



ZWIRN

Zentrum für wissenschaftliches,
interdisziplinäres Risikomanagement
und Nachhaltigkeit

Ostfalia
Hochschule für angewandte
Wissenschaften



Wolfenbüttel

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Regulations on access and admission

for the postgraduate Master's programme **Sustainability and Risk Management**

Faculty of Law the Ostfalia University of Applied Sciences - University of Applied Sciences
Braunschweig/Wolfenbüttel

The Faculty Council Law of the Ostfalia University of Applied Sciences - University of Applied Sciences Braunschweig/Wolfenbüttel (in the following: Ostfalia) has decided on 17.03.2020 the following order according to § 18 Abs. 8 of the Niedersächsischen Hochschulgesetz (NHG) and § 7 of the Niedersächsischen Hochschulzulassungsgesetz (NHZG)

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§1 Scope of application

- (1) These regulations govern access to and admission to the postgraduate Master's course in "Sustainability and Risk Management".
- (2) The admission requirements are based on § 2.
- (3) 1If more applicants meet the admission requirements than there are places available, the places will be allocated on the basis of the results of a selection procedure organised by the university (§ 4). 2If no more applicants meet the admission requirements than there are places available, a selection procedure will not take place.

§ 2 Admission requirements

- (1) In order to be admitted to the postgraduate master's programme "Sustainability and Risk Management", the applicant must
 - has obtained a Bachelor's degree or equivalent at a German university or at a university belonging to one of the Bologna signatory states, or
 - has obtained an equivalent degree at another foreign university; the equivalence is determined in accordance with the evaluation proposals of the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (<http://anabin.kmk.org>) and
 - have at least one year of relevant professional experience.

The decision as to whether the practical professional experience is professionally relevant is made by the matriculation office or, in two cases, by the selection committee.

- (2) The scope of the first degree course must be at least 210 credit points. 2If the required credit points cannot be proven, the applicant may
 - a) in another course of study which does not have to be completed (max. 30 credit points)
 - b) provide evidence of special professional or scientific qualifications, e.g. activities in research and practice (max. 30 credit points),
 - c) provide evidence of other qualifications (max. 15 credit points).

The decision on admission with less than 210 credit points and on the admissibility of corresponding evidence is made by the Selection Committee. 4Applicants who do not provide corresponding proof may be admitted on condition that they make up the missing credit points by the end of the second Master's semester.

- (3) The qualified practical professional activity in accordance with paragraph (1) must require a degree. 2Voluntary activities are equivalent to practical professional activities. 3The cut-off date for the duration is the last day of the application period for admission. 4Part-time activities with at least 50% of the regular working time are recognised. 5The decision on the admissibility of the proof of activity is made by the selection committee. .

Applicants who do not provide this proof can be admitted on condition that they make up for the missing practical work; the catch-up procedure is governed by the examination regulations.

(4) Proof of sufficient command of the English language is furnished by a language certificate which corresponds to or exceeds level **B2** of the Common European Framework of Reference for Languages or by an English-language university entrance qualification. 2 In individual cases, the selection committee may recognise another form of proof.

§ 3 Start of studies and application deadline

(1) The Master's programme "Sustainability and Risk Management" begins in the winter and summer semester. 2The application must be received by the university with the required documents by 15.07 (cut-off date) for the winter semester and by 15.01 (cut-off date) for the summer semester, as described in the online portal. 3The application must be submitted in electronic form only on the university's online application portal. 4Applications for admission outside of the procedure for the allocation of study places and the fixed number of admissions must be received by the university by 1 March for the summer semester and by 20 September for the winter semester.5 The application or the application according to sentence 4 only applies to the allocation of study places for the relevant application date. 6 The university is not obliged to verify the information provided by applicants ex officio.

(2) The application or application pursuant to subsection 1, sentence 4 must be accompanied by the following documents in certified German or English translation if the originals are not in English or German:

- a) the degree certificate of the Bachelor's programme,
- (b) a complete curriculum vitae,
- (c) evidence of relevant professional experience of at least one year,
- (d) evidence in accordance with Article 2(4),
- (e) where appropriate, evidence as referred to in Article 2(2).

(3) 1Applications that are not received in full, in due form or within the prescribed period shall be excluded from further processing. 2The submitted documents remain with the university.

§ 4 Admission procedure

(1) The selection decision is made as follows: A ranking list is formed on the basis of the final grade. 2 In case of equality of rank, the decision will be made by drawing lots.

(2) Apart from this, the provisions of the university's matriculation regulations that are generally applicable to matriculation remain unaffected. 2 The registration of applicants who still have to make up for modules that are still missing according to § 2 Para. 2 expires if the required proof has not been provided by the end of the second semester of the Master's course and the applicant is responsible for this.

§ 5 Selection committee

(1) 1The matriculation office is responsible for examining the admission requirements according to § 2 paragraph 1, paragraph 3 and 4, for establishing the ranking according to § 4 paragraph 1 and for deciding on the admission or rejection of applicants. 2 In cases of doubt, the Selection Committee shall decide in accordance with paragraph 2.

(2) The selection committee consists of the examination board according to the examination regulations for the Master's course of study "Sustainability and Risk Management".

§ 6 Notification of decisions, replacement procedure, conclusion of the procedures

(1) Applicants who are eligible for admission shall receive an admission letter from the university. 2This notice shall specify a deadline by which the applicant shall declare electronically whether he or she accepts the place of study. If this declaration is not submitted in due time and form, the notification of admission becomes invalid. This legal consequence shall be pointed out in the notification of admission.

(2) Applicants who cannot be admitted shall receive a notice of rejection stating the rank achieved and the rank of the last applicant admitted. The notification of rejection must be accompanied by instructions on the right of appeal. At the same time, it shall contain a request to declare electronically within a certain period of time whether the application for admission will be maintained for a replacement procedure. 4 If the applicant does not submit this declaration in due time or form, he or she shall be excluded from the succession procedure. 5 Reference shall be made to this legal consequence.

(3) The replacement procedure shall be carried out on the basis of the ranking list in accordance with § 4 paragraph 1.

(4) Admission procedures shall be completed no later than two weeks after the start of lectures. Subsequent available study places shall be allocated by lot upon informal application. The application period for this begins two weeks before the start of lectures and ends with the completion of the procedure.

§ 7 Admission for higher semesters

(1) The available places in a higher semester with restricted admission will be allocated to the applicants in the following order

(a) those in the same or a comparable course of study

aa) are or were enrolled at another German university or at a university of another member state of the European Union or another signatory state of the Agreement on the European Economic Area

ab) are or have been enrolled at a foreign university with German citizenship or equal status to German citizens in terms of admissions law,

(b) for whom a refusal to grant authorisation on grounds relating to their person would entail particular hardship; or

(c) who put forward other grounds.

(2) Within each of the three case groups of Paragraph (1), the result of the Bachelor examination or an examination equivalent to the Bachelor examination decides on the admission, in the case of the same result the social, in particular family and economic reasons decisive for the choice of location and in the case of cases which are then still similar, ultimately the lot.

§ 8 Entry into force

These Regulations shall enter into force on the day following their publication in the university gazette.