

**Regulations for the access to and admission for
the consecutive Master's degree programme in
Sustainability Economics and Management (M.A.)
of Faculty II – School of Computing Science, Business
Administration, Economics and Law at the
Carl von Ossietzky University of Oldenburg**

**dated May 3, 2021
-Reading version-**

This is an unofficial English translation, based on the German "Ordnung über den Zugang und die Zulassung für den konsekutiven Masterstudiengang „Sustainability Economics and Management“ (M.A.) der Fakultät II – Informatik, Wirtschafts- und Rechtswissenschaften der Carl von Ossietzky Universität Oldenburg", dated May 3, 2021. The German document is the legally binding one.

On February 17, 2021, the faculty council of Faculty II – School of Computing Science, Business Administration, Economics and Law, decided on the following amendment to the regulations for the access to and admission for the consecutive Master's degree programme in Sustainability Economics and Management (M.A.) offered by the Carl von Ossietzky University of Oldenburg from April 21, 2020 (official notice 10/2020). These regulations were approved by the Presidential Chair on March 9, 2021 and by the Ministry for Science and Culture of Lower Saxony on April 27, 2021.

**§ 1
Scope**

- (1) These regulations administer the access to and admission for the consecutive Master's degree programme in Sustainability Economics and Management.
- (2) The admission criteria are determined in § 2.
- (3) If the number of applicants who fulfil the admission criteria exceeds the number of places available, the places are awarded on the basis of a selection process set by the university (§ 4). If the number of applicants does not exceed the number of spaces available, no selection process takes place.

**§ 2
Admission criteria**

- (1) In order to be admitted to the consecutive Master's degree programme in Sustainability Economics and Management, the applicant must have acquired
 - a) a Bachelor's degree or an equivalent degree in a professionally suited study programme of economics, business administration, social sciences, natural sciences, or engineering, or in a professionally suited previous study programme totalling at least 180 credits from a German institution of higher education or an institution of higher education which belongs to a nation that has signed the Bologna Accord, or
 - b) an equivalent degree in a professionally suited previous study programme totalling at least 180 credits from a foreign institution of higher education; the equivalence is assessed in accordance with the assessment proposals of the central department for foreign education at the secretary of the Conference of the Ministers of Education and Cultural Affairs (<http://anabin.kmk.org>).

A previous course of study is professionally suited if it has conveyed competencies in the areas

- a) microeconomic theory with at least 5 credits,
- b) fundamentals of business administration or an equivalent module with at least 5 credits,
- c) mathematics for economists or an equivalent module with at least 5 credits.

The decision whether an applicant fulfils the admission criteria and whether the course of study is professionally suited is made by the responsible admission committee. The positive assessment of the admission criteria can be accompanied by the provision to catch up on missing modules totalling up to 12 credits over the course of two semesters.

(2) Notwithstanding paragraph 1, applicants whose Bachelor's degree or equivalent degree is not yet available can be preliminarily authorized to access if the applicant has attained at least 150 credits in the case of a study programme with a total of 180 credits or at least 180 credits in the case of a study programme with a total of 210 credits and if it is to be expected that the Bachelor's degree or an equivalent degree will be attested by no later than April 01st of the year subsequent to the enrolment for this Master's study programme (in the case of a start of studies in the winter semester). Based on the applicant's previous examination results, an average grade is to be determined, which will be considered in the admission process according to § 4, regardless of whether the result of the Bachelor's examination deviates from this.

(3) Applicants who neither possess a German university entrance certificate nor have acquired a first degree from an institution of higher education in a course of study taught in German must prove knowledge of the German language sufficient for the studies. The proof can be provided as a successfully passed test on the level B2. The positive assessment of the admission criteria can be combined with the ancillary clause to file the proof over the course of two semesters.

(4) Applicants who neither possess an English university entrance certificate nor have acquired a first degree from an institution of higher education in a course of study taught in English must additionally prove sufficient knowledge of the English language on the level B2 according to the Common European Framework of Reference for Languages (CEFR). Proof¹ can be provided as a certificate of general qualification for university entrance or as a successfully completed test on the level B2.

In cases of doubt, the admission committee decides on the presence of an applicant's command of language.

§ 3

Start of studies and application period

(1) The Master's study programme Sustainability Economics and Management starts in the winter semester. The application, including the required application documents according to section 2, must be received by July 15th (limitation period). Applicants with a degree from a German institution of higher education use the web portal of the Carl von Ossietzky University of Oldenburg and send their application documents to the Carl von Ossietzky University of Oldenburg. Applicants with a degree from a foreign institution of higher education apply via uni-assist. For applications via uni-assist it is recommended to submit the required application documents by June 15th. The application only affects the allocation of university places on the respective application date. The institution of higher education is not obliged to officially validate the applicants' statements.

(2) The application or the request according to paragraph 1 sentence 3 must include the following documents – in the case of certificates and proofs as a certified copy – as a certified German or English translation, if the originals are not drafted in German or English:

- a) Proof according to § 2 paragraph 1 or paragraph 2, including the graduation certificate of the Bachelor's study programme or the equivalent programme or – if this is not yet available – an attestation of the past performance, the credits, and the average grade,
- b) proof according to § 2 paragraph 3 and 4,
- c) proof of competences in the areas according to § 4 paragraph 2 b),
- d) if applicable, proof of practical experiences in the area of sustainability according to § 4 paragraph 2 d),
- e) if applicable, proof of voluntary commitment in the area of sustainability according to § 4 paragraph 2 e).

Proofs according to § 3 paragraph 2 b) through f) can also be submitted as normal copy.

(3) The application documents must also include a tabular overview in which the applicant states his or her previous experiences relevant to the study programme and which show

- with which successfully passed modules the applicant fulfils the admission criteria required according to § 2 paragraph 1,
- that the applicant possesses the language skills required according to § 2 paragraph 3 and 4,
- and, if applicable, which particular qualifications according to § 4 paragraph 2 letters c) through e) the applicant has attained.

¹ A list of possible proofs and recognized language tests is available in the study programme's FAQs: <https://uol.de/p51543>.

(4) Applications which are not received complete, duly, or timely are excluded from the subsequent process. The submitted documents remain at the institution of higher education.

§ 4 Admission process

(1) The in-house selection process follows a ranking which is derived from a scoring system. A maximum of 100 points can be attained. Points are awarded based on the final grade or the average grades of the applicants to be considered according to § 2 paragraph 2 (up to 60 points) and on other criteria which are presented in paragraph 2 (up to 40 points). If several applicants have the same score, one of the applicants is selected at random.

(2) The following point system is used to determine the scores:

a) Points for the average grade of the Bachelor's degree or average grade according to § 2 paragraph 2 (6 – 60 points)

Average grade 1.00 to 1.10	60 points
Average grade 1.11 to 1.20	58 points
Average grade 1.21 to 1.30	56 points
Average grade 1.31 to 1.40	54 points
Average grade 1.41 to 1.50	52 points
Average grade 1.51 to 1.60	50 points
Average grade 1.61 to 1.70	48 points
Average grade 1.71 to 1.80	46 points
Average grade 1.81 to 1.90	44 points
Average grade 1.91 to 2.00	42 points
Average grade 2.01 to 2.10	40 points
Average grade 2.11 to 2.20	38 points
Average grade 2.21 to 2.30	36 points
Average grade 2.31 to 2.40	34 points
Average grade 2.41 to 2.50	32 points
Average grade 2.51 to 2.60	30 points
Average grade 2.61 to 2.70	28 points
Average grade 2.71 to 2.80	26 points
Average grade 2.81 to 2.90	24 points
Average grade 2.91 to 3.00	22 points
Average grade 3.01 to 3.10	20 points
Average grade 3.11 to 3.20	18 points
Average grade 3.21 to 3.30	16 points
Average grade 3.31 to 3.40	14 points
Average grade 3.41 to 3.50	12 points
Average grade 3.51 to 3.60	10 points
Average grade 3.61 to 3.70	09 points
Average grade 3.71 to 3.80	08 points
Average grade 3.81 to 3.90	07 points
Average grade 3.91 to 4.00	06 points

b) Points for the proof of competences in the areas stated in § 2 paragraph 1 a) through c) (7 – 21 points)

Category	Points	Proof
Microeconomic theory	7	Module description
Fundamentals of business administration or similar module	7	Module description
Mathematics for economists or similar module	7	Module description

c) Points for a specialisation in the previous study programme in the area of sustainability (0 – 9 points)

Category	Points	Proof
Specialisation in the area of sustainability as follows: <ul style="list-style-type: none"> - Subject of study in the area of sustainability or - Modules (at least 15 credits) in the area of sustainability 	5	Bachelor's certificate or transcript of records or module attestations (and module descriptions for modules whose titles do not clearly indicate a connection to sustainability)
Specialisation in the area of sustainability as follows: <ul style="list-style-type: none"> - Topic of the Bachelor's thesis in the area of sustainability 	4	Bachelor's certificate or transcript of records or official attestation of the topic

d) Points for relevant practical experiences in the area of sustainability (0 – 6 points)

Category	Points	Proof
Relevant professional or scientific function or internship in the area of sustainability (aggregated at least 3 months and < 6 months of full-time position)	2	Employer's reference / letter of recommendation
Relevant professional or scientific function or internship in the area of sustainability (aggregated at least 6 months of full-time position)	4	Employer's reference / letter of recommendation
Relevant professional or scientific function or internship in the area of sustainability (aggregated at least 9 months of full-time position)	6	Employer's reference / letter of recommendation

e) Points for voluntary commitment in the area of sustainability (0 – 4 points)

Category	Points	Proof
Relevant social commitment in a club, association, political council, network, or initiative in the area of sustainability (at least 6 months)	2	Attestation from the organisation of the voluntary social commitment, which shows the specific activities
Relevant social commitment in a club, association, political council, network, or initiative in the area of sustainability (at least 12 months)	4	Attestation from the organisation of the voluntary social commitment, which shows the specific activities

(3) The selection decision is made by the responsible admission council (§ 5).

§ 5

Admission council for the Master's study programme Sustainability Economics and Management

(1) At the suggestion of the concerned departments of Business Administration, Economics and Law, the faculty council of Faculty II – School of Computing Science, Business Administration, Economics and Law appoints an admission council of at least three voting members and one member from the students group with advisory vote, as well as up to two deputy members from each status group.

(2) The group of voting members is comprised of at least

- two members from the professors group, as well as
- one member from the professors or the employees group.

(3) The admission council elects the chairperson and his or her deputy among its voting members. The admission council constitutes a quorum if at least two voting members are present.

(4) The admission council's tasks are:

- a) the review of the formal validity of the received admission applications,
- b) the review of the admission criteria and, if applicable, the decision on a course of study's professional suitability,
- c) the decision on the admission or the rejection of the applicants.

§ 6

Admission notification, waiting list, conclusion of the processes

- (1) Applicants who are approved receive a letter of acceptance from the university. This notification includes a deadline for the applicant's written or digital declaration of acceptance of the study place. If this declaration is not received timely or duly, the letter of acceptance becomes ineffective. This legal consequence must be pointed out in the letter of acceptance.
- (2) If not all of the applicants who are admitted according to § 1 carry out the enrolment within the allotted period of time, the respective number of applicants who initially did not receive a letter of acceptance are admitted. The waiting list is based on the ranking according to § 4 paragraph 1.
- (3) Applicants who cannot be admitted will receive a letter of rejection, along with legal information.
- (4) The admission processes are concluded by October 15th. Study places which are still available afterwards are awarded at random.
- (5) Apart from that, the generally applicable provisions of the university's enrolment regulations remain unaffected. Applicants with a preliminary admission permit are exmatriculated if the Bachelor's degree or an equivalent degree is not attested by April 1st of the year subsequent to the enrolment (in the case of a start of studies in the winter semester) and if the applicant is responsible for this. Applicants who must catch up on modules according to § 2 paragraph 1 sentence 2 are exmatriculated if the required proof of the timely catching up on the missing modules is not presented and if the applicant is responsible for this.

§ 7

Admission for higher semesters

- (1) The available study places in a higher admission-restricted semester are awarded in the following order to applicants
 - a) for whom a rejection of admission would pose a considerable hardship due to reasons which are associated with his or her person,
 - b) which are or were enrolled in the same or a similar course of studies
 - ba) at another German institution of higher education or an institution of higher education of another member country of the European Union or of another signatory of the European Economic Area Agreement,
 - bb) with German citizenship or who are to be treated equally to German citizens in terms of the admission regulations and who are or were enrolled at a foreign institution of higher education,
 - c) who claim other reasons.
- (2) Within each of the three cases of paragraph 1, the decision on the admission is made on the basis of the Bachelor's examination result or an equivalent examination. In the case of equal results, the decision is made based on the decisive social reasons, including family and economic reasons. In the case of yet similar circumstances, the decision is made at random.