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**Faculty of the Humanities:**

Based on the decision of the Faculty Council of the Faculty of Humanities dated 05.02.2020, the Senate of the University of Göttingen decided on 15.04.2020 to regulate the qualifications for entry and admission for the consecutive Master's degree programme in "English: Language, Literatures and Cultures". The regulations have been approved on the basis of a decision of the Foundation Committee of the University of Göttingen Foundation under Public Law dated 10.07.2019 (§ 44 section 1 sentence 1 NHG (Lower Saxony Higher Education Act)) in the version of the announcement dated 26.02.2007 (Nds. GVBI (Lower Saxony Law and Official Gazette) p. 69), last amended by Article 10 of the Act dated 18.12.2018 (Nds. GVBI (Lower Saxony Law and Official Gazette) p. 317); § 41 section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8, sentence 3 NHG and § 7 section 1 sentence 1 NHZG (Lower Saxony Higher Education Admissions Act) in the version of the announcement dated 29.01.1998 (Nds. GVBI (Lower Saxony Law and Official Gazette) p. 51), last amended by Article 2 of the Act dated 15.12.2015 (Nds. GVBI (Lower Saxony Law and Official Gazette) p. 384); § 62 section 4 sentence 1 NHG, § 60 a) section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 3, section 14 NHG and § 7 section. 2 NHZG).

**Regulation concerning the qualifications for entry and admission  
for the consecutive Master's degree programme in  
"English: Language, Literatures and Cultures"  
of Georg-August-Universität Göttingen**

**I. Scope**

**§ 1 Scope of Regulations**

- (1) These regulations govern entry and admission to the consecutive Master's degree programme in "English: Language, Literatures and Cultures".
- (2) The University conducts an autonomous procedure in accordance with the following provisions to determine the qualifications for entry for all university places to be awarded in the degree programme in "English: Language, Literatures and Cultures".
- (3) <sup>1</sup>If the number of applicants who meet the qualifications for entry exceeds the available university places, the University awards the places based on the results of its own selection procedure. <sup>2</sup>If the number of applicants who meet the qualifications for entry falls short of the available places, no selection procedure takes place.

## II. Qualification for Admission

### § 2 Entry Qualifications

(1) <sup>1</sup>It is a requirement for the admission to the Master's degree programme that the applicant possesses relevant expertise. <sup>2</sup>Candidates possess the relevant expertise if they have completed a technically relevant course of studies to Bachelor's degree level with a standard course length of at least six semesters and a total of at least 180 ECTS credits, or an equivalent degree in a degree programme at a German university or at university belonging to the Bologna signatory states in accordance with section 3 in "English: Language, Literatures and Cultures" or a closely related subject area. <sup>3</sup>Final examinations which have been passed in a country outside the Bologna signatory states require the determination of equivalence with the qualifications according to sentence 1, taking into account the proposals of the Central Office for Foreign Education (ZAB) at the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States in the Federal Republic of Germany (KMK) for the recognition and assessment of foreign certificates of academic qualification, which can be found under the URL <http://anabin.kmk.org> . <sup>4</sup>The grades of the foreign certificates of academic qualification must be converted to the German grading system.

(2) <sup>1</sup>In deviation from paragraph 1, those who have not yet completed a course of study at the time of application, but who have earned at least 150 credit points in a relevant bachelor's degree programme according to paragraph 3 or in an equivalent programme of study, are provisionally eligible for admission. <sup>2</sup>The average grade determined on the basis of the previous examination results is also taken into account in the selection procedure, to be used in place of the Bachelor's grade or the grade of an equivalent educational certificate, regardless of whether the result of the Bachelor's examination deviates from this.

(3) The decision as to whether a preliminary course of studies is relevant according to sections 1 to 2 above rests with the selection committee. <sup>2</sup>The prerequisite for the subject-related relevance of the previous studies is proof of at least the following achievements:

Completed modules or courses in the sub-fields of English studies, Anglophone literary and cultural studies, North American literary and cultural studies, English linguistics, English language history and language practice worth at least 50 credits, including completed modules or courses in the sub-fields of English studies, Anglophone literary and cultural studies, North American literary and cultural studies, English linguistics and English language history totalling at least 25 credits.

<sup>3</sup>The selection committee may decide that the subject relevance can only be determined if incomplete achievements according to sentence 2 are completed within two semesters. In this case, the determination of the subject relevance and the admission are conditional until proof of the completion of pending achievements, which must be received by the University within

two semesters since the enrolment (cut-off deadline). <sup>4</sup>If proof of the completion of pending achievements is not submitted in due time, the determination of the subject relevance and an admission notice based on it is invalid. <sup>5</sup>The determination of subject relevance is not possible if the scope of the achievements according to sentence 2, which have not yet been completed, amounts to more than 15 credits.

(4) <sup>1</sup>Applicants whose native language is not English must show very good English language skills. <sup>2</sup>Very good knowledge of English must be demonstrated by means of standardised or accredited certificates. <sup>3</sup>The following in particular may serve as proof:

- a) UNICert®: min. certificate UNICert® III;
- b) NULTE certificate: min. level C1;
- c) Cambridge English Scale: min. 180 points;
- d) International English Language Testing System (IELTS Academic): min. band 6.5, with the minimum level for reading and writing skills not lower than band 5.5;
- e) Test of English as a Foreign Language, internet-based test (TOEFL iBT): min. 93 points;
- f) Global Scale of English (Pearson Academic): min. 76 points;
- g) any other standardised certificate at level C1 of the Common European Framework of Reference for Languages (CEFR).

<sup>4</sup>The successful completion of tests according to letters (a-f) may not have taken place more than two years before receipt of the application for admission. <sup>5</sup>Notwithstanding sentences 2 and 3, the successful completion of an English-language degree programme lasting at least two years also constitutes proof of very good English language proficiency provided that obtaining English language skills at minimum level C1 is an accredited educational aim of the programme. <sup>6</sup>The proof of sufficient English language skills must be submitted to the Faculty of Humanities by 30 September when enrolling for a winter semester and by until 31 March when enrolling for a summer semester. This proof is an enrolment prerequisite; no conditional enrolment will take place.

(5) <sup>1</sup>In all other respects, the general provisions of the regulation applying to enrolment at the University of Göttingen remain unaffected. <sup>2</sup>The enrolment of applicants who are provisionally authorised for admission in accordance with section 2 is conditional upon submission of proof of successful completion of the Bachelor's course of studies or an equivalent course of studies. <sup>3</sup>This proof must be provided by the end of 15 Nov for enrolment to the winter semester, and by the end of 15 May for enrolment to the summer semester. <sup>4</sup>Provided the Dean determines, on the basis of the periods of studies so far, in particular the existing examination components, that the applicant will attain the degree at the latest by the end of the first semester of the Master's degree programme, the deadline in accordance with sentence 3 will be extended to the end of 31 March for enrolment for a winter semester and to the end of 30 September for enrolment for a summer semester. This determination is only admissible provided

- a) in the academic record only the Bachelor thesis is missing, or
- b) the Bachelor thesis has already been submitted to the university and the amount of the examination components that are still missing does not exceed six credits.

### **III. Selection Procedure**

#### **§ 3 Start of Programme, Application for Admission, Exclusion Deadline**

- (1) <sup>1</sup>The Master's degree programme starts in both the summer and winter semesters. <sup>2</sup>Applications for admission must be submitted via the University's online portal. They must be received by the University together with the application documents required in accordance with section 2 by 01 June (closing date) for a winter semester, and by 01 December (closing date) for a summer semester; if an internal University selection procedure is not carried out (cf. § 1 section 3 sentence 1) applications received after this date will be considered, provided authorisation for admission in accordance with § 2 section 1 or 2 has been proven by no later than 15 Nov for applications for a winter semester and no later than 15 May for applications for a summer semester; the other provisions on qualifications for entry remain unaffected. <sup>3</sup>The application applies only to the awarding of university places for the relevant admission date. <sup>4</sup>The university is not obliged to review the details of applicants ex officio.
- (2) The following documents must be enclosed with the application for admission and must be uploaded to the university server through the online portal:
- a) the applicant's degree certificate(s) in German or English translation if the originals are not in German or English; if a degree certificate is not yet available, a certificate of the examination results acquired, the credits and the average grade must be submitted;
  - b) a curriculum vitae in tabular form written in German or English with a meaningful presentation of the educational background;
  - c) proof of sufficient English language skills if the applicant's native language is not English;
  - d) a declaration as to whether the applicant has successfully / unsuccessfully completed a Master's degree programme in a similar discipline or has not yet completed it;
  - e) extracts from the Module Handbook or other documents, based on which the credits can be reviewed in accordance with § 2 section 3;
  - f) a statement concerning the module package or module packages which the applicant intends to complete based on his or her previous education.
- (3) <sup>1</sup>Applications that are not submitted in full, or in due form and time, will be excluded from the further procedure. <sup>2</sup>The documents submitted will be retained by the University.

(4) If prospective students credibly demonstrate that they are disadvantaged as compared to other applicants due to obstacles in the selection procedure, appropriate compensation for disadvantage must be granted by the Selection Committee upon application.

#### **§ 4 Selection Committee for the Master's Degree Programme**

(1) The Faculty of Humanities at the University of Göttingen establishes at least one selection committee to prepare the decision on selecting applicants for this degree programme.

(2) <sup>1</sup>The selection committee includes five members from the full-time academic staff or the professorial group with the right to vote, and a member of the students' group with advisory capacity. <sup>2</sup>At least one member must belong to the professorial group; at least one member must regularly provide services as a student advisor. <sup>3</sup>The members are appointed by the Faculty Council of the Faculty of Humanities. <sup>4</sup>The tenure of the members is two years, while that of the student group member is one year. <sup>5</sup>Reappointment is possible. <sup>6</sup>The selection committee has a quorum if at least three members eligible to vote are present.

(3) The tasks of the selection committee are:

- a) reviewing the incoming applications for admissions for formal correctness;
- b) review and, if necessary, assessing of the qualifications for entry;
- c) conducting selection interviews in accordance with § 6;
- d) deciding on the admission or rejection of applicants.

#### **§ 5 Selection Procedure**

(1) The selection committee decides on the admission or rejection of candidates based on a combination of the following criteria:

- a) on the basis of the Bachelor's grade or the grade of an equivalent certificate of academic qualification;
- b) on the basis of special knowledge that is advantageous to the successful completion of this degree programme; and
- c) on the basis of an interview with the applicant.

(2) The selection committee makes a pre-selection from the applications received in accordance with section 3 and also makes a selection from the screened applicants on the basis of the selection criteria listed in sections 1 and 4.

(3) <sup>1</sup>A pre-selection from the applications received is carried out in order to limit the number of participants in the interviews to twice the number of places the university awards, in accordance with the selection procedure. <sup>2</sup>This also includes applications from persons who have already participated in an earlier interview in accordance with § 6 section 4. <sup>3</sup>A ranking is generated for this purpose according to the outcome of the assessment, in accordance with

section 4 sentence 2 a) and b). <sup>4</sup>In the event of identical ranking, all applicants with the highest ranking must be permitted to participate.

(4) <sup>1</sup>Selection is made on the basis of ranking, where a maximum of 72 points is attainable.

<sup>2</sup>This is generated in accordance with the following provisions:

- a) Depending on the grade achieved in the Bachelor's degree or the grade of an equivalent certificate of academic qualification, points are awarded to the applicant as follows:

|                                  |            |
|----------------------------------|------------|
| 1.0 up to and including 1.1      | 49 points, |
| over 1.1 up to and including 1.2 | 47 points, |
| over 1.2 up to and including 1.3 | 45 points, |
| over 1.3 up to and including 1.4 | 43 points, |
| over 1.4 up to and including 1.5 | 41 points, |
| over 1.5 up to and including 1.6 | 39 points, |
| over 1.6 up to and including 1.7 | 37 points, |
| over 1.7 up to and including 1.8 | 35 points, |
| over 1.8 up to and including 1.9 | 33 points, |
| over 1.9 up to and including 2.0 | 31 points, |
| over 2.0 up to and including 2.1 | 29 points, |
| over 2.1 up to and including 2.2 | 27 points, |
| over 2.2 up to and including 2.3 | 25 points, |
| over 2.3 up to and including 2.4 | 23 points, |
| over 2.4 up to and including 2.5 | 21 points, |
| over 2.5 up to and including 2.6 | 19 points, |
| over 2.6 up to and including 2.7 | 17 points, |
| over 2.7 up to and including 2.8 | 15 points, |
| over 2.8 up to and including 2.9 | 13 points, |
| over 2.9 up to and including 3.0 | 11 points, |
| over 3.0 up to and including 4.0 | 0 points.  |

- b) For special knowledge that is advantageous to this degree programme, the applicant will be credited with a maximum of 8 points as follows: 2 points in each case for evidence of particular specialised achievements, for which the following achievements in particular may be taken into account:

- research internship lasting for a total of at least 4 weeks,
- internship or work experience in subject-related areas lasting for a total of at least 4 weeks,
- semester abroad,
- voluntary work lasting at least one year.

c) Depending on the assessment of the applicant's level of suitability in the interview, points will be awarded to the applicant as follows:

ca) Depending on the nature and extent of the special professional knowledge, points will be awarded to the applicant as follows:

the applicant has:

very good knowledge            5 points,

good knowledge                 3 points,

satisfactory knowledge        1 points,

limited knowledge                0 points.

cb) Depending on the nature and extent on the reflection of the specialist experience acquired, points will be awarded to the applicant as follows:

The reflection is:

very convincing                 5 points,

convincing                        3 points,

not very convincing             1 points,

hardly convincing                0 points.

cc) Depending on the statement of motivation provided, points will be awarded to the applicant as follows:

The reflection is:

very convincing                 5 points,

convincing                        3 points,

not very convincing             1 points,

hardly convincing                0 points.

d) The points obtained under a) to c) are added up.

(5) <sup>1</sup>In case of identical ranking, priority is based on the points attained in accordance with section 4 sentence 2 a) and b), and then according to the result of the Bachelor's degree or an equivalent degree. <sup>2</sup>In all other cases, where there is identical ranking, lots must be drawn to decide the outcome.

(6) <sup>1</sup>In all other respects, the general provisions of the regulation applying to enrolment at the University of Göttingen remain unaffected. <sup>2</sup>Enrolment of applicants who are provisionally authorised for admission in accordance with § 2 section 2 is conditional upon submission of proof of successful completion of the Bachelor's course of studies or an equivalent course of studies. <sup>3</sup>Proof must be submitted by 15 Nov for enrolment in the winter semester and by 15 May for enrolment in the summer semester. <sup>4</sup>Provided the Dean determines, on the basis of the periods of studies so far, in particular the present examination achievements, that the applicant will attain the degree at the latest by the end of the first semester of the Master's degree programme, the deadline in accordance with sentence 3 is extended to the end of 31

March for enrolment for a winter semester and to the end of 30 September for enrolment for a summer semester. This determination is only admissible provided

- a) as to examination results, only the Bachelor's thesis is missing or
- b) the Bachelor's thesis has already been submitted to the university and the amount of the examination components that are still missing does not exceed six credits.

## **§ 6 Interview**

(1) <sup>1</sup>The interview is intended to determine whether an applicant is suitable for the selected degree programme. <sup>2</sup>The following regulations apply for carrying out the interview:

- a) The interview is normally carried out at the University by no later than 30 July for the winter semester and by no later than 31 January for the summer semester. The exact dates as well as the place of interview must be announced by the university within a reasonable period before the start of interviews. The University invites candidates to the interview with sufficient notice. A video conference or a telephone interview is permitted for overseas applicants as well as in exceptional other cases, provided the identity of the applicant can be determined beyond doubt. The selection committee is responsible for determining the details of the procedure in such cases.
- b) The selection committee is required to carry out an interview lasting about 15 minutes with every applicant.
- c) A transcript of the key questions and answers in the course of the interview is to be kept and signed by the members of the selection committee. The log should clearly show the day and place of the interview, the names of the committee members, the name of the applicant and the assessment.

(2) <sup>1</sup>The interview must cover the following suitability parameters:

- a) specific specialized knowledge, in particular relating to the research areas covered in the Master's course of studies (English, Anglophone and North American literature and culture, English linguistics, History of English);
- b) the ability to reflect on and analyse the specialist experience acquired;
- c) the applicant's motivation to take up a degree programme at Göttingen University.

<sup>2</sup>Following the end of the interview, the members of the selection committee award points to the applicant on a scale in accordance with § 5 section 4 sentence 2 c) in order to ascertain their suitability for the selected degree programme.

(3) <sup>1</sup>An applicant who fails to attend the interview without good cause will be excluded from further application and the review procedures. <sup>2</sup>The selection committee can schedule a new date for the interview upon request, provided there is good cause. <sup>3</sup>Proof of the good cause should be provided and an application for rescheduling a new date should be made promptly

to the selection committee, at the latest within two days after the date first scheduled. <sup>4</sup>An unsuccessful applicant is entitled to participate again in the next possible selection procedure.

(4) <sup>1</sup>As part of the undergraduate degree programme, an earlier interview may be conducted with students of the university who are enrolled in an undergraduate degree programme that is consolidated by this Master's degree programme. <sup>2</sup>In the event that the student has applied for this Master's degree programme, the earlier interview replaces the selection interview. <sup>3</sup>This earlier interview must be equivalent to the standard interview in terms of form and content. <sup>4</sup>The provisions laid down in sections 1 to 3, § 5 section 4 sentence 2 c) and § 3 sections 2 to 4 apply accordingly. <sup>5</sup>The earlier interview must be taken into account in place of the standard interview only if it was conducted less than six months prior to the closing date for application and if the applicant is one of the persons pre-selected for an interview in accordance with the provisions under § 5 section 3. <sup>6</sup>In the event that this condition is not fulfilled, the applicant is to be excluded from the remaining selection procedure in the present round of applications. <sup>7</sup>Notification of the result of the earlier interview is only given if the applicant has been pre-selected for an interview in accordance with § 5 section 3.

#### **§ 7 Letter of Admission, Letter of Rejection, and Subsequent Admission Procedure**

(1) <sup>1</sup>Successful applicants are to receive a written letter of admission from the university. <sup>2</sup>This specifies the deadline by which the applicant must enrol or declare in writing whether he or she accepts the university place. <sup>3</sup>In the event that the enrolment or the declaration in accordance with sentence 2 are not submitted in due form and time, the letter of admission will become invalid. <sup>4</sup>This legal consequence must be pointed out in the letter of admission.

(2) <sup>1</sup>Applicants who are unsuccessful are to receive a letter of rejection, in which the ranking achieved and the ranking of the last successful applicant are listed. <sup>2</sup>The letter of rejection must contain information on the rights of legal recourse. <sup>3</sup>In the case of successful applicants, it must also contain a demand that a declaration should be made in writing by a specified deadline as to whether the earlier application for admission should be kept on hold for a subsequent new admission procedure. <sup>4</sup>If the applicant does not submit this declaration by the deadline or in the correct form, they will be excluded from said subsequent admission procedure. <sup>5</sup>Reference must be made to this legal consequence.

(3) <sup>1</sup>The procedure for subsequent admissions is carried out based on the ranking generated in accordance with § 5 sections 4 and 5. <sup>2</sup>If the ranking list according to sentence 1 is exhausted, a ranking list is drawn up according to the result of the bachelor's degree or an equivalent degree and the procedure for subsequent admissions is carried out on the basis of this ranking list. The provisions of section 1 apply correspondingly.

(4) <sup>1</sup> The admission procedures must be completed no later than 15 Nov for admission to a winter semester or 15 May for admission to a summer semester. <sup>2</sup>Any university places still

available will be awarded by lot to applicants authorised for admission, subject to their informal application. <sup>3</sup>The application period for this purpose begins two weeks before the start of lectures and ends with the completion of the procedure. <sup>4</sup>Due to the advanced period of lectures, the awarding of university places by means of drawing lots must be completed no later than 30 Nov for admission to a winter semester and 31 May for a summer semester

## **§ 8 Admission to Higher Semesters**

(1) Free university places in a higher semester with limited admission will be awarded to applicants in the following order:

- a. those who are in the same or a comparable degree programme
  - aa. who currently are enrolled or were enrolled at another German university or at a university in another member state of the European Union or in another signatory state to the Agreement on the European Economic Area;
  - ab. who currently are enrolled or were enrolled at a foreign university and possess German nationality, or are subject to the same university admissions laws and regulations as German citizens;
- b. those for whom rejection of admission for personal reasons entail an extraordinary hardship,
- c. those who claim other reasons.

(2) Within each one of the three case groups of section 1, the result of the Bachelor's degree programme examination or an examination equivalent to the Bachelor's degree programme examination is of central importance, followed by social reasons, especially family-related reasons, and economic reasons, and finally by lot in cases that are deemed identical.

## **IV. Closing provisions**

### **§ 9 Entry into Force; Final Clauses**

(1) <sup>1</sup>This regulation takes effect on the day following its announcement in the official announcements I of University of Göttingen. <sup>2</sup>It applies for the first time to the admission procedure for the winter semester 2020/2021.

(2) At the same time the previous admission regulations in the published version dated 24 Apr 2021 (Amtliche Mitteilungen I no. 14/2012 part 1 pp. 604ff.), last amended on 15 March 2019 (Amtliche Mitteilungen I no. 15/2019 pp. 182ff.) cease to have effect.

(3) In deviation from § 3 section 1, the application for admission must be submitted in writing using the forms provided for download in the online portal and must be submitted together with

the documents specified in § 3 section 2 within the period specified in § 3 section 1 if an online application for admission is not provided; the University will announce further details of this procedure within a reasonable period of time before the application deadline.

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