

**Regulations governing
admission and applications**
**for the joint Master's degree
programmes in Neuroscience (M.Sc.)
of Faculty V for Mathematics and
Natural Sciences and Faculty VI for
Medicine and Health Sciences of the
Carl von Ossietzky University of
Oldenburg.**

This is an unofficial English translation, based on the German "Ordnung über den Zugang und die Zulassung für den gemeinsamen Masterstudiengang „Neuroscience“ (M.Sc.) der Fakultät V für Mathematik und Naturwissenschaften und der Fakultät VI für Medizin und Gesundheitswissenschaften der Carl von Ossietzky Universität Oldenburg", dated 30/04/2015.

The German document is the legally binding one.

The University Senate of the Carl von Ossietzky University of Oldenburg, acting on behalf of the Faculty Councils of the Faculty of Medicine and Health Sciences (Faculty VI) and the Faculty of Mathematics and Science (Faculty V) decided on 11 March 2015 and 18 February 2015 respectively on the following regulations governing access and admission to the joint Master's programme in Neuroscience (M.Sc.) given by the two faculties. The regulations were approved by the Presidential Chair on 31/03/2015 in accordance with Section 44.1(3) of the Lower Saxony Higher Education Act (NHG) and by resolution of the Ministry for Science and Culture of Lower Saxony (MWK) of 21/04/2015 in accordance with Sections 18.8, 18.14 and 51.3 of the NHG.

Section 1

Scope of application

(1) These regulations govern admission to the joint Master's degree programmes in Neuroscience of Faculty V for Mathematics and Natural Sciences and Faculty VI for Medicine and Health Sciences of the Carl von Ossietzky University of Oldenburg.

(2) If more applicants meet the admission requirements according to Section 2 than there are places available, places will be allocated according to the results of a selection procedure

implemented by the university (Section 5).

Section 2

Admission requirements

(1) A precondition for admission to the Master's programme in Neuroscience is that the applicant

- a) has either
 - aa) gained an undergraduate degree in the subject of Neuroscience, Biology or another mathematical or scientific degree programme, e.g. psychology, engineering sciences, or computer sciences at a German university or a university in a Bologna signatory country

or

- bb) has gained an equivalent degree in the subject of Neuroscience, Biology or another mathematical or scientific or a related degree programme, e.g. psychology, engineering sciences or computer sciences at another institution for higher education outside Germany. Equivalence is established according to assessment proposals by the central office for foreign education at the Secretariat of the Conference of Ministers of Education and Cultural Affairs (www.anabin.de)

as well as

- b) proving special aptitude in accordance with Section 2.2.

(2) Special aptitude for the study can be proved as follows:

- a) by holding a Bachelor's degree, or an equivalent degree according to Section 2.1.a.bb in accordance with Section 2.3
- b) through a statement of purpose in English
- c) by demonstrating a knowledge of English at level B2 of the Common European Framework of Reference for Languages.
- d) and if applicable, as proof of personal qualification,
 - at least 3 months of proven practical experience or scientific project work outside of the

- regular course of study, relevant activity as a student assistant or a Bachelor's thesis in the neurosciences and/or
- scientific publications/awards/distinctions and/or
- proof of at least one continuous semester spent abroad which was relevant to the course of study and/or
- at least 6 months of continuous, proven, voluntary social involvement (e.g. committee work, federal voluntary service, family leave) and/or
- at least 12 months of proven relevant working experience.

A further precondition for admission to the academic programme is that the applicant, apart from holding a relevant Bachelor's degree, submitting a statement of purpose and proof of mastery of English, must achieve at least three points in the assessment for special aptitude (Section 2.5).

(3) The applicant is considered to hold a degree in accordance with Section 2a if he or she has completed his or her degree with a final grade of at least 3.0 and a minimum of 12 ECTS in the area of neuroscience as well as a minimum of 12 ECTS in the area of mathematics/statistics/programming. A lack of knowledge amounting to a maximum of 6 credits points in no more than one of the two subject areas can be made up for. A certificate of admission can be issued on a case-by-case basis on condition that the lacking knowledge is made up for.

(4) If the degree has not yet been completed by the application date, notwithstanding Section 2.1, at least 150 ECTS must have been gained, and the average grade from examination components completed thus far must be at least 3.0. This average grade will also be taken into account in the selection process in accordance with Section 5, regardless of whether the result of the Bachelor's examination is different.

(5) To determine the degree of special aptitude, the admissions committee (Section 4) will determine the criteria for the evaluation of special aptitude in accordance with the following points system on the basis of the grade of the Bachelor's degree awarded as

well as the characteristics regarding personal qualification:

- a) Assessment of the grade of the Bachelor's degree:

1.0-1.50	3 points
1.51-2.0	2.5 points
2.01-2.50	2.0 points
2.51-3.00	1.5 points

- b) Assessment of the criteria for assessing personal qualification:
 - at least 3 months of proven relevant work experience or scientific/academic project work outside of the regular degree programme, relevant experience as a student assistant or a Bachelor's thesis in the neurosciences
1 point

 - scientific/academic publications/awards/distinctions
1 point

 - at least one semester of continuous, proven, stay abroad relevant to the course of study
0.5 points

 - at least 6 months of continuous, proven, voluntary social commitment, (e.g. committee work, federal voluntary service, family leave)
0.5 points

 - at least 12 months of proven relevant working experience
0.5 points

Section 3

Application deadline and application documents

(1) Applicants enrol during the winter semester. Written applications must be received by 31 May for the next winter semester, enclosing the documents required according to Section 3.2. Applicants with a German degree must send their application documents to the Carl von Ossietzky University of Oldenburg. Applicants with a foreign degree must send their application

documents to the Carl von Ossietzky University via uni-assist¹.

(2) The following documents must be enclosed with the application in German or English (documents in other languages will need to be accompanied by certified translations):

- a) the degree certificate for the Bachelor's degree or equivalent degree, or if the certificate has not yet been obtained, a certificate showing performance thus far, and the ECTS and average grade thus far
- b) a statement of purpose in English (1 page)
- c) proof of a command of English in accordance with Section 2.2.b. Proof can also consist of the applicant's having obtained his or her university entrance qualification or degree in English. The qualification shown as proof must not be older than 5 years at the time of the application
- d) the completed specific eligibility form accompanying the proof required in accordance with Section 2.2.1, with the following documents, where applicable: Certificates concerning internships or activities as a student assistant, subject and abstract of the Bachelor's thesis in English, details of publications, awards, distinctions, certificates pertaining to a stay abroad, certificates showing social commitment.

Section 4

Admissions committee

(1) The admissions committee decides whether the admission requirements are met based on the documents to be submitted according to Section 3.2, particularly regarding special aptitude, and determines whether a degree programme is related with regard to subject matter (Section 2 1.a.aa).

(2) The admissions committee is appointed by the Faculty Councils of Faculties V and VI on the proposal of the bifaculty study commission

¹ Applicants holding a Bachelor's degree from outside Germany are urgently advised to submit their application, together with all the required documents, to the central service point uni-assist by 31 March, as equivalence tests for foreign degrees require additional

of faculties V and VI of the Carl von Ossietzky University of Oldenburg. The admissions committee consists of:

- a) 3 members who are professors or junior professors at the university
- b) 1 member who is a research associate
- c) 1 student

For each of these groups, a deputy member is appointed.

Teaching members must be teaching Bachelor's or Master's programmes at the Carl von Ossietzky University of Oldenburg with a corresponding subject.

(3) The admissions committee will select a chair and a vice-chair from the teaching members. The admissions committee has a quorum when at least three members who are eligible to vote are present, including two who are professors or junior professors. Members will be appointed for a term of office of two years, and student members for term of one year. Reappointment is possible.

Section 5

Admission procedure

(1) If the number of applicants under these rules exceeds the number of available study places, a selection will be made from the applicants in accordance with an order of priority based on the overall Bachelor's grade or the average grade in accordance with Section 2.3 2.4 of these regulations.

(2) In the event of a number of applicants holding equal qualifications, the decision will be taken by lot.

(3) Otherwise, the conditions of the matriculation regulations that generally apply to enrolment will remain intact. Enrolment of applicants deemed suitable in accordance

processing time and possibly additional measures on the part of applicants. If documents are submitted later, applicants may not be able to start in the desired winter semester.

with Section 2.4 will be cancelled if the Bachelor's certificate required for enrolment for the winter semester concerned is not submitted to the Carl von Ossietzky University of Oldenburg by 15 December and the applicant is responsible for this.

Section 6

Letters of acceptance and rejection

(1) Applicants who have been admitted in accordance with Section 2 and Section 5.1 will receive a letter of acceptance from the Carl von Ossietzky University of Oldenburg. The letter of acceptance must contain a deadline by which the applicant must enrol with the university. If this deadline is not met, the letter of acceptance becomes invalid. The letter of acceptance must refer to this legal consequence.

(2) If not all the applicants admitted according to Section 6.1 enrol within the set deadline, a corresponding number of applicants that meet the admission requirements under Section 2 and who have not received a letter of acceptance will be admitted in order of the ranking they have achieved (clearing process).

(3) The admission procedure will end as soon as all the study places have been taken, and no later than 15 October. Study places still available at this time will be allocated by lot.

(4) Applicants who cannot be admitted will receive a letter of rejection, containing information on their statutory rights.

Section 7

Admission to higher study semesters

(1) Free study places in a higher semester will be allocated to applicants in the following order:

- a) those in the same or a comparable degree programme who are or have been enrolled at
 - at another German university or institution for higher education
 - applicants with German nationality or an equivalent nationality with regard to the admission regulations

who are or have been enrolled at another foreign institution for higher education

- b) those for whom a rejection of admission on personal grounds would mean particular hardship
- c) applicants who invoke other grounds

(2) Within each of the three groups of applicants referred to in Section 7.1, admission will be determined by the result of the Bachelor's examination or an equivalent examination, and in the event of an equal result, the selection of location based on social reasons, particularly relating to family and economic grounds, and finally, in cases which are still equal, by lot.