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**Faculty of Forestry Sciences and Forest Ecology:**

Following the resolution of the Faculty Council of the Faculty of Forest Sciences and Forest Ecology of 16.07.2019, the Senate of the Georg-August University Göttingen, decided on 13.11.2019 to regulate the admission requirements and admission for the consecutive master's programme "Forest and Ecosystem Sciences" ; the regulations are deemed to have been approved on the basis of a resolution of the Foundation Committee University of Georg-August University Göttingen Foundation of Public Law dated 10.07.2019 (Nds. German legal and regulatory code. p. 69), last amended by Article 1 of the Act dated 11.09.2019 (Nds. German legal and regulatory code. p. 258); § 41 Para. 1 sentence 1 NHG in conjunction with § 18 Para. 6 sentence 3, Para. 8, sentence 4 NHG and § 7 Para. 1 sentence 1 NHZG in the version of the announcement dated 29.01.1998 (Nds. German legal and regulatory code. S. 51), last amended by article 2 of the law dated 15.12.2015 (Nds. German legal and regulatory code. p. 390); § 62 Para. 4 sentence 1 NHG, § 60 a Para. 1 sentence 1 NHG in conjunction with § 18 Para. 6 sentence 3, Para. 8 sentence 4, Para. 14 NHG and § 7 Para. 2 NHZG).

**Regulations on the entry qualifications and admission to the consecutive Master's Programme in "Forest and Ecosystem Sciences"**

**I. Scope**

**§ 1 Scope**

(1) These regulations stipulate the entry and admission to the consecutive Master's degree programme in "Forest and Ecosystem Sciences".

(2) The university conducts an autonomous procedure to determine the qualifications for entry for all university places to be awarded in the Master's degree programme "Forest and Ecosystem Sciences" in accordance with the following provisions.

(3) <sup>1</sup>If the number of applicants who meet the qualifications for entry exceeds the available 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, a selection procedure does not take place.

## II. Eligibility for entry

### § 2 Qualifications for entry

(1) <sup>1</sup>Applicants seeking admission to the Master degree programme must demonstrate special aptitude. <sup>2</sup>Candidates shall be considered in possession in special suitability if they have completed a bachelor's degree programme in a relevant subject with a standard course length of at least six semesters and a scope of at least 180 ECTS credits, or an equivalent degree programme in a relevant subject as described in Para. 3 at a German university or a university domiciled in one of the Bologna signatory states. <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 2, taking into account the proposals of the Central Office for Foreign Education (ZAB) at the secretarial 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 evaluation of foreign educational certificates, which are located at the URL <http://anabin.kmk.org>. <sup>4</sup>The grades of the foreign proof of academic qualification should be converted to the German grading system.

(2) <sup>1</sup>Notwithstanding Para. 1, eligibility will be considered proven by applicants who have not yet completed a course of studies at the time of application, but have acquired at least 150 credits in a relevant bachelor degree programme as stated in Para. 3 or in an equivalent degree programme. <sup>2</sup>The average grade calculated from the previous examination components is also taken into consideration in the selection procedure in place of the bachelor grade or the grade of an equivalent proof of academic qualification, irrespective of whether the result of the bachelor programme examination deviates from this.

(3) <sup>1</sup>The decision as to whether an undergraduate programme is relevant in the meaning of Paras. 1 to 2 is made by the selection committee. <sup>2</sup>Prerequisite for the technical relevance of the preliminary study is proof of achievements in forestry or environmental sciences, resource or ecosystem management, in life sciences or in applied computer science amounting to at least 60 credits. <sup>3</sup>The Selection Committee may require the completion of pending examination components under line 2 within two semesters for assessing the subject relevance. In this case, assessment of subject relevance and the entry is subject to termination until proof of the pending examination components, which should be submitted within two semesters from the time of enrolment at the University (final deadline). <sup>4</sup>If the proof of the pending examination components is not submitted within the deadline, the assessment of the subject relevance and a related letter of admission will become ineffective. <sup>5</sup>The assessment of the subject relevance is omitted if the components under clause 2 that have not been accomplished yet have a rating of more than 15 credits.

(4) <sup>1</sup>Applicants whose native language is not English must show adequate English language skills. <sup>2</sup>Adequate knowledge of English must be demonstrated with standardised or accredited certificates at minimum B2 level or higher in accordance with the Common European Framework of Reference for Languages (CEFR). <sup>3</sup>The following shall serve as proof:

- a) UNlcert®: min. certificate UNlcert® II;
- b) NULTE certificate: min. level B2;
- c) Cambridge English Scale: min. 160 points;
- d) “International English Language Testing System” (IELTS Academic): min. band 6;
- e) “Test of English as a Foreign Language, internet-based test” (TOEFL iBT): min. 81 points;
- f) Global Scale of English (Pearson Academic): min. 59 points.

<sup>4</sup>Successful completion of tests (a-f) may not be more than three years before receipt of the application for admission. <sup>5</sup>Successful completion of at least three years of an English-language degree programme will also serve as proof of sufficient knowledge of the English language.

(5) It is not necessary to demonstrate adequate German language skills.

(6) Proof under Para. 4 shall be provided to the Faculty of Forest Sciences and Forest Ecology by 30.09 for enrollment for a winter semester; such proof is a matriculation requirement; there is no conditional enrollment.

(7) <sup>1</sup>Moreover, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. <sup>2</sup>The enrolment of the applicants, authorised in principle for admission according to Para. 2, is conditional upon submission of proof of successful completion of the bachelor degree programme or an equivalent programme. <sup>3</sup>Proof must be provided during enrolment for the winter semester by the end of the 15.11. <sup>4</sup>If the dean or the dean of studies confirms, on the basis of the course of study at present, in particular the examination components at present, that the applicant will obtain the degree at the latest by the end of the first semester of the Master course of study, the deadline according to sentence 3 will be extended upon enrolment for a winter semester until the end of 31.03.; the confirmation is only permitted if

- a) as examination results, only the thesis is missing or
- b) the thesis was already submitted to the university and the extent of the still missing examination components does not exceed six transfer of credits.

### **III. Selection procedure**

#### **§ 3 Start of programme, admissions application, closing date**

(1) <sup>1</sup>The Master’s degree programme starts with the winter semester. <sup>2</sup>Applications for admission must be submitted via the university’s online portal. They must be received with the application

documents required under Para. 2 by 15.06. (closing date) for the winter semester. <sup>3</sup>If a university-based selection procedure is not carried out, applications received after the deadline will be taken into account, provided that eligibility for entry pursuant to § 2 (1) or (2) no later than 15.11. is proven when applying for a winter semester; the further provisions on the entry requirements remain unaffected. <sup>4</sup>The application is valid only for awarding university places for the relevant admission date. <sup>5</sup>The university is not obliged to review the details of the applicants as a matter of course.

(2) The following documents should be enclosed with the admissions application:

- a) the diploma or diplomas of the applicant in the form of certified German or English translations, if the originals are not in English or German. If a diploma is not yet available, a certificate of achievements, credits and preliminary average grade must be submitted;
- b) a personal data sheet written in English with a convincing description of educational career;
- c) indication of the core study element;
- d) proof of sufficient language skills or evidence according to § 2 Para. 4
- e) if applicable, proof of special knowledge, skills and experience or subject-related services that are conducive to the successful completion of this study programme;
- f) a statement as to whether the applicant has until now successfully, unsuccessfully or not yet completed a technically closely related master course of study.

(3) <sup>1</sup>Applications that are not submitted complete, or in due form and time, will be excluded from the further procedure. <sup>2</sup>The submitted documents are retained by the university.

(4) If a prospective student establishes that they are disadvantaged in the selection procedure with respect to other applicants due to a disability, a suitable compensation of disadvantage is to be granted by the Selection Committee upon request.

#### **§ 4 Selection committee**

(1) For the preparation of the selection decision, the Faculty of Forest Sciences and Forest Ecology shall form at least one selection committee.

(2) <sup>1</sup>A selection committee consists of three members, who belong to the full-time academic staff or the professorial group, and one member of the student group in an advisory capacity. <sup>2</sup>At least one member must belong to the group of university professors. <sup>3</sup>The members are appointed by the Faculty Council of the Faculty of Forest Sciences and Forest Ecology. <sup>4</sup>The tenure of the members is two years, while that of the student union member is one year. <sup>5</sup>Reappointment is possible. <sup>6</sup>The selection committee has a quorum if at least two members eligible to vote are present.

(3) The tasks of the selection committee are:

- a) examination of incoming admission applications for formal correctness;
- b) Review and assessment of the qualifications for entry, if necessary,

- c) conducting the interviews in accordance with § 8;
  - d) decision on the admission or rejection of the applicants.
- (4) The selection committee will report the experience collected to the Faculty Council of the Faculty of Forest Sciences and Forest Ecology upon completion of the awards procedure and, if appropriate, submit proposals for the further development of the awards procedure.

### **§ 5 Sequence of the selection procedure**

- (1) A selection procedure includes the award of university places related to the specific admission date.
- (2) <sup>1</sup>The admissions applications are decided in a main procedure and in the procedure for subsequent admissions, if required. <sup>2</sup>In the first step of the main procedure, the university places will be awarded at first to the applicants entitled to admission with outstanding suitability (best quota; § 6) and then the applicants entitled to admission according to combination of several criteria (combination quota; § 7).
- (3) <sup>1</sup>Any persons admitted based to the selection procedure on the best quota will not be eligible to participate in the selection procedure within the combination quota. <sup>2</sup>Anyone who has been awarded admission in the best quota or the combination quota, will not participate in a procedure for subsequent admissions.
- (4) In the event of an overbooking, the selection committee may consider that some university places may not be accepted.
- (5) The remaining university places from the best quota are included in the combination quota.
- (6) <sup>1</sup>The general provisions of the enrolment regulation of the university governing enrolment shall otherwise remain unaffected. <sup>2</sup>The admission of the applicants, authorised in principle for admission according to § 2 Para. 2, is conditional upon submission of proof of successful completion of the bachelor's degree programme or an equivalent academic programme. <sup>3</sup>Proof must be provided during enrolment for the winter semester by the end of the 15.11. <sup>4</sup>If the dean or the dean of studies confirms, on the basis of the course of study at present, in particular the examination components at present, that the applicant will obtain the degree at the latest by the end of the first semester of the Master course of study, the deadline according to sentence 3 will be extended upon enrolment for a winter semester until the end of 31.03.; the confirmation is only permitted if
- a) as examination results, only the thesis is missing or
  - b) the thesis was already submitted to the university and the extent of the still missing examination components does not exceed six transfer of credits.

### **§ 6 Best quota**

(1) <sup>1</sup>A ranking list is generated in accordance with the following provisions to make the selection based on the combination quota. <sup>2</sup>In case of identical ranking, the ranking is determined according to the result of the Bachelor's degree or an equivalent degree. Apart from this, a draw will decide the outcome in case of identical ranking. <sup>2</sup>70% of university places are awarded according to a ranking list, beginning with place 1.

(2) <sup>1</sup>Selection is made on the basis of a ranking list, where a maximum of 80 points is attainable. <sup>2</sup>This is generated in accordance with the following provisions:

a) according to the result of the bachelor's degree grade or the grade of an equivalent degree, points are awarded to the applicant as follows:

from grade	1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9
Points	60	58	56	54	52	50	48	46	44	42
from grade	2.0	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9
Points	40	38	36	34	32	30	28	26	24	22
from grade	3.0	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9
Points	20	18	16	14	12	10	8	6	4	2

b) For special knowledge, skills and experience that are conducive to the successful completion of this course, as well as subject-related services, the applicant will be credited a maximum of 20 credits as follows:

ba) Depending on the type and extent of the relevant study-related specialist knowledge, skills and experience, the applicant will be awarded credits as follows:

The applicant has:

excellent knowledge 10 points,

very good knowledge 8 points,

good knowledge 6 points,

satisfactory knowledge 4 points,

sufficient knowledge 2 points,

limited knowledge 0 points.

bb) each 2, but a maximum of 10, points will be credited for the proof of subject-related services in accordance with the following provisions:

Performance	Points
Scholarships or study-related prizes	2
Semester abroad	2

Internships outside the university of at least 8 weeks	2
Basic apprenticeship in a relevant training profession	2
Contribution to a research project, for instance as a student assistant, of at least 8 weeks	2
Cooperation in university committees for at least 1 year	2
Co-authorship of a publication in a peer-reviewed journal	2

c) Points attained under points a) and b) will be added together.

(3) Selected applicants will be admitted in accordance with § 9 Para. 1.

(4) Admitted students no longer take part in the further procedure.

### **§ 7 Combination quota**

(1) <sup>1</sup>For selection as part of the combination quota, a ranking list is generated in accordance with the following provisions. <sup>2</sup>30% of university places are awarded according to a ranking list, beginning with place 1.

(2) Selection is made based on a combination of the following criteria:

- a) on the basis of the Bachelor's degree grade or the grade of an equivalent degree certificate in accordance with the ranking according to § 6 Para. 1 and
- b) according to the result of an interview with the applicant.

(3) The selection committee screens received applications according to Para. 4 and selects from the screened applicants on the basis of the selection criteria mentioned in Paras. 2 and 5.

(4) <sup>1</sup>Received applications are screened to twice the number of university places to be awarded as per the selection procedure for limitation of the number of participants for the interview. <sup>2</sup>For this purpose, ranking according to § 6 Para. 1 is used as the basis. <sup>3</sup>In the event of identical ranking, all applicants in the highest ranking will be permitted to participate.

(5) <sup>1</sup>Selection is made on the basis of a ranking list, where a maximum of 95 points is attainable.

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

- a) Points are awarded to the applicant as follows, depending on the assessment of the degree of suitability in the interview:

The applicant is

very well suited                      15 up to and including 11 points

well suited                              10 up to and including 6 points

still suitable                          5 up to and including 0 points.

b) The applicant will be credited with the points acquired as part of the assessment according to § 6 Para. 1.

c) Points attained under points a) and b) will be added together.

(6) <sup>1</sup>If there is identical ranking after generating the ranking list, the ranking sequence is determined based on the results of the assessment according to § 6 Para. 1, and then according to the result of the bachelor's degree or an equivalent degree. <sup>2</sup>A draw will be held to decide the outcome in all other cases in which there is identical ranking.

(7) Selected applicants are admitted under § 9 Para. 1.

### **§ 8 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 principles apply for carrying out the interview:

- a) the interview for the winter semester will normally be carried out between 01.07 and 15.07 at the university. The exact dates, as well as the place, will be announced by the university within an appropriate time period prior to the start of the interviews. The university will invite candidates to the interview with sufficient notice. A video conference or a telephone interview is permitted for overseas applicants as well as in established exceptions, in as far as the identity of the applicant can be determined beyond doubt. The selection committee will determine the details of the procedure in such cases.
- b) The selection committee will carry out an interview lasting about 15 minutes with every applicant. The interview can be held simultaneously for up to four applicants.
- c) Minutes are kept of essential questions and answers within the interview; the said minutes must be signed by the members of the selection committee. The minutes should clearly show the day and place of the interview, the name of the committee members, the name of the applicant and the assessment.

(2) The interview extends to the motivation of the applicant as well as the following suitability parameters:

- a) previous experience and professional knowledge conducive to the academic programme/course of studies of the chosen core study element,
- b) concrete ideas on the study contents of this degree programme.

(3) After completing the interview, the members of the selection committee will rate the applicant according to the degree of suitability for the selected course of study on a scale according to § 7 Para. 5 letter a.

(4) <sup>1</sup>An applicant who fails to attend the interview without good cause will be excluded from the further procedure. <sup>2</sup>The selection committee will schedule a new date for the interview upon request, provided there is due cause. <sup>3</sup>The important reason and application for rescheduling a new date should be shown or made promptly, at the latest within two days after the date first scheduled by the



selection committee. <sup>4</sup>An excluded applicant is entitled to participate once more in the next possible selection procedure.

### **§ 9 Letter of admission, rejection letter and procedure for subsequent admissions**

(1) <sup>1</sup>Applicants who are to be admitted will receive a letter of admission from the university in written format. <sup>2</sup>This letter specifies the deadline, within which the applicant should enrol or declare in writing whether they will accept the university place. <sup>3</sup>In the event that the enrolment or the declaration as specified under sentence 2 are not submitted in due form and time, the letter of admission will become ineffective. <sup>4</sup>This legal consequence should be pointed out in the letter of admission.

(2) <sup>1</sup>Applicants who are not entitled to admission will receive a rejection letter in written format, in which the attained ranking and the ranking of the applicant last admitted are listed. <sup>2</sup>The rejection letter provides information on rights of legal recourse. <sup>3</sup>At the same time, in the case of eligible applicants, it also contains an invitation to declare, in writing, within a certain period, whether the application for admission should be kept for subsequent admissions. <sup>4</sup>If the applicant does not submit this declaration within a specified period or in the correct form, they will be excluded from the procedure for subsequent admissions. <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 formed in accordance with § 7 Para. 5. <sup>2</sup>If the ranking according to sentence 1 is exhausted, ranking according to § 6 Para. 1 will be used as a basis and the procedure for subsequent admissions will be carried out based on this ranking. <sup>3</sup>In the case of identical ranking, the ranking order is determined according to the result of the bachelor's degree or an equivalent degree. <sup>4</sup>A draw will be held to decide the outcome in all other cases where there is identical ranking. <sup>5</sup>The provisions of Para. 1 apply correspondingly.

(4) <sup>1</sup>The selection procedures will be completed at the latest by 15.11. for admission to a winter semester. <sup>2</sup>Any university places still remaining will be awarded on the basis of a draw to applicants entitled to admission, subject to informal application. <sup>3</sup>The application period in this respect begins two weeks before the start of the semester in which the admission is applicable, and ends with conclusion of the selection procedure. The provisions of § 2 apply accordingly. <sup>4</sup>The award of university places by means of a lottery is completed at the latest on 30.11 for admission to a winter semester due to the advanced lecture period.

### **§ 10 Quotas**

(1) <sup>1</sup>From the number of admissions in this course of study, a special quota of 65% is formed in advance, made up of university places to be awarded for the admission of foreign nationals and stateless persons with a recognised educational record who are neither equivalent to Germans by

law nor are nationals of another member state of the European Union nor of any other signatory state to the Agreement on the European Economic Area, nor have acquired their Bachelor's degree or an equivalent degree from a German university nor from a university in another member state of the European Union or in another signatory state to the Agreement on the European Economic Area.

<sup>2</sup>Applications from foreign nationals and stateless persons as defined under sentence 1 will not be considered in the selection procedure according to § 5.

(2) <sup>1</sup>The selection takes place as defined in the provisions of §§ 1 to 8. <sup>2</sup>The selection committee can take into account special circumstances that favour studying at a German university by awarding a total of up to 9 points. <sup>3</sup>Circumstances of this nature shall be deemed particularly applicable if the applicant

- a) provides confirmation of approval for a scholarship from a publicly financed institution,
- b) has successfully visited a college at the suggestion of a Lower Saxony university and is preselected for a university place,
- c) is a citizen of a developing country,
- d) has been granted asylum in the Federal Republic of Germany,
- e) belongs to a German-speaking minority abroad or is eligible for support on the basis of international treaties or university agreements.

(3) Para. 2 and § 3 Para. 1 sentence 3 notwithstanding, the written application for admission to the master's course of study must be received at the university with the application documents required by § 3 Para. 2 by 15.03. (closing date) for the winter semester.

(4) The remaining university places according to this quota are included in the quota for the selection procedure according to § 5.

### **§ 11 Admission to higher semesters**

(1) Free university places in higher semesters with limited admission are awarded to applicants in the following sequence:

- a) Those who are in the same or a similar degree programme,
  - aa) those who are or were enrolled at a different German university or at a university domiciled in another member state of the European Union or in another signatory state to the Agreement on the European Economic Area,
  - ab) those who are 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 would mean extraordinary hardship for personal reasons,
- c) those who assert other reasons.

(2) Within each one of the three case groups of Para. 1, the result of the Bachelor's degree programme examination or an examination equivalent to the Bachelor's degree programme examination, thereupon the social, especially family-related and economic reasons that are decisive for the choice of place, and finally the draw in cases that are still identical.

#### **IV. Final provision**

##### **§ 12 Entry into Force**

<sup>1</sup>This regulation enters into force on the day following its announcement in the official announcements I of Georg-August University Göttingen. <sup>2</sup>It applies for the first time for the awards procedure for the winter semester 2020/2021.