

**This document is a translation and is provided for information purposes only. In the event of any inconsistency between the German version and the English version, only the German version shall apply.**

On 25.06.2012 (ref.: 27.5-74503-107) the Ministry of Science and Culture of Lower Saxony (MWK) approved the following eligibility and admission regulations for the master's degree programme Engineering and Business Administration in accordance with section 18 paragraphs 8 and 14 of the Lower Saxony Higher Education Act (NHG) and section 7 paragraph 2 of the Lower Saxony University Admissions Act (NHZG) in conjunction with section 51 paragraph 3 of the NHG. These regulations shall take effect on the day following publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

### **Eligibility and Admission Regulations for the Master's Degree Programme Engineering and Business Administration**

The Faculty of Economics and Management of Gottfried Wilhelm Leibniz Universität Hannover has issued the following regulations as per section 18 paragraph 8 of the Lower Saxony Higher Education Act (NHG) and section 7 of the Lower Saxony University Admissions Act (NHZG).

#### **Section 1 Scope**

- (1) These regulations specify eligibility to apply for and admission to the master's degree programme Engineering and Business Administration at Gottfried Wilhelm Leibniz Universität Hannover.
- (2) The requirements for eligibility to apply are specified in section 2.
- (3) If the number of applications is greater than that of the available places, the places shall be allocated as per section 4.

#### **Section 2 Requirements for eligibility to apply**

- (1) The requirements for eligibility to apply to the master's degree programme are
  - a) a bachelor's degree or an equivalent degree in engineering and business administration or in a closely related degree programme obtained at a university in a Bologna signatory country or a university degree determined to be equivalent in accordance with the suggested evaluations issued by the Central Office for Foreign Education (ZAB),
  - b) in addition the credit points mentioned in Appendix 1 and
  - c) proof of particular aptitude as per paragraphs 2 to 4.
- (2) Particular aptitude is determined on the basis of the result of the final examination as per paragraph 1 and requires that the relevant degree programme was completed with an average mark of at least 3.0; if the average mark is 3.1 to 3.3, that mark can be improved by 0.3 points by particular motivation to complete the degree programme, evidence for which is provided by a letter of motivation.
- (3) <sup>1</sup>In deviation to paragraph 2, particular aptitude is assumed if the applicant has not yet completed the degree at the time of application, but has successfully completed 83 percent of all required coursework and assessments and their average mark fulfils the requirements of paragraph 2. <sup>2</sup>This mark shall be taken into account in the selection procedure as per section 4 regardless whether the result of the examination deviates from it.
- (4) <sup>1</sup>Applicants who have neither a German university entrance qualification nor a bachelor's degree completed at a German university must additionally provide evidence of sufficient German language proficiency. <sup>2</sup>This must be documented by a language test corresponding at least to TestDaf level (TDN) 4 in all four parts of the test. <sup>3</sup>Sentence 1 shall not apply to applications within the scope of a partnership agreement with a university abroad.

### **Section 3 Beginning of the degree programme and application deadline**

(1) <sup>1</sup>Students may begin the master's degree programme Engineering and Business Administration in the winter semester. <sup>2</sup>Applications in writing, including the required documents specified in paragraph 3, must be received by the university by 15 July. <sup>3</sup>Applications shall be effective only for the allocation of places corresponding to the respective application deadline.

(2) Applications must be accompanied by the documents listed below; certified copies are required for certificates and official confirmations:

a) the certificate of results (Zeugnis) for the bachelor's degree programme or, if it is not yet available, confirmation of completed coursework and assessments, credit points, and the average mark, potentially with a letter of motivation,

b) a curriculum vitae and

c) as appropriate, evidence as per section 2 paragraph 4

(3) Applications that are incomplete or do not meet the requirements regarding form or deadline will be excluded from the admissions procedure. The university will retain the submitted documents.

### **Section 4 Admissions procedure, allocation of remaining places ("Nachrückverfahren")**

(1) <sup>1</sup>In the event that more applicants fulfil the requirements for eligibility to apply than there are places available, the university shall prepare a ranking on the basis of the average marks mentioned in section 2. <sup>2</sup>The places shall be allocated according to this ranking. <sup>3</sup>In the event that multiple applicants hold an equal rank, places shall be allocated by drawing lots.

(2) <sup>1</sup>Successful candidates shall receive notification of admission in writing. <sup>2</sup>This notification shall include a deadline within which applicants must declare acceptance of the place in writing. <sup>3</sup>If the applicant misses this deadline, the notification of admission becomes invalid; this legal consequence must be indicated in the notification of admission.

(3) <sup>1</sup>Unsuccessful candidates shall receive a notification of rejection stating their rank and the rank of the last admitted applicant. The notification of rejection must include information on legal remedies. <sup>2</sup>The notification of rejection shall include the request to confirm in writing by a stated deadline whether the applicant wishes to maintain their application for admission for the allocation of remaining places ("Nachrückverfahren"). <sup>3</sup>If the applicant misses this deadline, they shall be excluded from the allocation of remaining places ("Nachrückverfahren"); this legal consequence must be indicated in the notification of rejection.

(4) Remaining places shall be allocated ("Nachrückverfahren") in the order of the ranking.

(5) <sup>1</sup>The admissions procedure shall be concluded at the latest two weeks after commencement of the lecture period. <sup>2</sup>Thereafter, admission to any remaining places will be allocated by drawing lots; applicants may request to participate in this procedure without using a particular form. <sup>3</sup>The application period for this shall begin two weeks before the beginning of the lecture period and shall end upon conclusion of the admissions procedure.

(6) <sup>1</sup>In all other respects, the provisions of the university's enrolment regulations shall remain unaffected. <sup>2</sup>Enrolment on the basis of the requirements for eligibility to apply as per section 2 paragraph 3 shall expire if the certificate of results of the bachelor's degree is not provided by the end of the re-registration period for the 2nd semester and the student is responsible for such neglect.

### **Section 5 Entry into force**

<sup>1</sup>These regulations shall enter into force the day after publication in the university's official bulletin. <sup>2</sup>The previous eligibility and admission regulations for the master's degree programme Engineering and Business Administration at Leibniz University Hannover – as published in the official bulletin of 05.01.2010 – shall cease to be in force on 01. January 2017.

### **Appendix 1**

(1) Eligibility to apply to the master's degree programme requires that the previous degree programme comprised 180 credit points, of which at least 44 were in business administration and 44 in economics.