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On 24.01.2021 (ref: 27.5 – 74503-112) the Ministry of Science and Culture of Lower Saxony (MWK) approved the following regulations governing special eligibility and admission requirements for the consecutive master's degree programme North American Studies in accordance with section 18 paragraphs 6, 8 and 14 of the Lower Saxony Higher Education Act (NHG) 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.

### **Amended Eligibility and Admission Regulations for the Consecutive Master's Degree Programme North American Studies**

The Faculty of Humanities of Leibniz University Hannover resolved on 08.12.2021 the following regulations in accordance with Section 18 paragraph 8 Lower Saxony Higher Education Act (NHG) and Section 7 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 North American Studies at the Faculty of Humanities of Leibniz University Hannover.
- (2) The requirements for eligibility to apply are specified in Section 2.
- (3) In the event that more applicants fulfil the requirements for eligibility to apply than there are places available, places shall be allocated according to a selection procedure determined by the university (section 4). If fewer applicants fulfil the requirements for eligibility to apply than there are places available, no selection process shall be conducted.

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

- (1) In order to be eligible to apply to the master's degree programme North American Studies, the applicant must have obtained
  - a bachelor's degree or an equivalent degree in a suitable previous degree programme at a German university or at a university in a Bologna signatory country.or
  - an equivalent degree in a suitable previous degree programme at a different university abroad; equivalence shall be determined in accordance with the suggested evaluations issued by the Central Office for Foreign Education (ZAB) at the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) (<http://ana-bin.kmk.org>).Previous degree programmes in the subjects of English studies, American studies or English/American studies are considered suitable. Applicants must have advanced knowledge in literature and cultural studies in the field. If the certificate of results ("Zeugnis") does not indicate specific courses, applicants must provide evidence (official course description or syllabus). The decision whether a degree programme is suitable is made by body specified in the examination regulations; the decision may include an ancillary provision requiring completion of missing modules comprising 10 CP within two semesters.
- (2) In deviation to paragraph 1, applicants who have not yet completed their bachelor's or an equivalent degree at the time of application are provisionally eligible to apply if they have obtained at least 150 credit points and it is to be expected that they will complete the bachelor's or equivalent degree by the end of the first semester of the master's degree programme at the latest. The average mark of the assessments

completed so far shall be determined; it shall be taken into account in the selection process as per section 4, irrespective of the final bachelor's degree mark.

- (3) Furthermore, proof of English language proficiency (level C1 CEFG) is required for eligibility to apply for the master's degree programme North American Studies. For details on the evidence to be presented, see: <https://www.llc.uni-hannover.de/en/language-examinations/accepted-language-certificates-at-the-luh>. Applicants with a degree in English/American studies (in accordance with section 2 paragraph 1) do not need to provide evidence of their English language proficiency in addition to their certificate of results.
- (4) If an applicant has been granted refugee status and they fulfil the eligibility and admission requirements as per section 2 paragraphs 1–3 and can substantiate this, but are unable to submit the documents specified in section 3 paragraph 2, they may take an aptitude test in accordance with section 2 paragraph 5. Evidence of passing the aptitude test must be included in the application.
- (5) The body specified in the examination regulations may offer a subject-related aptitude test for applicants as per section 2 paragraph 4. This aptitude test will be conducted as a 30-minute online oral examination on the fundamental knowledge required for the master's degree programme. The examination shall be conducted in English. Applicants as per section 2 paragraph 4 shall be invited to the aptitude test via letter or email and, upon passing the examination, shall be admitted to the degree programme in accordance with section 4 paragraph 1. An assessment evaluated as "insufficient" ("*nicht ausreichend*") has been failed.

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

- (1) Students may begin the master's degree programme North American Studies in the winter or summer semester; however, they may begin in the summer semester only if there are still places remaining from the admission procedure for the previous winter semester. Applications, including the required documents specified in paragraph 2, must be received by Leibniz University Hannover by 31 May (applications from non-EU countries) or by 15 July (applications from Germany and EU countries); applications for the summer semester must be received by Leibniz University Hannover by 30 November (applications from non-EU countries) or by 15 January (applications from Germany and EU countries). Applicants must submit both a written application and an online application (via the university's online portal). Applications for admission outside of the process for allocating university places and outside of the determined number of candidates to be admitted must be received by the university by 1 April for the summer semester and by 1 October for the winter semester. Applications, including those as per sentence 4, shall be effective only for the allocation of places corresponding to the respective application deadline. The university is not required ex officio to verify the information provided by the applicant.
- (2) Applications, including those as per paragraph 1 sentence 4, must be accompanied by the documents listed below. Certified copies are required for certificates and official confirmations; if these documents were not issued in German or English, certified German or English translations must be provided.
  - a) the certificate of results (Zeugnis) for the bachelor's degree programme or – if this is not yet available – confirmation of completed coursework and assessments, credit points, as well as the average mark,
  - b) curriculum vitae,
  - c) evidence as per section 2 paragraph 3
  - d) as appropriate, evidence as per section 2 paragraphs 1 and/or 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**

- (1) In the event that more applicants fulfil the requirements for eligibility to apply than there are places available, places shall be allocated according to a selection procedure determined by the university.
- (2) Selection shall occur according to a ranking list which shall be established based on the final or average mark as per section 3 paragraph 2 letter a). In the event that multiple applicants hold an equal rank, their ranking shall be determined by drawing lots.
- (3) Otherwise, the provisions of the enrolment regulations of Leibniz University Hannover that generally apply shall remain unaffected. The enrolment of those applicants who must complete missing modules as specified in section 2 paragraph 1 sentence 3 shall expire if the evidence required for this is not provided within one year and the applicant is responsible for such neglect. The same shall apply if, as specified in

section 2 paragraph 2, evidence of successful completion of the bachelor's degree or equivalent qualification is not provided by 15 April (for enrolment in the winter semester) or 15 October (for enrolment in the summer semester) and the applicant is responsible for such neglect.

### **Section 5 Notification, Allocation of Remaining Places ("Nachrückverfahren"), Completion of the Procedure**

- (1) Successful candidates will receive written notification of admission from the university. A deadline will be specified in the notification within which the applicant must declare in writing or electronically whether they wish to accept the place or not. If this declaration is not received in correct form by the deadline, the notification of admission becomes invalid. This legal consequence must be indicated in the notification of admission.
- (2) 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.
- (3) Remaining places shall be allocated ("Nachrückverfahren") in the order of the ranking as per section 4 paragraph 1.
- (4) The admissions procedures shall be concluded at the latest two weeks after commencement of the lecture period. 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. 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.

### **Section 6 Admission to Advanced Semesters**

- (1) Available places in an advanced semester of a degree programme with restricted admission shall be allocated to applicants according to the order below:
  - a) applicants for whom, due to personal reasons, rejection of admission would mean undue hardship,
  - b) applicants who are or were enrolled in the same or a comparable degree programme
  - ba) at another German university or a university in another EU member state or another signatory state to the EEA Agreement, or
  - bb) at a foreign university and have German citizenship or are of equal legal status to German citizens with respect to admission regulations, or
  - c) who claim any other grounds.
- (2) Within each of the three groups in paragraph 1, admission shall be decided depending on the mark attained for the bachelor's degree or equivalent qualification; in the case of identical results, admission shall be allocated according to social aspects that were decisive in the choice of location, especially familial or financial aspects; thereafter, places shall be allocated by drawing lots.

### **Section 7 Entry into force**

These regulations shall enter into force the day after publication in the university's official bulletin.