Regulations of access and admission to the consecutive master degree programs in Mathematics, Meteorology and Physics.

The faculty of Mathematics and Physics of Leibniz Universität Hannover has decided on 24.05.2017 the following order according to § 18 Abs. 8 NHG and § 7 NHZG:

§1
Scope

(1) These regulations regulate access and admission to the master’s programs in mathematics, meteorology and physics.
(2) The admission requirements are based on § 2.
(3) If more applicants meet the admission requirements than places are available, the places will be awarded according to the result of a university-specific selection procedure (§ 4). If no more applicants fulfil the admission requirements than places, a selection procedure will not take place.

§2
Entry requirements

(1) The prerequisite for access to the consecutive master’s programs in mathematics, meteorology and physics is that the applicant

- either at a German university or at a higher education institution affiliated to one of the Bologna signatory states, has obtained a Bachelor’s degree or equivalent in a suitable prior academic degree, or

- obtained an equivalent degree from another foreign higher education institution in a suitable prior academic study; Equivalence is established in accordance with the evaluation proposals of the Central Office for Foreign Education at the Secretariat of the Conference of Ministers of Education (http://anabin.kmk.org).

The decision on the subject-related suitability of previous studies is taken by the selection committee; a positive statement may entail the obligation to make up for missing modules within two semesters.

(2) Deviating from (1), applicants whose bachelor’s or equivalent degree is not yet available at the time of application, are granted provisional access if at least 150 credit points have been acquired and if it can be expected that the bachelor’s or equivalent degree be obtained by the end of the first master’s semester at the latest. Based on the previous examination performances, an average mark must be calculated, which is to be taken into consideration in the selection procedure as per § 4, irrespective of a possible deviation of the bachelor
examination result from such mark. If applicants are unable to provide proof of the required 150 credits by the specified deadlines, the selection committee will decide in individual cases on admission subject to conditions and proof of the required credit points until 15 September (if approved for the winter semester) or 15 March (if approved for the summer semester) of the year.

(3) Applicants neither holding a German university entrance certificate nor having obtained their bachelor's degree at a German university, are obliged to furnish proof of sufficient knowledge of German by meeting the requirements of the language level B2 GER. For details regarding the proof, refer to: http://www.fsz.uni-hannover.de/de-nachweise.html.

(4) Deviating from (3), applicants can also furnish proof of sufficient knowledge of English by meeting the requirements of the language level B2 ENG. For details regarding the proof, refer to: http://www.fsz.uni-hannover.de/en-nachweise.html.

Applicants whose native language is English or who have a higher education entrance qualification in English as the language of instruction or who have obtained their Bachelor's degree in an English-language degree program are exempted from the requirement of proof.

§3

Start of studies and application deadline

(1) The master's programs start each summer and winter semester. The application must be submitted to the university by the 15th of July (deadline) for the winter semester and by the 15th of January (deadline) for the summer semester with the application documents required under paragraph 2. The required application documents for foreign applicants from non-EU countries must be received by the 31st May for the winter semester and by 30th November for the summer semester at the university. The application must be submitted in writing and via an online portal of the university. Requests for admission outside the admission procedure and the number of admissions must have been received by the university by 1 April for the summer semester and by 1 October for the winter semester. The application or the application according to sentence 5 apply only to the allocation of the study places of the relevant application deadline. The university is not obliged to check the information provided by the candidates of its own motion.

(2) The application pursuant to subsection (1) sentence 3 shall be accompanied by the following documents in certified German or English translation, if the originals are not in English or German, for certificates and proof in a certified copy:
   a) the certificate of completion of the bachelor's degree program or, if not yet available, a certificate of achievement, credits and average grade;
   b) CV,
   c) Evidence pursuant to § 2 para. 3 (or 4)
   d) if applicable, evidence of employment and internship
   e) Other supporting documents, if they are necessary for the examination of the entry requirement / the conduct of the competition.

(3) Applications that are incomplete, formal or timely are excluded from further proceedings. The submitted documents remain with the university.
§4
Registration procedures

(1) The selection decision shall be based on a ranking drawn up on the basis of the final or average grade pursuant to § 3 (2) (a). If there is equality of rank between individual candidates and / or applicants, the ranking on the list is determined by the lot.
(2) The selection committee (§ 5) makes the selection decision.
(3) In addition, the general provisions of the enrollment regulations of the university, which are generally applicable to enrollment, remain unaffected. The enrollment of the applicants, who have to catch up on missing modules according to § 2 Abs. 1 Satz 2, expires, if the necessary proof has not been provided within one year and the applicant is responsible for this. The same applies if, according to Section 2 (2), the successful Bachelor’s degree or equivalent degree is not attested by April 15 (beginning in the winter semester) or October 15 (beginning in the summer semester) of one year and the applicant accepts this represented.

§5
Selection Committee for Master’s Degree Programme Mathematics, Meteorology and Physics

(1) For the preparation of the selection decision, the Faculty Council of the Faculty of Mathematics and Physics shall establish a selection committee for each programme.
(2) The selection committee shall comprise at least three members representing the group of professors and members from the non-professorial academic staff, as well as one student member acting in an advisory capacity. At least one member has to be from the group of professors. The members’ term of office shall be two years, the student member shall be installed for one year, a reappointment is possible. The selection committee has a quorum when at least two of the members entitled to vote are present.
(3) The duties of the selection committee are:
   a) Examination of the incoming applications of admission regarding formal correctness
   b) Examination of the admission requirements
   c) Decision of admission or dismissal of the applicants

§6
Notice Issuance, Move-up Procedures, Completion of Procedures

(1) Applicants who can be admitted will receive a written admission notice from the university. This notice specifies a period of time within which the applicant has to declare, in written form, the acceptance or non-acceptance of the university place. Should this declaration not arrive in due time and form, the admission notice will become invalid. This legal consequence has to be referenced in the admission notice.
(2) Applicants who cannot be admitted shall receive a rejection notice stating their rank as well as the rank achieved by the last-admitted applicant. The rejection notice has to include an information on legal remedies.

(3) The move-up procedure is performed by means of the ranking list.

(4) The admission procedures shall be concluded two weeks after start of lectures at the latest. Any university places still available thereafter may be allocated by the selection committee by lot upon informal application. The respective application period shall begin two weeks before start of lectures and end with the termination of the procedure.

§ 7

Admission to Higher Semesters

(1) The free university places in a higher semester with restricted admission shall be allocated in the following order, to applicants,

a) for whom, due to personal reasons, a rejection of admission would mean undue hardship,

b) who are or have been enrolled in the same or a comparable course of studies

   ba) at another German university, or at a university of another EU member state or of another signatory to the Agreement on the European Economic Area,

   bb) at a foreign university, with applicant being either of German nationality or of equal standing with German nationals in terms of admission regulations,

c) who claim other reasons.

(2) Within each of the three groups as specified in Sec. 1, admission shall be decided upon by the result of either the bachelor examination or an examination equivalent thereto. In case of equal results, the social, especially familial and economic results leading to the choice of location will decide. Thereafter, if there are still equal cases, the final decision shall be taken by lot.

§ 8

Entry into force

These regulations enter into force on the day after their official announcement to the institutional public of the university. Notwithstanding, an application pursuant to §2 (4) for the master programme in mathematics is possible not until 1st of October 2018.