

This is a non-legally binding translation of the original German text.

Regulations of Access and Admission to the Postgraduate Master's Degree Programmes Mathematics, Meteorology and Physics

The Faculty of Mathematics and Physics at Leibniz Universität Hannover has decided the following regulations on 11.04.2016 as per § 18 Sec. 8 NHG (Niedersachsen Higher Education Act) and § 7 NHZG (Niedersachsen University Admission Act):

§ 1

Field of Application

- (1) These regulations govern the access and admission to the postgraduate master's degree programmes Mathematics, Meteorology and Physics.
- (2) The access requirements conform to § 2.
- (3) In case there are more applicants fulfilling access requirements than there are places available, the university places shall be allocated according to the result of the university's own selection procedure (§ 4). If the number of applicants complying with access requirements does not exceed the number of places available, a selection procedure shall not be conducted.

§ 2

Access Requirements

- (1) For access to the postgraduate master's programmes Mathematics, Meteorology and Physics, the applicant must
 - have acquired a bachelor's or equivalent degree in Mathematics, Meteorology or Physics, either from a German university or from a foreign university belonging to one of the Bologna signatory states, or
 - have obtained, from another foreign university, an equivalent degree; the equivalence is ascertained in accordance with the assessment proposals of "Zentralstelle für ausländisches Bildungswesen" (Central Office for Foreign Education) at the Secretariat of "Kultusministerkonferenz" (Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany) (<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 Sec. 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.

- (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>.

¹ Indeed, a selection procedure may only be conducted if it is a master's degree programme with restricted admission and listed in the "Verordnung über Zulassungszahlen" (Regulation on Registration Figures).

¹ A longer deadline to make up for modules missing cannot be allowed for, as in such case a close subject-specific relationship of the previous studies could no longer be assumed. Further details have to be specified in the examination regulations. The ancillary clause may be formulated either as a requirement or as a condition subsequent.

¹ For six-semester bachelor's degree programmes. For bachelor's degree programmes with higher regular periods of studies, the overall score of credit points to be acquired less 30 must have been obtained.

(4) Notwithstanding Sec. (3), applicants for the master's degree programmes Physics and Meteorology 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/de-nachweise.html>. Applicants grown up in an English-speaking country or having obtained their bachelor's degree in an English-language programme are not obliged to furnish this proof.

§ 3

Study Commencement and Application Deadline

(1) The master's degree programmes Mathematics, Meteorology and Physics start in each summer and winter semester. The application and the documents required according to Sec. 2 must be received by the university by 15th July (cut-off period) for the winter semester, and by 15th January (cut-off period) for the summer semester. The application has to be made in writing and provided via the online portal of the university.

If applicants cannot provide proof of the required 150 credit points until 15th July (winter semester) or 15th January (summer semester), the selection committee decides on a case-by-case basis on the admission subject to certain conditions and the proof of the required credit points until 15th September (winter semester) or 15th March (summer semester).

The application or the request specified in Sentence 3 are only valid for university place allocation related to the respective application deadline. The university has no obligation to review the applicant details ex officio.

(2) The application or the request as per Sec. 1 Sentence 3 has to be accompanied (certificates and proofs as certified copies) by certified German translations of the following documents, unless the original documents have been made out in German. For the master's degree program Meteorology and Physics these documents can also be in English:

- a) the final certificate of the bachelor's course of studies, or - in case it is not yet available - a certification as to the performances rendered, the credit points, and the average mark,
- b) a curriculum vitae,
- c) proofs as per § 2 Sec. 3 (and 4),

(3) Applications which are incomplete or do not arrive in due form or time, shall be excluded from the further procedure. The documents submitted will be retained by the university.

§ 4

Selection Committee for Master's Degree Programme or representative for selection

(1) For the preparation of the selection decision, the Faculty Council of the Faculty of Mathematics and Physics shall establish a selection committee or appoint a representative from the group of professors. The selection committee shall comprise at least two or three members representing the group of professors and one member from the non-professorial academic staff, as well as one student member acting in an advisory capacity. 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 half of the members entitled to vote are present and have been invited in due time.

(2) The selection committee can revocably confer powers to the chair. The selection committee can delegate parts of its tasks to other members of Leibniz Universität Hannover (from the group of professors and the non-professorial academic staff).

§ 5

Admission Procedure

(1) If there are more applicants than places in course, a selection procedure will be performed.

(2) The selection decision is based on a sequencing made by means of the final or average mark as per § 3 Sec. 2 lit. a) . In case several applicants hold equal rank, all equally ranked applicants are admitted.

(3) Apart from that, the general registration regulations applying to enrolment as per university enrolment regulations remain unchanged. The enrolment of applicants required to make up for missing modules as per § 2 Sec. 1 Sentence 2 shall expire if the respective proofs required are not submitted within one year and if the applicant is responsible for such neglect. The same applies if, pursuant to § 2 Sec. 2 the successfully completed bachelor's or an equivalent degree is not proved by 15th April (start in the winter semester) or 15th October (start in the summer semester) of a year, and if the applicant is responsible for such neglect.

§ 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 three 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 ¹,

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

¹ The sequence may be altered.

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.

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