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With the decree of 19.02.2020 (ref: 27.5-74503-114) the following regulations governing the requirements for admission to the consecutive master's degree programme German and English Linguistics were approved by the Ministry of Science and Culture of Lower Saxony (MWK) in accordance with section 18 paragraphs 8 and 14 of the Lower Saxony Higher Education Act (NHG) and section 7 paragraph 2 of the Lower Saxony University Admissions Act (NHZG) in conjunction with section 51 paragraph 3 of the Lower Saxony Higher Education Act (NHG). These regulations shall take effect the day after publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

Regulations Governing the Requirements for Admission to the Consecutive Master's Degree Programme *German and English Linguistics*

The Faculty of Humanities of Gottfried Wilhelm Leibniz Universität Hannover resolved the following regulations on 22.01.2020 in accordance with section 18 paragraph 8 of the Lower Saxony Higher Education Act (NHG) and section 7 of the Lower Saxony University Admissions Act (NHZG):

Section 1

Scope

- (1) These regulations govern the requirements for admission to the master's degree programme German and English Linguistics of the Faculty of Humanities, Leibniz University Hannover.
- (2) The requirements for admission are governed by the specifications in section 2.
- (3) In the event that more applicants fulfil the admission requirements than there are places available, places shall be allocated according to the university's own selection procedure (section 4). If fewer applicants fulfil the admission requirements than there are places available, a selection process shall not be conducted.

Section 2

Admission Requirements

- (1) To qualify for admission to the master's degree programme German and English Linguistics, the applicant must
 - have acquired an undergraduate academic qualification at a German university or a foreign university belonging to the Bologna signatory states in a relevant philological degree programme (English/German Studies) with a focus on linguistics. Suitable programmes include modern languages degrees with a linguistic component
 - or
 - have attained an equivalent qualification at a foreign university in another relevant undergraduate degree subject; equivalence shall be evaluated in accordance with the recommendations of the Central Office for Foreign Education (ZAB) of the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) (<http://anabin.kmk.org>).

The body responsible – as specified in the examination regulations – shall decide whether an undergraduate degree is suitable; the decision may be accompanied by the condition that missing modules or courses must be completed within two semesters.

- (2) In exception to paragraph 1, provisional acceptance may be granted to applicants who have not yet completed their bachelor's degree or equivalent qualification at the time of application, if at least 150 credit points have been attained and it is expected that the bachelor's degree or equivalent qualification will be completed by the end of the first semester of the master's degree at the latest. An average mark from the completed assessments should be determined, which will be taken into account in the selection process as per section 4, irrespective of the final bachelor's degree mark. If an applicant cannot provide evidence of the required 150 credit points by 15 July of the respective year for admission in the winter semester or by 15 January for admission in the summer semester, the admissions committee shall decide on a case-by-case basis whether to grant admission subject to conditions and provision of evidence of the required credit points by 15 September (winter semester) or by 15 March (summer semester).

- (3) Applicants with academic qualifications from a German higher education institution must provide proof of good English language proficiency of at least level B1 CEFR (for details visit: <https://www.fsz.uni-hannover.de/en-nachweise.html>)

Applicants that are native speakers of English, or applicants who can present evidence of an English university entrance qualification, or who have completed a bachelor's degree taught in English are not required to take tests to prove sufficient English language proficiency. In case of doubt, the Examination Board responsible shall decide.

- (4) Applicants who cannot present evidence of either a German university entrance qualification or a bachelor's degree completed at a German university must, in addition to good English language proficiency (as per section 2 paragraph 3), also provide proof of good German language proficiency of at least level B2 CEFR (for details visit: <http://www.fsz.uni-hannover.de/de-nachweise.html>)

Section 3

Study Commencement and Application Deadline

- (1) It is possible to commence the master's degree programme German and English Linguistics in the winter or summer semester. Written applications – including the required supporting documents specified in paragraph 2 – must be received by the university by 15 January for the summer semester or by 15 July for the winter semester. The application shall only apply for the respective application period.
- (2) Applications must be accompanied by the supporting documents listed below. Certified copies are required for certificates and official confirmations.
- a) undergraduate certificate (certificates issued by a foreign university should be accompanied by a certified German translation) or – if this is not yet available – confirmation of completed units and respective credit points, as well as the average mark,
 - b) curriculum vitae (two or three pages, in German or English),
 - c) supporting documents as specified in section 2 paragraphs 3 and 4.
- (3) Applications that are incomplete or do not meet the requirements regarding form or deadline will be excluded from the application process. The university will retain the submitted documents.

Section 4

Admission Procedure

- (1) Selection will occur according to a ranking list, which is established based on the final or average mark as per section 3 paragraph 2 letter a). In the event that several applicants hold an equal rank, the order of priority shall be drawn at random.
- (2) In all other respects, the provisions of the university's regulations for enrolment that generally apply shall remain unaffected. The registration of applicants, who must complete missing modules as specified in section 2 paragraph 1 sentence 2, may be revoked if the evidence required for is not provided within one year and the applicant is responsible for such neglect. The same shall apply if, as specified in section 2 paragraph 2, evidence of successful completion of the bachelor's degree or equivalent qualification is not provided by 15 April (for enrolment in the winter semester) or 15 October (for enrolment in the summer semester), and the applicant is responsible for such neglect.

Section 5

Notification, Succession Procedure ("Nachrückverfahren"), Completion of the Process

- (1) Successful candidates will receive written notification of admission from the university. A deadline will be specified in the notification, within which the applicant must declare in writing whether they wish to accept the place or not. If declaration is not received in correct form by the deadline, the offer of admission will become invalid. This must be indicated in the notification of admission.
- (2) Unsuccessful candidates will receive a notification of rejection, stating their rank and the rank of the last admitted applicant. The notification of rejection must include information on legal remedies.
- (3) Remaining places will be allocated by means of the ranking ("Nachrückverfahren") as per section 4 paragraph 1.

- (4) The admission process will be concluded two weeks after commencement of the lecture period at the latest. Thereafter, any remaining places will be drawn at random, upon informal request. The application period for this shall begin two weeks before the beginning of the lecture period and shall end upon conclusion of the admission process.

Section 6

Admission to Advanced Semesters

- (1) Available places in an advanced semester of a course with restricted admission shall be allocated according to the order below, to applicants
- a) for whom, due to personal reasons, rejection of admission would mean undue hardship,
 - b) who are or were enrolled in the same or a similar degree programme
 - ba) at another German university or a university in another EU member state or another signatory state to the EEA Agreement, or
 - bb) at a foreign university and are of German nationality or are on equal terms with German nationals with respect to admission regulations, or
 - c) who claim any other grounds.
- (2) Within each of the three groups in paragraph 1, admission shall be decided depending on the mark attained for the bachelor's degree or equivalent qualification. In the case of identical results, admission will be allocated according to social aspects that were decisive in the choice of location – especially familial or financial aspects. Thereafter, places will be drawn at random.

Section 7

Entry into Force

These regulations shall take effect the day after publication in the university's official bulletin.