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**Regulations governing admission to the consecutive  
Master's programme in Neurocognitive Psychology (M.Sc.)  
of Faculty VI – Medicine and Health Sciences  
of the Carl von Ossietzky University of Oldenburg**

dated 25.04.2019

On 20/02/2019, the Faculty Council of Faculty VI - Medicine and Health Sciences adopted the following third version of the regulations for access and admission to the consecutive Master's programme in Neurocognitive Psychology at the Carl von Ossietzky University of Oldenburg (originally approved on 18.04.2018 (AM 24/2018)). The regulations were approved by the Presidential Chair on 19.03.2019 and by resolution of the Ministry for Science and Culture of Lower Saxony (MWK) on xx.xx.2019.

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**Section 1  
Scope of application**

- (1) These regulations govern access and admission to the consecutive Master's programme in Neurocognitive Psychology (M.Sc.)
- (2) The admission requirements are derived from Section 2.
- (3) If more applicants meet the admission requirements than there are places available, places will be allocated according to the results of a selection procedure specific to the university (Section 4). If the number of applicants meeting the requirements for admission does not exceed the number of places available, no selection procedure will take place.

**Section 2  
Admission requirements**

- (1) A precondition for admission to the consecutive Master's programme in Neurocognitive Psychology is that the applicant
  - has gained a Bachelor's or equivalent degree at a German university or an institution of higher education in a Bologna signatory country or at another institution of higher education outside Germany with a main focus on psychology or cognitive science worth at least 180 credit points,
  - Equivalence is established according to assessment proposals of the central office for foreign education at the Secretariat of the Conference of Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*, <http://anabin.kmk.org>).
  - Degree programmes are considered to be of an appropriate nature if the student has gained at least 90 credit points in the field of psychology or cognitive science, including at least
    - o 5 credits in the areas of quantitative methods / statistics
    - o 5 credits for an experimental psychology internship
    - o 6 credits in the field of general / cognitive psychology, and

- 5 credits in the field of biological psychology/neuroscience.

Other study programmes which may be appropriate are degree programmes worth at least 90 credits in the fields of natural sciences, mathematics, computer sciences, auditory technology/audiology or medicine, if the student can demonstrate that he or she has gained at least

- 5 credits in the areas of quantitative methods / statistics
- 5 credits for an experimental psychology internship or equivalent four-week research internship (as part of the study programme or voluntary additional work) or bachelor's thesis in the field of neuroscience
- 6 credits in the field of general / cognitive psychology, and
- 5 credits in the field of biological psychology / neuroscience.

The decision as to whether an applicant meets the admission requirements – particularly whether a study programme is appropriate with regard to content – is taken by the competent admissions committee (Section 5). The admission requirements can provisionally be deemed to be met on condition that modules still lacking in the fields of quantitative methods / statistics, general / cognitive psychology, or biological psychology / neuroscience worth maximally 6 credits will be made up for within two semesters. This is only possible if maximally 6 credits in these fields are missing and 5 credits for an experimental psychology internship or research internship / bachelor's thesis in the field of neuroscience have been completed upon application.

(2) Notwithstanding paragraph 1, applicants who have not yet obtained their Bachelor's or equivalent degree by the application date are admissible if they have gained at least 150 credits in the case of a degree programme with a total of 180 credits or at least 180 credits in the case of a degree programme with a total of 210 credits, and it is expected that they will be able to provide evidence of completing their Bachelor's or equivalent degree by no later than 01/04 of the year following their enrolment in this Master's programme. An average grade will be determined from prior performance which will be taken into account in the selection process in accordance with Section 4, regardless of whether the result of the Bachelor's examination is different.

(3) Applicants must provide proof that they have a sufficient knowledge of English for the study programme, i.e. corresponding at least with level B2 of the Common European Framework of Reference for Languages (GeR). Proof is to be provided in the form of a first degree in an English-taught study programme in a country with English or German as official language, or tests passed at level B2. Accepted tests are: TOEFL, IELTS, Cambridge English Language Assessment, UNiCert, TOEIC, TELC, language certificate from the language centre of a German university. The qualification shown as proof may not be more than two years old at the time of the application. Native English speakers are exempted from the obligation to produce supporting documents. Native English speakers are considered to be those applicants who are in possession of a nationality of a country in which English is an official language.

### **Section 3**

#### **Commencement of the study, application deadline and application documents**

(1) The Master's programme in Neurocognitive Psychology always starts in the winter semester. Applications must be made by 15 July (cut-off period) for the winter semester, enclosing the documents required under Section 2. Applicants with a German degree should use the online portal of the Carl von Ossietzky University of Oldenburg to send their application documents to the university; applicants with a non-German degree should submit their application via uni-assist. When applying via uni-assist, it is recommended to submit the required application documents already by 15 June for the winter semester. The application is

only valid for university places allotted in that particular round of applications. The university is not obliged to officially review the details furnished by applicants.

(2) Under Section 1, the following documents must be enclosed with the application/proposal in German or English. (Documents in other languages will need to be accompanied by certified translations):

- a) evidence of the qualifications under Section 2 (1) or (2), particularly the degree certificate for the Bachelor's programme or equivalent degree programme or – if this is not yet available – a certificate showing performance thus far, and the credit points and average grade obtained thus far
- b) a completed specific eligibility form including a statement of purpose or motivation in English (1 page)
- c) proof of mastery of English as specified in Section 2(3)
- d) if applicable, certificates concerning internships or activities as a student assistant, the subject of the Bachelor's thesis, details of publications, awards, distinctions, certificates pertaining to a stay abroad, certificates showing social commitment and civic spirit.

(3) Applications that are not complete, incorrectly submitted or late will not be processed. The documents submitted will remain with the university.

#### **Section 4 Admission procedure**

(1) The selection procedure specific to the university is based on a ranking order determined by points awarded for the final grade or the average grades in accordance with Section 2 (2) of the applicants to be considered, and further criteria regarding special aptitude as described below (paragraph 2). In the case of equal grades, the Bachelor's grade, i.e. the average grade in accordance with Section 2 (3) will determine the order, with a higher grade ensuing in an earlier place. If that grade is also equal, the decision will be taken by lot.

(2) The score to be attributed according to Section 1 is based on the following system:

- a) Grade of the Bachelor's degree
 

1.00-1.50	4 points
1.51-2.00	3 points
2.01-2.50	2 points
2.51-3.00	1 point.
- b) Documents proving personal aptitude and eligibility regarding subject matter, and also the applicant's statement of motivation, are awarded points as follows:
  - at least 3 months of proven work experience or relevant scientific activities e.g. as a student assistant or a Bachelor thesis concerning neuropsychology, neurology, neurocognitive psychiatry or cognitive and neurosciences (0.75 points for each activity, max. 1.5 points in total)
  - statement of purpose or motivation in English (reference to study programme, clear line of argumentation) (0.5 points)
  - documented scientific /academic publications/awards/distinctions (0.5 points)
  - proven stay abroad relevant to the study of at least 4 months (0.5 points)

- at least 6 months of continuous proven, voluntary social involvement (e.g. committee work, year of voluntary social work - *freiwilliges soziales Jahr*) (0.5 points)

The maximum combined score that can be awarded from a) and b) is 7.5 points.

- (3) The competent admissions committee (Section 5) decides on the selection.

### **Section 5**

#### **Admissions committee for the Master's programme in Neurocognitive Psychology**

(1) The Faculty Council of Faculty VI for Medicine and Health Sciences of the Carl von Ossietzky University of Oldenburg appoints, on the proposal of the Department of Psychology, an admissions committee consisting of at least four members who are eligible to vote and one student following the degree programme concerned who has an advisory vote, as well as up to two deputy members for each "status group" (professors, academic staff, technical and administrative staff, students).

(2) The members who are eligible to vote consist of

- a) 3 professors/university lecturers with voting rights, and
- b) 1 member of staff with voting rights

who will teach in the Master's programme "Neurocognitive Psychology".

(3) Voting members and their deputies are appointed for a term of office of 2 years, and student members and their deputies for a term of office of 1 year. Reappointment is possible.

(4) The admissions committee selects a chair and his or her deputy from the voting members. The admissions committee has a quorum when at least three members who are eligible to vote are present.

(5) The duties of the admissions committee are:

- a) to check the applications submitted for formal correctness
- b) to check the admission requirements, and if applicable, whether a degree programme is appropriate
- c) to decide on the admission or rejection of applicants.

(5) The admissions committee informs the Faculty Council of Faculty VI for Medicine and Health Sciences on completion of the award procedure of the experiences gained and, if applicable, presents proposals for the further development of the admissions procedure.

### **Section 6**

#### **Announcement of decision, clearing process, completion of procedure**

(1) Applicants who can be admitted receive a written letter of acceptance from the university. This letter specifies a deadline by which the student must confirm, by letter or digitally, whether he or she will accept the university place. If this confirmation is not received correctly and on time, 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 who meet the admission requirements and who have not received a letter of acceptance will be admitted (clearing process). The clearing process takes place in order of the ranking students have achieved in accordance with Section 4.1.

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

(4) The admission procedure is completed by 15 October at the latest. University places still available after that date are awarded by lot.

(5) For the rest, the conditions of the matriculation regulations that generally apply to enrolment will remain intact. Applicants who are provisionally admissible under Section 2.2 are deregistered if the Bachelor degree or equivalent degree is not submitted by 01/04 (for enrolment for the winter semester) of the year following the year of enrolment in this Master's programme and the applicant is responsible for this. Applicants who have to make up for modules under Section 2.1, clause 2 are deregistered if the required proof of timely completion of these modules is not submitted within two semesters and the applicant is responsible for this.

## **Section 7**

### **Admission to higher study semesters**

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

a) those for whom a rejection of admission on personal grounds would mean particular hardship

b) those in the same or a comparable degree programme

ba) those who are or have been enrolled at another German university or an institution for higher education of another country of the European Union or the European Economic Area

bb) applicants with German nationality or an equivalent nationality under the admission regulations who are or have been enrolled at another foreign institution for higher education

c) applicants who invoke other grounds

insofar as they meet the admission requirements under Section 2.

(2) For each of the three groups of applicants referred to in paragraph 1, admission will be determined by the result of the Bachelor's or equivalent examination, and in the event of an equal result, by selection of location based on social reasons, particularly relating to family and economic grounds, and finally, in cases which are still equal, by lot.

## II

These regulations take effect for the application procedures for the winter term 2019/20 after approval by the Ministry for Science and Culture of Lower Saxony (MWK) and after publication within the University of Oldenburg.