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With the decree of 04.05.2017 (ref: 27.5-74503-37) the following regulations governing the requirements for admission to the consecutive master's degree programme Geodesy and Geoinformatics 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 Geodesy and Geoinformatics**

The Faculty of Civil Engineering and Geodetic Science of Gottfried Wilhelm Leibniz Universität Hannover resolved the following regulations on 05.04.2017 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 Geodesy and Geoinformatics.
- (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 consecutive master's degree programme Geodesy and Geoinformatics, the applicant must
  - have acquired a bachelor's degree or equivalent qualification at a German university or a foreign university belonging to the Bologna signatory states in the degree subject or in another relevant undergraduate degree, 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 selection committee (section 5) 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. In the case of bachelor's degree programmes with a longer standard period of study or that amount to a different total number of credit points, applicants must have obtained 83% of the total number of required credit points. 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.

(3) Applicants that cannot present evidence of either a German university entrance qualification or a bachelor's degree completed at a German university must additionally provide evidence of sufficient German language proficiency (level C1 CEFR). For details regarding proof of language proficiency visit: <http://www.fsz.uni-hannover.de/de-nachweise.html>.

(4) In exception to paragraph 3, applicants may present evidence of sufficient English language proficiency (level C1 CEFR) instead of German language proficiency. For details regarding proof of language proficiency visit: <http://www.fsz.uni-hannover.de/en-nachweise.html>.

### Section 3 Study Commencement and Application Deadline

(1) It is possible to commence the master's degree programme Geodesy and Geoinformatics in the winter or summer semester. Applications, including the required documents specified in paragraph 2, must be received by the university by 15 July for the winter semester and by 15 January for the summer semester. Applications by applicants from non-EU countries must be received by the university by 31 May for the winter semester and by 30 November for the summer semester. Both a written application and online application (via the university's online portal) must be submitted. Applications for admission outside of the process for allocating course places and outside of the determined number of candidates to be admitted (e.g. scholarships) must be received by the university by 1 April for the summer semester and by 1 October for the winter semester. Application according to sentence 3 shall only apply for allocation of places within the respective application deadline. The university is not officially obliged to verify the information provided by the applicant.

(2) As per paragraph 1 sentence 3, the application must be accompanied by the documents listed below. Certified copies are required for certificates and official confirmations; if these documents were not issued in German or English, certified German or English translations must be provided.

- a) the final certificate for the bachelor's degree programme or – if this is not yet available – confirmation of completed units and respective credit points, as well as the average mark,
- b) curriculum vitae,
- c) evidence as specified in section 2 paragraph 3 (or 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) The selection committee (section 5) shall decide upon qualification for admission.

(3) 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, shall expire if the evidence required for this 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 Selection Committee for the Master's Degree Programme Geodesy and Geoinformatics**

(1) The Faculty of Civil Engineering and Geodetic Science shall establish a selection committee to prepare decisions regarding selection.

(2) The selection committee shall comprise at least three members entitled to vote, who must be a professor or another member of academic staff, in addition to a student member acting in an advisory role. At least one member must be a professor. Members are appointed by the Faculty Council of the Faculty of Civil Engineering and Geodetic Science. The members are appointed for a term of two years, the student member is appointed for one year; reappointment is possible. The selection committee may pass a resolution provided that at least two members entitled to vote are present.

(3) The duties of the selection committee include:

- a) assessing whether applications have been submitted in the correct form,
- b) verifying whether admission requirements have been met,
- c) deciding on conditions to be fulfilled,
- d) deciding on the acceptance or rejection of an application.

#### **Section 6 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 or electronically 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 7 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 8 Entry into Force

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