

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 04.05.2022. The German document is the legally binding one.

**Regulations governing access and admission to the
consecutive Master’s degree programme in Biology (M.Sc.)
in School V – School of Mathematics and Science
of the University of Oldenburg**

dated 04 May 2022

On 16 February 2022, the School Council of the School of Mathematics and Science passed the following Regulations governing access and admission to the consecutive Master’s degree programme in Biology (M.Sc.) at the University of Oldenburg. They were approved by the Presidential Board on 22 March 2022 and by the Ministry of Science and Culture (MWK) by the decree of 12 April 2017.

**Section 1
Scope of application**

- (1) These regulations govern the eligibility for and admission to the consecutive Master’s degree programme in Biology (MSc).
- (2) The admission requirements are defined in 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 implemented by the university (Section 4). If sufficient places are available, a selection procedure will not take place.

**Section 2
Admission requirements**

- (1) Applicants for the consecutive Master’s degree programme in Biology are eligible if they:
 - completed a Bachelor’s degree or an equivalent degree in a suitable degree programme in biology or a closely related subject with at least 180 credit points at a German university or a university in one of the signatory states to the Bologna Process, or
 - completed an equivalent degree at a foreign university in a suitable degree programme in biology or a closely related subject with at least 180 credit points. 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.kmk.org).

A previous degree programme in biology or a closely related subject is typically considered suitable if it conveyed relevant in-depth competencies—especially in ecology, evolution, biodiversity, genetics, genomics, behavioural biology, ornithology, neurobiology, physiology, cell biology, immunology and/or environmental science, landscape ecology, or similar subjects (or the equivalent in the language of instruction)—totalling at least 90 credit points.

- (2) Applicants may be granted provisional admission to the programme if,

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a) at the time of application, they have not yet obtained a Bachelor's degree or its equivalent, but have obtained at least 150 credit points in a degree programme with a total of 180 credit points or at least 180 credit points in a degree programme with a total of 210 credit points, and it is to be expected that proof of a completed Bachelor's or equivalent degree will be provided by the end of the first semester of this Master's programme at the latest,

and/or

b) they are lacking no more than 30 credit points for specific content relating to the suitability of the previous degree.

In the case of a), provisional admission shall be subject to the additional condition that proof of the completed Bachelor's degree or an equivalent degree must be provided by 01 April of the year following enrolment (in the case of enrolment for the winter semester) at the latest. In the case of b), an additional condition shall be stipulated to ensure that any missing modules are taken by the end of the second semester after enrolment in the Master's programme (proof must be provided). If both a) and b) are true in a particular case, then provisional admission shall only be granted if the total workload required to complete both additional conditions is not anticipated to be greater than an equivalent of 30 credit points.

(3) Applicants 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 completed an English-taught first university degree in a country in which English or German is the official language or that they have passed the B2 (or higher) level tests. The following tests in particular are recognised: TOEFL, IELTS, Cambridge English Language Assessment, UNiCert, TOEIC, TELC, a language test administered by the Language Centre of the University of Oldenburg or another German university. These test results must have been achieved within the last five years before application.

Section 3 Start of studies and application deadline

(1) The Master's degree programme in Biology always begins in the winter semester. Applications, including supporting documents required according to Section 2, must be received before 15 June (closing date for applications). Applicants with a German university degree must use the University of Oldenburg's online portal and send their application documents to the University of Oldenburg. Applicants with a foreign university degree must apply using uni-assist. It is recommended that applicants who are applying using uni-assist submit the application documents by 31 March when applying to start a degree programme in the winter semester. 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 supporting documents, 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 Section 2 (1) or (2), in particular the Bachelor's degree or equivalent certificate or, if this is not yet available, a certificate confirming completed examinations, credit points obtained and the average grade
- b) Evidence of knowledge of the English language in accordance with Section 2 (3)
- c) The completed form for the application documents (specific eligibility form)

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d) If applicable, a copy of evidence of specific eligibility according to Section 4 (2)

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

Section 4 Admission procedure

(1) The university's own selection procedure is conducted using a ranking list derived from points that are awarded to the applicants for the final mark for their previous degree programme, or in the case of Section 2 (2), clause a for the average mark for the examinations completed thus far that are to be considered for the selection procedure regardless of whether the result of the Bachelor's examination differs from this, and points are also awarded for other criteria detailed in Section 4 (2b). In the event of several applicants holding equal qualifications, their final ranking will be determined by drawing lots.

(2) The awarding of points pursuant to Section 4 (1) is done according to the following scheme:

a) Points for the average mark of the Bachelor's degree or the average mark according to Section 4 (1), sentence 1, alternative 2

Average grade 1.00 to 1.29	6 points
Average grade 1.30 to 1.49	5 points
Average grade 1.50 to 1.69	4 points
Average grade 1.70 to 1.89	3 points
Average grade 1.90 to 2.19	2 points
Average grade 2.20 to 2.49	1 point
Average grade 2.50 to 4.00	0 points

b) Points are awarded for the following achievements up to a maximum of 5.5 points:

- Relevant academic publications / conference presentations (as presenter or co-presenter) / awards / prizes (0.5 points each, max. 3 points)
- Work on a relevant project in biology lasting at least 3 months that was not part of a degree programme (0.5 points per project, max. 1 point)
- Relevant work as a student assistant in courses or in the laboratory (0.5 points each, whereby repeated activities in the same course or laboratory cannot be counted more than once, max. 1 point)
- Cumulative, relevant work experience of at least 12 months of full-time employment (0.5 points)
- Programme-relevant work abroad lasting at least 1 month (0.5 points)
- Relevant community involvement of at least 6 months (0.5 points)
- Work in committees / as a student representative (0.5 points)
- Caring for family (0.5 points)
- Public relations or outreach in the area of biology (0.5 points)

Each qualification must be listed on the specific eligibility form in the application according to Section 3 (2), and the relevance for the Master's degree programme in Biology must be described.

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Written evidence must be sent with the application documents for each qualification.

The maximum number of points that can be achieved in b) is 5.5 points. The maximum number of points that can be achieved in a) and b) is therefore 11.5 points.

(3) The selection decision is made by the responsible admissions committee (Section 5).

Section 5 Admissions committee for the Master's degree programme in Biology

(1) The School Council for the School of Mathematics and Science (School V) appoints an admissions committee made up of five voting members and up to two deputy members for each status group.

(2) The voting members must comprise:

- three members from the professors' group
- one member from the staff group and
- one member from the student group.

(3) The term of office for voting members and their deputies is two years; that of the student member and any student deputies is one year; reappointment is possible.

(4) The admissions committee elects a chair and a deputy chair from among its voting members. They must be members of the professors' group. 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) reviewing incoming applications in accordance with formal requirements,
- b) reviewing the admission requirements and, if applicable, deciding whether the subject of a degree programme is suitable and whether the applicant has sufficient English language skills; deciding on admitting or rejecting applicants.

Section 6 Notification, clearing of the waiting list, completion of the admissions procedure

(1) Applicants who are approved for admission will receive a written notice of such from the university. This letter states 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 letter of acceptance becomes invalid. The letter of acceptance must refer to this legal consequence.

(2) If some of the applicants admitted according to Section 6 (1) do not enrol within the set deadline, a corresponding number of applicants who have not received a letter of acceptance will be admitted (clearing of the waiting list). The clearing of the waiting list will be based on the ranking list pursuant to Section 4 (1).

(3) Applicants who cannot be admitted will receive a written letter of rejection that includes a legal notice from the university.

(4) The admission procedure will be completed no later than 15 October. Any places still available after this date will be allocated by drawing lots.

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(5) The provisions of the university's enrolment regulations generally applicable to enrolment are unaffected. Applicants who have received conditional offers in accordance with Section 2 (2) will be 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); the applicant is responsible for providing this proof. Applicants who have to make up for missing modules in accordance with Section 2 (1) clause b will be de-registered if the required evidence that the missing modules have been made up in good time is not provided within two semesters; the applicant is responsible for providing this evidence.

Section 7 Admission to higher semesters

(1) Available study places in a higher semester that are subject to admission restrictions will be allocated to applicants in the following order:

- c) applicants for whom a rejection of admission would mean particular hardship on personal grounds,
- d) applicants in the same or a comparable degree programme
 - aa) who are or have been enrolled at another German university or an institution for higher education in another member state of the European Union or in another state party to the Agreement on the European Economic Area, or
 - bb) 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,
- e) and applicants who invoke other grounds.

(2) Within each of the three groups of applicants referred to in Section 7 (1), admission will be determined based on the result of the Bachelor's examination or an equivalent examination. In the event of an equal result, social reasons, in particular family and economic reasons, that are important for choosing the place of study will be the deciding factor. In cases that are still equal, the final decision is made by drawing lots.

(3) Applications for admission to higher semesters must be submitted via the University of Oldenburg's online portal. The application and the documents required by Section 3 (3) must have been submitted to the university by the deadline of 15 July if applicants wish to begin their studies in the winter semester and by the deadline of 15 January for the summer semester. Applicants with a foreign university degree must apply using uni-assist. Section 3 (1), sentences 5 ff. and (3) apply with the appropriate changes.

Section 8 Effective date

These regulations will come into force for the application procedure for the 2022/23 winter semester once they have been approved by the Ministry of Science and Culture of Lower Saxony and following their publication in the Official Notices of the university. At the same time, the regulations governing access and admission to the consecutive Master's degree programme in Biology (M.Sc.) in School V – School of Mathematics and Science of the University of Oldenburg from 13 April 2019 (Official Notice 018/2019) shall cease to be in force.