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Faculty of Forest Sciences and Forest Ecology:

Following the resolution of the Faculty Council of the Faculty of Forest Sciences and Forest Ecology on 09.02.2016 and the Senate of the Georg-August-Universität Göttingen on 09.03.2016 the Foundation's University Committee of the University of Göttingen Public Law Foundation approved the regulation concerning the qualifications for entry and admission for the consecutive Master's degree programme „Sustainable Forest and Nature Management“ (SUFONAMA) on 25.05.2016 (§ 44 section 1 sentence 2 NHG in the version of the announcement on 26.02.2007 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 69), last amended by Article 1 of the Act of 15.12.2015 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 384); § 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 in the version of the announcement on 29.01.1998 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 51), last amended by Article 2 of the Act on 15.12.2015 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 390); §§ 62 section 4 sentence 1, 60 a section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 3, section 14 NHG und § 7 section 2 NHZG).

**Regulation concerning the qualifications for entry and admission
for the consecutive Master's degree programme
„Sustainable Forest and Nature Management“ (SUFONAMA)**

I. Scope

§ 1 Scope

(1) These regulations stipulate the entry and admission to the consecutive Master's degree programme „Sustainable Forest and Nature Management“.

(2) The university executes an autonomous procedure for determining the entry qualifications for all university places to be filled up in the consecutive Master's degree programme „Sustainable Forest and Nature Management“ in accordance with the following provisions.

(3) ¹If the number of applicants, who meet the qualifications for entry, exceeds the available places, the university awards the places according to the selection procedure proper to higher education. ²If the number of applicants who meet the qualifications for entry falls short of the available places, a selection procedure does not take place.

II. Authorisation for entry

§ 2 Admission requirements

(1) ¹Prerequisite for entry to the Master's degree programme is that the applicant has the professional aptitude. ²The professional aptitude is possessed by those who have completed a relevant Bachelor's degree with a standard period of study of at least six semesters and a scope of at least 180 ECTS credits or with an equivalent degree in a degree programme at a German higher education institution or at a higher education institution belonging to one of the Bologna signatory states in accordance with section 3 in the degree programme "Forest Sciences and Forest Ecology" or in a closely related subject area and, if applicable, have received a commitment from the SUFONAMA consortium for a second year of study at one of the partner universities. ³The degree examinations, which are equivalent to the qualifications under sentence 2 and have been passed in a country other than the Bologna Signatory States, require the assessment of equivalence in consideration of the proposals by the Central Office for Foreign Education (ZAB) at the office of the permanent conference of the federal ministers of education in the Federal Republic of Germany (KMK) for the accreditation and assessment of foreign proof of academic qualification that are laid down at the URL <http://anabin.kmk.org>. ⁴The grades of the foreign proof of academic qualification should be converted to the German grading system.

(2) ¹Notwithstanding section 1, entry is generally guaranteed to persons who have not yet completed a programme at the time of application, but have acquired at least 150 credits in a relevant Bachelor's degree programme according to section 3 or an equivalent degree programme. ²The average grade calculated from the previous academic achievements is also considered in the selection procedure instead of the bachelor grade or the grade of an equivalent proof of academic qualification, irrespective of whether the result of the bachelor's examination deviates therefrom.

(3) ¹The decision whether an undergraduate degree is appropriate (relevance of previous studies) in the sense of sections 1 and 2 is made by the selection committee. ²Requirement for appropriateness of the undergraduate degree is the proof of achievements in forestry or

environmental sciences, resource or ecosystem management, life sciences or economics amounting to at least 60 credits, including achievements in forestry amounting to at least 24 credits. ³The selection committee may make the determination of the relevance of the subject dependent on the completion of work in accordance with sentence 2 that has not yet been completed within two semesters; in this case, the determination of the relevance of the subject and the admission are conditional until proof of the missing work, which must be received by the university within two semesters of enrollment (cut-off deadline). ⁴If the proof of the pending academic achievements is not submitted within the deadline, the assessment of the appropriateness of previous studies and a related letter of admission will become ineffective. ⁵The assessment of the appropriateness is omitted if the components under sentence 2 that have not been accomplished yet have a rating of more than 15 credits.

(5) ¹Applicants whose native language is not English must show sufficient English language skills by minimum performance on an internationally recognized test:

- a) Cambridge Certificate in Advanced English (CAE) min. grade "B";
- b) Cambridge Certificate of Proficiency in English (CPE) min. grade "C";
- c) IELTS Academic („International English Language Testing System“): min. band 6;
- d) internet-based „Test of English as a Foreign Language“ (TOEFL iBT): min. 80 points;
- e) paper-based „Test of English as a Foreign Language“ (TOEFL PBT): min. 550 points;
- f) UNIcert level III;
- g) C1-proof according to CEF (Common European Framework) or
- h) appropriate performance on an equivalent test.

²Successful completion of the test may, as a rule, be no longer than three years before submission of the application for admission to the Master's degree programme. ³Exempt from the obligation to provide proof of a test are graduates of an English-language course of study and applicants with at least two years of residence in an English-speaking country for the purpose of study or work within three years prior to submission of the application for admission.

⁴The proof according to sentences 1-3 must be provided to the Faculty of Forest Sciences and Forest Ecology by 30 September in the case of enrollment for a winter semester, and by 31 March in the case of enrollment for a summer semester; the proof is a prerequisite for enrollment; conditional enrollment does not take place.

(5) In order to be admitted to the third or higher semester, the applicant must have completed the previous academic year at one of the partner universities in Copenhagen, Denmark, Bangor or Great Britain participating in the SUFONAMA consortium and have successfully completed at least 60 credits of examination work there.

(6) ¹Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. ²Enrolment by applicants, who according to section 2 are considered provisionally eligible for admission is conditional until proof of successful completion of the Bachelor's degree programme or an equivalent degree programme is provided. ²In the case of enrollment for the winter semester, proof must be submitted by 15 November.

III. Selection procedure

§ 3 Start of programme, application for admission, closing date

(1) ¹The Master's degree programme starts every winter semester. ²The application for admission should be submitted at first via an online portal; the details shall be announced by the university within a reasonable period of time before the application deadline. ³The written application for admission to the Master's programme must be received by the university by August 17 (cut-off deadline) for the winter semester, using the forms provided for download in the online portal, together with the application documents required in accordance with section 2. ⁴The application applies only to the award of university places on the relevant admission date. ⁵The university is not obligated to review the details of the applicants as part of its required duties.

(2) The following documents must be attached to the application for admission, which must be signed by the applicant's own hand:

- a. The degree certificate(s) of the applicant in the form of attested copies or certified German or English translations, if the originals are not in English or German; if a degree certificate is not yet submitted, a certificate of the acquired academic achievements, the credits and the average grade should be submitted;
- b. A tabular curriculum vitae written in German or English with a convincing description of the educational career and a photograph;
- c. a proof of sufficient language skills according to § 2 section 4;
- d. A declaration on whether the applicant has successfully / unsuccessfully completed a Master's Programme in the same discipline or has not completed it yet;
- e) if applicable, a confirmation of the SUFONAMA consortium's acceptance for the second year of study at one of the partner universities.

(3) ¹Applications that are not submitted complete, or in due form and time, shall be excluded from the further procedure. ²The documents submitted remain with the university.

(4) If an applicant can credibly demonstrate that he or she is disadvantaged by the selection procedure compared to other applicants due to a disability, he or she shall be granted upon application a suitable compensation for disadvantages.

§ 4 Selection Committee

(1) To prepare for the selection procedure, the Faculty of Forest Sciences and Forest Ecology shall form a selection committee.

(2) ¹A selection committee includes three members eligible to vote, who belong to the scientific personnel working full-time or the professoral group, and a students' representative with advisory vote. ²At least two members must belong to the professoral group. ³The members are appointed by the Faculty Council of the Faculty of Forest Sciences and Forest Ecology. ⁴The tenure of the members is two years, while that of the students' representative is one year. ⁵Reappointment is possible. ⁶The selection committee holds a quorum if at least two members eligible to vote are present.

(3) The tasks of the selection committee are:

- a) Review of the incoming applications of admission for formal correctness,
- b) Review and assessment of the admission qualifications, if necessary, for degrees according to § 2 section 1 sentence 2 on the basis of an expert opinion of the Faculty Commission for the recognition of equivalence of foreign degrees;
- c) Conducting the interviews in accordance with § 6,
- d) Decision on the admission or rejection of the applicant.

(4) The selection committee reports to the Faculty Council of the Faculty of Forest Sciences and Forest Ecology on the experience gathered and submits any suggestions for further development of the award procedure, after conclusion of the award procedure.

§ 5 Selection procedure

(1) Selection is determined based on a combination of the following criteria:

- a) on the basis of the bachelor's grade or the grade of an equivalent academic certificate,
- b) on the basis of demonstrated English language proficiency beyond the entry requirements,
- c) on the basis of professional experience, practical activities or other study-relevant extracurricular achievements,
- d) by motivation survey in written form and
- e) in a selection interview with the applicant.

(2) The selection committee shall make a pre-selection from among the applications received in accordance with section 3 and a selection from among the pre-selected applicants on the basis of the selection criteria specified in sections 1 and 4.

(3) ¹In order to limit the number of participants in the selection interview, a pre-selection is made from the applications received to twice the number of study places to be awarded after the selection procedure. ²For this purpose, a ranking list is drawn up according to the result of the bachelor's grade or the grade of an equivalent academic certificate. ³If there is equality of rank, all applicants with the highest rank will be admitted.

(4) ¹The selection is based on a ranking list with a maximum of 100 points achievable. ²This is drawn up in accordance with the following provisions:

a) Depending on the result of the bachelor's grade or the grade of an equivalent academic certificate, the applicant will be credited with points 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) Based on evidence of English language proficiency beyond the requirement of § 2 section 4, the applicant will be credited points as follows:

Demonstrated language proficiency exceeds the entry requirement
 significantly 5 points,
 outstandingly 10 points.

c) Points will be credited as follows on the basis of special professional, practical, or other non-university achievements, skills, and knowledge conducive to successful completion of the programme:

The special achievements, skills and knowledge are
 very convincing 7 to 10 points,
 convincing 3 to 6 points,
 not very convincing 1 to 2 points,
 not convincing 0 points.

- d) Depending on the presentation of motivation for entering the programme, the applicant will be credited with points as follows:

The presentation is

very convincing	7 to 10 points,
convincing	3 to 6 points,
not very convincing	1 to 2 points,
not convincing	0 points.

- e) Depending on the determination of the degree of eligibility in the selection interview, the applicant will be credited with points as follows:

The applicant is

very suitable	7 to 10 points,
suitable	3 to 6 points,
not very suitable	1 to 2 points,
hardly suitable	0 points.

- f) The points achieved according to letters a) to e) are added together.

(5) ¹If there is equality of rank after the ranking list has been drawn up, the ranking shall be determined by the result of the bachelor's degree or an equivalent degree. ²In all other cases, the decision in the event of a tie shall be made by drawing lots.

(6) ¹Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. ²Enrolment by applicants, who according to § 2 section 2 are considered provisionally eligible for admission is conditional until proof of successful completion of the Bachelor's degree programme or an equivalent degree programme is provided. ²In the case of enrollment for the winter semester, proof must be submitted by 15 November.

§ 6 Selection interview

(1) ¹The selection interview is intended to show the extent to which the applicant is suitable for the selected degree programme. ²The following principles apply to the conduct of the interview:

- a)

The selection interview is usually held at the university starting the third week after the application deadline. The exact dates as well as the location of the selection interview will be announced by the university in a reasonable period of time before the start of the selection interviews. The university shall invite candidates to the interview with sufficient notice. A video conference or a telephone interview is permitted for applicants residing abroad and in justified exceptional cases, provided that the identity of the

applicant can be determined beyond doubt. The selection committee shall determine the details of the procedure in such cases.

- b) The selection committee shall conduct a selection interview lasting about 15 minutes with each applicant.
- c) Minutes of the essential questions and answers of the selection interview must be kept and signed by the members of the selection committee. The minutes must show the date and place of the selection interview, the names of the committee members, the name of the applicant and the assessment.

(2) The selection interview covers the applicant's motivation and the following suitability parameters:

- a) Ability to work in a scientific as well as basic and methodological manner,
- b) professional background,
- c) concrete ideas of study contents of this degree programme.

(3) After the interview, the members of the selection committee shall assess the applicant's degree of aptitude for the selected degree programme on a scale according to § 5 section 4 sentence 2 letter e).

(4) ¹An applicant who fails to appear at the interview without good cause shall be excluded from the further procedure. ²If there is a good cause, the selection committee shall set a new date for the selection interview upon request. ³Proof 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. ⁴An unsuccessful applicant is entitled to participate again in the next possible selection procedure.

§ 7 Letter of admission, rejection letter and procedure for subsequent admissions

(1) ¹Applicants who can be admitted receive a written notice of admission from the university. ²This letter specifies the deadline, within which the applicant should enrol or declare in writing whether he or she will accept the university place. ³If the enrolment or the declaration under sentence 2 are not submitted to the university within the specified deadline and in the correct form, the letter of admission will become ineffective. ⁴These legal consequences must be pointed out in the letter of admission.

(2) ¹Applicants who are not entitled to admission receive a rejection letter, in which the attained ranking and the ranking of the applicant last admitted are listed. ²The rejection letter provides information on rights of legal recourse. ³In the case of applicants entitled to admission, it shall

at the same time contain a request to declare in writing within a specified period of time whether the application for admission is to be maintained for a subsequent procedure. ⁴If the applicant does not submit this declaration within a specified period or in the correct form, he or she will be excluded from the procedure for subsequent admissions. ⁵Reference must be made to this legal consequence.

(3) ¹The procedure for subsequent admissions will be executed on the basis of the ranking list according to § 5 sections 4 and 5. ²In the event of a tie, the decision shall be made by lot. ³The provisions of the section 1 apply correspondingly.

(4) ¹The selection procedures are completed no later than 15 November in the case of admission for a winter semester or 15 May in the case of admission for a summer semester. ²Any study places still available after this time will be awarded by lot to applicants who are eligible for admission upon informal application. ³The application period for this begins two weeks before the start of the lecture period of the semester for which admission is to be granted and ends with the conclusion of the selection procedure; the provisions of § 2 apply accordingly. ⁴Due to the advanced lecture period, the allocation of study places by lot shall be completed at the latest on 30 November in the case of admission for a winter semester.

§ 8 Admission to higher semesters

For the admission to free study places in a higher admission-restricted semester, the average grade of the examination achievements in the first study year in this degree programme at one of the partner universities is decisive, next the result of the bachelor's examination or an examination equivalent to it, next the social, in particular family and economic reasons decisive for the choice of location, finally the lot.

IV. Entry into force

§ 9 Entry into force

(1) ¹This regulation enters into force the day after its promulgation in the Official Announcements I of Georg-August-Universität Göttingen. ²It applies for the first time to the awards procedure in the winter semester 2016/17.

(2) At the same time, the regulations concerning the qualifications for entry and admission to the consecutive Master's degree programme "Sustainable Forest and Nature Management" in the version published on 08.08.2007 (Official Announcements I no. 14/2007 p. 693) shall be rendered ineffective.