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Pursuant to a resolution taken by the Faculty Council for Forest Sciences and Forest Ecology on April 17, 2007 and by the Senate of the Georg-August-Universität Göttingen on May 16, 2007, the Foundation Committee of the Georg-August-Universität Göttingen, a public law foundation, approved the regulations governing the requirements for admission to the Master's degree programme in "Sustainable Forest and Nature Management – SUFONAMA" on July 9, 2007 [Section 44 paragraph 1 sentence 1 of the Lower Saxony Higher Education Act (NHG<sup>1</sup>) as promulgated in the Official Bulletin<sup>2</sup> on February 26, 2007 (Lower Saxony Law and Ordinance Gazette (Nds. GVBl.<sup>3</sup>, page 69); Section 41 paragraph 1, sentence 1 NHG in conjunction with Section 18 paragraph 5 sentences 1 and 3, paragraph 7 NHG and Section 7, paragraph 1, sentence 1 of the Lower Saxony University Admissions Act (NHZG<sup>4</sup>) as promulgated in the Official Bulletin on January 29, 1998 (Nds. GVBl. page 51), last amended by the law of November 21, 2006 (Nds. GVBl., page 538); Sections 62 paragraph 4, sentence 1 and 60a paragraph 1 sentence 1 NHG in conjunction with Section 18 paragraph 5 sentences 1 and 3, paragraph 7, paragraph 13 NHG and Section 7 Paragraph 2 NHZG].

**Regulations**  
**Governing the Requirements for Admission**  
**to the Master's Degree Programme in Sustainable Forest and**  
**Nature Management**  
**– SUFONAMA –**

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<sup>1</sup> Niedersächsisches Hochschulgesetz, NHG

<sup>2</sup> Amtliche Mitteilung

<sup>3</sup> Niedersächsisches Gesetz- und Verordnungsblatt, Nds. GVBl.

<sup>4</sup> Niedersächsisches Hochschulzulassungsgesetz, NHZG

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## I. Scope

### Regulation 1 Scope

(1) Subject to the terms of the following provisions, the University shall carry out an internal procedure for determining compliance with the admission requirements in order to allocate all available university places in the degree programme "Sustainable Forest and Nature Management".

(2) Whenever the number of applicants fulfilling the admission requirements exceeds the available number of places, the University shall allot those places in the order of the outcome achieved within an internal selection procedure. The selection decision is made according to the applicant's qualification for the degree programme selected.

(3) If the number of applicants fulfilling the admission requirements falls short of the number of places available, the selection procedure set out in paragraph 2 will not take place.

## II. Admission Qualification

### Regulation 2 Admission Requirements

(1) As a requirement for admission to the Master's degree programme, the applicant must have completed at least a six-semester degree programme with conferral of a Bachelor's degree comprising at least 180 ECTS<sup>5</sup> credits [Anrechnungspunkte] or of an equivalent degree in a closely related discipline [fachlich eng verwandete Fachrichtung] earned in a degree programme completed at a German university or a university situated in one of the Bologna signatory states. Moreover, the applicant must have received permission from the SUFONAMA Consortium to study for a second year at one of the partner universities and be particularly qualified for the degree programme. The Examination Committee shall decide whether a degree programme can be defined as covering a "closely related" discipline. The applicant must furnish proof of any missing modules within two semesters after admission; until that time, the positive decision and admission shall be subject to the condition subsequent that the Selection Committee has accepted the proposal submitted by the dean of studies and made the admissions approval contingent upon such a condition.

(2) In derogation from paragraph 1, any student shall be generally entitled to admission who has not yet completed a degree programme by the application date, but has already successfully earned 90% of the overall credits necessary, i.e. not less than 162 credits in a related Bachelor's degree programme. The average grade established thereby shall also be taken into account during both the process of determining whether the admission requirements set down in paragraph 3 have been fulfilled and during the selection procedure, irrespective of whether a student achieves different results in the Bachelor's examination.

(3) Applicants must furnish proof that they have received least a grade of 3.0<sup>6</sup> on their Bachelor's degree.

(4) For final examinations that are equivalent to the degrees mentioned in paragraph 1 but have been successfully completed in a country outside the Bologna signatory states recognition is required, whilst account shall be taken of the proposals made by the Central Office for Foreign Education (ZAB)<sup>7</sup> affiliated with the secretariat of the Standing Conference of the Ministers of Education

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<sup>5</sup> European Credit Transfer System, ECTS

<sup>6</sup> Grading scale: 1.0 (Excellent), 2.0 (Good), 3.0 (Satisfactory)

<sup>7</sup> Zentralstelle für ausländisches Bildungswesen, ZAB

and Cultural Affairs of the Federal States of the Federal Republic Germany (KMK)<sup>8</sup> for the recognition and evaluation of proof of formal qualifications acquired in a foreign country. These proposals are posted at the URL [www.anabin.de](http://www.anabin.de). The grades achieved on academic qualifications in foreign countries must be converted to the German grading system.

(5) Applicants whose mother tongue is not English must have proficiency in the English language. Applicants prove proficiency in the English language by earning the minimum required grades on an internationally recognized test:

- a) Cambridge Certificate in Advanced English or Cambridge Certificate of Proficiency in English
- b) "International English Language Testing System" (IELTS), at least Competent User, Volume 6
- c) At least 550 points on the hand-written test of the "Test of English as a Foreign Language" (paper-based TOEFL)
- d) At least 215 points on the computer-based test of the "Test of English as a Foreign Language" (computer-based TOEFL)
- e) At least 80 points on the "New internet-based TOEFL - Test of English as a Foreign Language"
- f) UNlcert, level III
- g) C1 proof according to CEF (Common European Framework)
- h) The corresponding score on an equivalent test.

As a rule, the test may not be taken later than three years prior to submission of the application for admission to the Master's degree programme (date received). Applicants who spent at least two years' studying or working in an English-speaking country during the last three years prior to the submission of the admissions application (date received) shall be exempt from this requirement.

(6) As a requirement for admission to the second year of study, students must additionally furnish proof of examination-related achievements comprising at least 60 credits earned in the first year of study in this degree programme at one of the partner universities in Copenhagen or Bangor.

(7) Otherwise, all provisions generally applicable to enrolment stipulated in the Enrolment Regulations<sup>9</sup> shall remain unaffected. Enrolment of applicants deemed particularly qualified under paragraph 2 shall be subject to the condition subsequent that they furnish proof of successful completion of their Bachelor's studies. Said proof for the corresponding winter semester has to be furnished before or on September 30 (preclusive time limit).

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<sup>8</sup> Ständige Konferenz der Kultusminister, KMK

<sup>9</sup> Immatrikulationsordnung

### **III. Selection Procedure**

#### **Regulation 3 Start of the Degree Programme, Admissions Application, Preclusive Time Limit**

(1) The Master's degree programme shall start in the winter semester of each year. The written admissions application for the Master's degree programme together with the application documents required under paragraph 2 must have been received by the University before or on August 17 (preclusive time limit). Such an application is valid only for the allocation of university places available for the respective admissions date.

(2) The following documents must be included with the personally signed admissions application:

- a) The candidate's degree certificate(s) presented as certified copies or certified German or English translations whenever the originals have not been drawn up in the English or German language. Whenever a degree certificate is not yet available, the applicant must submit a record of their achievements, credits and grade point average [Durchschnittsnote] earned;
- b) A curriculum vitae in tabular form written in German or English with a comprehensive presentation of the applicant's educational history together with a photograph;
- c) Proof of proficiency in the English language by applicants whose mother tongue is not English;
- d) A statement of whether the applicant has completed a Master's degree programme in a closely related subject thus far successfully, unsuccessfully or not yet;
- e) Confirmation that the applicant has received permission from the SUFONAMA Consortium to study for the second year at one of the partner universities.

(3) Applications that are not complete or not submitted in the proper form or within the deadline shall be excluded from further processing. Submitted documents shall remain with the university.

#### **Regulation 4 Selection Committee**

(1) In preparation for the selection decision, the Faculty of Forest Sciences and Forest Ecology shall set up a Selection Committee.

(2) The Selection Committee shall comprise three members of the full-time academic staff [hauptberufliches wissenschaftliches Personal] and one member of the students' group [Studierendengruppe] with an advisory vote. At least two members must belong to the professors group [Professorengruppe]. Members shall be appointed by the Faculty Council. The members of the Selection Committee shall serve a one-year term. Members can be reappointed. The Selection Committee shall constitute a quorum if at least two members with voting rights are present.

(3) The tasks of the Selection Committee are to:

- a) Check the formal correctness of submitted applications
- b) Check and, if applicable, assess the admission requirements (with the exception of the examinations to be taken in accordance with Regulation 2 paragraph 4 conducted by the Committee responsible for the recognition of equivalence of degrees earned abroad<sup>10</sup>).
- c) Conduct selection interviews
- d) Decide on the admission or rejection of applicants.

(4) After completion of the placement procedure, the Selection Committee shall report to the Faculty Council on the experience gathered and, where appropriate, submit proposals for the further progress of the placement procedure.

#### **Regulation 5 Selection Procedure**

(1) Selection shall be based on a combination of the following criteria:

- a) The grade earned for the Bachelor's or the grade earned for an equivalent academic qualification (max. 60 points)
- b) Proficiency in the English language (max. 10 points)

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<sup>10</sup> Kommission für die Anerkennung der Gleichwertigkeit ausländischer Studienabschlüsse

- c) Vocational training, practical employment experience or other extracurricular achievements pertinent to the course of studies (max. 10 points)
- d) A written letter of motivation (max. 10 points)
- e) A selection interview held with the applicant (max. 10 points)

(2) According to paragraph 3, the Selection Committee shall make a shortlist of the applications received and then select among the shortlisted applicants based on the selection criteria listed in paragraph 4.

(3) To limit the number of applicants participating in the selection interview, a preselection of the applications received shall be narrowed down to the number of study places to be awarded according to the selection procedure. For this purpose, the applicants shall be ranked according to the final grade awarded for their Bachelor's degree or any equivalent degree. In the event of equal ranking, all applicants with the highest ranking shall be admitted to the selection interview.

(4) The selection shall be based on a ranking with a max. of 100 points attainable. This ranking shall be subject to the following conditions:

a) Based on their final grade, applicants shall be credited with the points as indicated in the table below:

|                     |     |     |     |     |     |     |     |     |     |     |
|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Starting from grade | 1.0 | 1.1 | 1.2 | 1.3 | 1.4 | 1.5 | 1.6 | 1.7 | 1.8 | 1.9 |
| Points              | 60  | 57  | 54  | 51  | 48  | 45  | 42  | 39  | 36  | 33  |

|                     |     |     |     |     |     |     |     |     |     |     |     |
|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Starting from grade | 2.0 | 2.1 | 2.2 | 2.3 | 2.4 | 2.5 | 2.6 | 2.7 | 2.8 | 2.9 | 3.0 |
| Points              | 30  | 27  | 24  | 21  | 18  | 15  | 12  | 9   | 6   | 3   | 0   |

a) Based on their English proficiency, the applicant shall be credited with the points as indicated in the table below:

|  |     |     |     |
|--|-----|-----|-----|
| Starting from the score achieved on the hand-written TOEFL | 550 | 580 | 600 |
| Points   | 0   | 5   | 10  |

c) Based on their vocational training, practical employment experience or other extracurricular achievements pertinent to the course of studies, applicants shall be credited with the following points:

| Achievements | Less pertinent | Pertinent | Very pertinent |
|--------------|----------------|-----------|----------------|
| Points       | 0 - 2          | 3 - 6     | 7 - 10         |

d) For their written motivation letter, applicants shall be credited with the following points:

| Motivation | Sufficient [ausreichend] | Good [gut] | Excellent [sehr gut] |
|------------|--------------------------|------------|----------------------|
| Points     | 0 - 2                    | 3 - 6      | 7 - 10               |

e) Depending on their particular qualifications determined in the selection interview, applicants shall be credited with the following points:

| Qualification | Sufficient [ausreichend] | Good [gut] | Excellent [sehr gut] |
|---------------|--------------------------|------------|----------------------|
| Points        | 0 - 2                    | 3 - 6      | 7 - 10               |

(5) If the applicants are ranked equally on the ranking list, the ranking order shall be determined according to the final grade awarded for the Bachelor's final thesis. Otherwise, equivalent rankings shall be decided by drawing lots.

(6) When evaluating the selection criteria stipulated under paragraphs 4 c) and d), any evaluation proposals that may have been submitted by the SUFONAMA Consortium can be taken in consideration.

### **Regulation 6 Selection Interview**

(1) The purpose of the selection interview is to determine whether the applicant is qualified for their chosen degree programme. The interview must be conducted in consideration of the following principles:

- a) As a rule, the selection interview shall be conducted at the University three weeks after the application deadline. The exact dates and the place of examination shall be announced by the University within a reasonable period prior to the start of the selection interviews. The University shall invite applicants to the selection interview in a timely manner. In case of applicants living abroad and in well-founded exceptions, the selection interview is also allowed to be held as a video conference or on the phone provided that the applicant's identi-



ty can be established without a doubt. In these cases, the Selection Committee shall determine the details of the procedure.

- b) The Selection Committee shall interview each applicant for approx. 15 minutes.
- c) The essential questions and answers of the interview shall be taken down for the record, which is to be signed by the members of the Selection Committee. The record must indicate the date and place of the interview, the names of the Committee members, the name of the applicant and the assessment made.

(2) The interview shall aim to determine whether the applicant possesses the following qualifying traits, the weighting of which shall be as follows:

- a) Ability to work according to scientific methods, principles or a specific methodology,
- b) Subject-specific background,
- c) Concrete ideas about the academic content of this degree programme.

(3) After the conclusion of the interview, the members of the Selection Committee shall rate how qualified the applicant is for the chosen degree programme on the scale set down in Regulation 5 paragraph 4 e).

(4) An applicant who misses the interview without good cause shall be excluded from further proceedings. If good cause is given, the Selection Committee shall schedule a new appointment for the selection interview, if so requested. Proof of good cause and the request for a new appointment must be submitted to the Selection Committee without delay, as a rule, within two workdays of the originally scheduled date. An excluded applicant shall be entitled to participate in the next possible selection procedure another time.

### **Regulation 7 Letter of Admission, Letter of Rejection, and Deferred Status Procedure**

(1) Applicants eligible for admission shall receive a written letter of admission from the University. This letter of admission shall set a deadline within which an applicant has to declare in writing whether they accept the university place offered them. If such statement is not submitted in the proper form or within the deadline, the letter of admission shall become invalid. The letter of admission shall point to this legal consequence.

(2) Applicants not eligible for admission shall receive a letter of rejection stating their personal ranking and the ranking of the last admitted applicant. The letter of rejection must include information on legal remedies. At the same time, the rejected applicants shall be requested to declare in writing within a specified deadline whether they wish to be included in the deferred status procedure. If an applicant does not submit such a statement in the proper form and within the deadline, they shall be excluded from the deferred status procedure. This legal consequence must be pointed out in the letter.

(3) The deferred status procedure shall be based on the ranking lists determined in accordance with Regulation 5.

(4) The admissions procedure shall be closed no later than two weeks after lectures have commenced. After this time and by informal request, any places that are still available can then be awarded by drawing lots. The application period for this starts two weeks before lectures begin and ends with the conclusion of the procedure.

### **Regulation 8 Admission to Advanced Semesters**

The grade point average [Durchschnittsnote] the applicant has achieved for the examination-related achievements during their first year of study in this degree programme at one of the partner universities shall be a deciding factor for admission to the available university places in a more advanced semester with limited access, followed by the final grade awarded for the Bachelor's or an equivalent examination, followed by social, and especially family and economic reasons principally impacting the choice of location, and finally by drawing lots.

## **IV. Final Provision**

### **Regulation 9 Effective Date**

These Regulations shall become effective on the day after their promulgation in the Official Bulletin of Georg-August-Universität Göttingen. The first placement procedure they govern shall be that of Winter Semester 2007/2008.