

This is an unofficial English translation, based on the German “Ordnung über den Zugang für den konsekutiven Masterstudiengang “Biology” (M.Sc.) der Fakultät V – Mathematik und Naturwissenschaften der Carl von Ossietzky Universität Oldenburg”, dated 13.04.2019. The German document is the legally binding one.

**Regulations governing access and admission to the
consecutive Master’s degree programme in Biology (MSc)
Faculty V – Mathematics and Natural Sciences of the Carl von
Ossietzky University of Oldenburg**

dated 13/04/2019

-Reading version-

The Faculty Council of Faculty V of the Carl von Ossietzky University of Oldenburg decided on 20 February 2019 the following regulations governing access and admission to the consecutive Master’s degree programme in Biology (MSc) offered by Faculty V – Mathematics and Natural Sciences of the Carl von Ossietzky University of Oldenburg. These regulations were approved by the Presidential Chair on 19 March 2019 and by the Ministry for Science and Culture of Lower Saxony (MWK) by decree of 10 April 2019 in accordance with Section 37.1.3.5b of the NHG.

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Scope of application

- (1) These regulations govern access and admission to the consecutive Master’s degree programme in Biology (MSc).
- (2) The admission requirements are stipulated in Section 2.

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Admission requirements

- (1) A requirement for admission to the Master’s programme in Biology is that the applicant
 - has obtained a Bachelor’s degree or equivalent qualification in Biology or in another closely related degree programme with a student workload of at least 180 credit points either at a German university or at a university in one of the Bologna signatory states, or has obtained an equivalent qualification in a closely related degree programme with a student workload of at least 180 credit points at another foreign university; 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).

The decision as to whether the applicant meets the admission requirements, in particular whether a degree programme is suitable in terms of their academic background, is made by the responsible Admissions Committee. The applicant may be admitted to the programme on condition that they complete any missing modules (worth a student workload of max. 30 credit points) within two semesters.

- (2) Notwithstanding paragraph 1, applicants who have not yet obtained a Bachelor’s degree or an equivalent degree at the time of application may be admitted on the condition that they have obtained at least 150 credit points on a degree programme with a total student workload of 180 credit points or at least 180 credit points on a degree programme with a total student workload of 210 and it is to be expected that the applicant will have completed the Bachelor’s degree or equivalent degree no later than 1 April of the year following enrolment (for enrolments for the winter semester) or 2 October of the year of enrolment (for enrolments for the summer semester) in this Master’s degree programme.
- (3) Applicants whose native language is not German and who neither have a German university entrance qualification nor have followed a first university degree which was taught in German must prove that they have sufficient knowledge of the German language to follow the Master’s degree programme. Applicants must provide proof that they have passed one of the “exams for proof of linguistic ability to study” listed in the current version of the *Rahmenordnung über Deutsche Sprachprüfungen für das Studium an deutschen Hochschulen* (RO-DT) (Regulations for German language examinations for studying at German universities), which are considered “proof of linguistic ability to study for unrestricted admission or enrolment for all courses of study and university degrees”.

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(4) Applicants whose native language is not English and who neither have an English university entrance qualification nor have followed a first university degree which was taught in English must prove that they have sufficient knowledge of the English language (level B2 in accordance with the Common European Framework of Reference for Languages (CEFR)) to follow the Master's degree programme. Applicants can demonstrate that they meet this requirement by submitting proof that they have passed the B2 level tests as part of courses offered by the language centre, TOEFL, IELTS, or the Cambridge First Certificate. If applicants achieved an average of at least 10 points in English at upper secondary level across the last four semesters, this may also be used to prove proficiency in English. These test results must have been achieved within the last four years.

In case of uncertainty, the relevant Admissions Committee shall decide whether the applicant has sufficient knowledge of English. Admission may be revoked if the applicant does not have the required English language skills at the time of determining whether they meet the admission requirements and if these skills are not acquired and proven within one semester.

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Start of studies and the application deadline

(1) The Master's degree programme in Biology starts in the winter and summer semesters. Applications must be submitted via the online portal of the Carl von Ossietzky University Oldenburg. To ensure that the assessment and enrolment processes are completed on time, applications, including all necessary documentation as per paragraph 2, must be submitted by 15 July for the winter semester and by 15 January for the summer semester, provided that at this time the minimum number of credit points required (150) has been obtained or the applicant has already completed their Bachelor's degree programme or another equivalent qualification and can provide proof thereof. International applicants who require a visa to study in Germany are advised to submit their application documents to Carl von Ossietzky University by 31 May for the winter semester and 30 November for the summer semester. Applications must be submitted by 30 September for the winter semester and 31 March for the summer semester at the latest. Applications are only considered for the relevant semester (i.e. applications submitted before the submission date for the winter semester are only considered for the winter semester). The University is not obliged to check the information provided by applicants ex officio.

(2) In the case of certified copies of certificates and evidence, the application must be accompanied by a certified German or English translation of the following documents if the originals are not in English or German:

- a) Evidence in accordance with Sections 2.1 and 2.2, in particular the Bachelor's degree certificate or - if this is not yet available - a certificate detailing the applicant's performance and credit points achieved thus far.
- b) Evidence in accordance with Section 2.3.

(3) Applications which are not complete, in the correct format or on time will be rejected. The University retains the submitted documents.

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Admissions Committee for the Master's degree programme in Biology

(1) The Faculty Council of Faculty V - Mathematics and Natural Sciences appoints an Admissions Committee consisting of at least three voting members and one student member in an advisory capacity as well as two deputy member(s) per member.

- (2) The voting members must comprise at least
- two professors or junior professor and
 - one staff member active in teaching.

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(3) Voting members and their deputies are appointed for a period of two years, and student members and their deputies for one year. Reappointment is possible.

(4) The Admissions Committee elects a Chair and a Deputy Chair from among its voting members. The Admissions Committee has a quorum when at least three members who are eligible to vote are present.

(5) The tasks of the Admissions Committee are:

- a) Checking the correctness and completeness of applications received.
- b) Assessing whether an applicant meets the admission requirements and, if applicable, whether their academic background is suitable for the Master’s degree programme.
- c) Deciding on whether to admit or reject applicants.

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Notification of the decision

(1) Applicants who meet the admission requirements receive a written notice of admission from the University. This letter stipulates a deadline by which the applicant must accept their place in writing or electronically. If the applicant does not accept their place on time or in the correct manner, the notice of admission becomes invalid. The letter of acceptance must refer to this legal consequence.

(2) Applicants who do not meet the admission requirements receive a letter of rejection. This letter must also contain information on their statutory rights.

(3) In all other respects, the conditions of the matriculation regulations that generally apply to enrolment will remain intact. Applicants who have received conditional offers in accordance with Section 2.2 are de-registered if they do not provide proof that they have completed their Bachelor’s degree or equivalent qualification by 1 April of the year following enrolment (for enrolment in the winter semester) or 1 October of the year of enrolment (for enrolment in the summer semester) in the Master’s degree programme. The applicant is responsible for this. Applicants who, in accordance with Section 2.1.2, still have to complete missing modules will be de-registered if they do not provide the required proof of having completed those modules on time within two semesters. The applicant is responsible for this.