedure in the winter semester 2009/10. ³At the same time, the regulations concerning the qualifications for entry and admission to the consecutive Master's degree programme "Management" in the version contained in the announcement dated 12.01.2006 (official announcements no. 1/2006

p. 23), last amended by the resolution of the Senate dated 11.07.2007 (official announcements no. 16/2007 p. 769), shall be rendered ineffective.