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**Regulations governing admission to the consecutive Master's program in  
„Versorgungsforschung“ (Health Services Research) (M.Sc.)  
of Faculty VI – Medicine and Health Sciences  
of the Carl von Ossietzky University of Oldenburg**

dated 04/05/2021

On 17/02/2021, the Faculty Council of Faculty VI - Medicine and Health Sciences adopted the following first version of the regulations for access and admission to the consecutive Master's program in „Versorgungsforschung“ (Health Services Research) at the Carl von Ossietzky University of Oldenburg. The regulations were approved by the Presidential Chair on 09/03/2021 and by resolution of the Ministry for Science and Culture of Lower Saxony (MWK) on 27/04/2021.

**I  
Section 1  
Scope of application**

- (1) These regulations govern access and admission to the consecutive Master's program in „Versorgungsforschung“ (Health Services Research) (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 program in „Versorgungsforschung“ (Health Services Research) (M.Sc.) is that the applicant
  - (a) 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 health or social science in the amount of at least 180 credit points, or
  - (b) has gained a Bachelor's or equivalent degree at another institution of higher education outside Germany with a main focus on health or social science in the amount 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 programs are considered to be appropriate if the student has gained at least 14 credit points in the field of research methods as well as 60 credit points in the field of health sciences and/or health economics and/or social sciences and/or sociology and/or psychology.

The decision as to whether an applicant meets the admission requirements – particularly whether a study program is appropriate with regard to content – is taken by the responsible admissions committee (Section 5).

(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 credit points in the case of a degree program with a total of 180 credit points or at least 180 credit points in the case of a degree program with a total of 210 credit points, and it is expected that they will be able to provide evidence of completing their Bachelor's or equivalent degree by no later than April 1 of the year following their enrolment in this Master's program. 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 whose native language is not German and who neither have a German university entrance qualification or a first university degree in a German-language course of studies, must have sufficient knowledge of the German language at least on the level C1 according to the Common European Framework of Reference for Languages (GeR) or DSH-2 for an unrestricted admission or enrollment to all courses of study and degrees in accordance with the Framework Regulations on German Language Examinations for Studies at German Universities (RO-DT).

(4) Applicants must provide proof that they have a sufficient knowledge of English for the study program, i.e. corresponding at least with level B2 of the Common European Framework of Reference for Languages (GeR). In cases of doubt, the admissions committee decides on the existence of English language skills. The positive determination of the admission requirements can be provided with a secondary condition to make up for insufficient language skills within one semester, if the required English language skills are not available at the time of the determination of the admission requirements.

### **Section 3 Commencement of the study and application deadline**

(1) The Master's program in „Versorgungsforschung“ (Health Services Research) always starts in the winter semester. Applications must be made by July 15 (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<sup>1</sup>. 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 program or equivalent degree program or – if this is not yet available – a certificate showing performance thus far, and the credit points and average grade obtained thus far

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<sup>1</sup> Applicants with a (Bachelor's) degree from abroad are strongly recommended to submit their application with all required documents to the central service office uni-assist by April 30 for the winter semester, as the equivalence check of foreign degrees requires additional processing time and possible further measures on the part of the applicant, so that if the application documents are submitted later, a start of the study cannot be guaranteed for the intended winter semester.

- b) if applicable, evidence of specific qualifications as specified in Section 4 (2b) as a simple copy

(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 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

average grade 1.00 - 1.25	10 points
average grade 1.26 - 1.50	9 points
average grade 1.51 - 1.75	8 points
average grade 1.76 - 2.00	7 points
average grade 2.01 - 2.25	6 points
average grade 2.26 - 2.50	5 points
average grade 2.51 - 2.75	4 points
average grade 2.76 - 3.00	3 points
average grade 3.01 - 3.50	2 points
average grade 3.51 - 4.00	1 point.

b) Documents proving special qualifications regarding subject matter (0 – 5 points)

Category	Points	Evidence
i. Completed relevant training in a health care profession (at least one year)	2.5	Training certificate
ii. Relevant research or practice-oriented internship activity relevant to health (added according to at least 3 months and < 6 months of full-time work)	0.25	Internship certificate
<b><u>or</u></b>		
iii. Relevant research or practice-oriented internship activity relevant to health (added together corresponding to at least 6 months of full-time work).	0.5	Internship certificate
iv. Bachelor thesis with thematic reference to the intended course of study	1.0	Bachelor's certificate or confirmation of the registration of the bachelor thesis
v. at least 6 months of continuous proven, voluntary social involvement (e.g. committee work, year of voluntary social work - Freiwilliges Soziales Jahr (FSJ))	0.5 points for a minimum of 6 months, 1 point for a minimum of one year	Certificate or testimonial of voluntary social work or certificate of social commitment from the organization

Category ii and iii are mutually exclusive: Only either category ii or category iii will be considered in awarding points. A maximum of 5 points can be considered. Each qualification shall be named in the application according to section 3 (2) and shall represent a specific relevance for the study in the Master "Versorgungsforschung" (Health Services Research). For each qualification, written proof must be submitted with the application documents.

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

### **Section 5**

#### **Admissions committee for the Master's program „Versorgungsforschung“ (Health Services Research)**

(1) The Faculty Council of Faculty VI - Medicine and Health Sciences of the Carl von Ossietzky University of Oldenburg appoints, on the proposal of the Department of Health Services Research, an admissions committee consisting of at least three members who are eligible to vote and one student following the degree program 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 at least two professors/university lecturers with voting rights, as well as either one professor/university lecturer or one academic staff.

(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 two 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 program is appropriate
- c) to decide on the admission or rejection of applicants.

### **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 1 enroll 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 University can terminate the admission procedure with the start of lectures. University places still available after that date are awarded by lot. The application period for this ends with the conclusion of the award procedure.

(5) For the rest, the conditions of the matriculation regulations that generally apply to enrollment will remain intact. Applicants who are provisionally admissible under Section 2.2 are deregistered if the Bachelor's degree or equivalent degree is not submitted by April 1 (for enrollment for the winter semester) of the year following the year of enrolment in this Master's program 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 hard-ship
- b) those in the same or a comparable degree program
  - 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

(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.

(3) The application for the higher semester must be submitted via the online portal of the Carl von Ossietzky University of Oldenburg. It must be submitted with the application documents required according to section 3 (2) of these regulations and received by the university by July 15 (cut-off deadline). Applicants with a foreign university degree shall submit their application documents via uni-assist<sup>2</sup> to the Carl von Ossietzky University. Section 3 paragraphs (1) and (3) apply accordingly.

## II

These regulations take effect for the application procedures for the winter term 2021/22 after approval by the Ministry for Science and Culture of Lower Saxony (MWK) and after publication within the University of Oldenburg.

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<sup>2</sup> Applicants with a (Bachelor's) degree from abroad are strongly recommended to submit their application with all required documents to the central service office uni-assist by April 30 for the winter semester, as the equivalence check of foreign degrees requires additional processing time and possible further measures on the part of the applicant, so that if the application documents are submitted later, a start of the study cannot be guaranteed for the intended winter semester.