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**Faculty of Biology and Psychology:**

Following the resolution of the Faculty of Biology and Psychology dated 23.06.2021, the Senate of the Georg-August-Universität Göttingen approved the bye-law for amendment of the regulation concerning the qualifications for entry and admission for Master's degree programmes of the Faculty of Biology and Psychology on 24.08.2021; the amendments are deemed to have been approved on the basis of a resolution of the Foundation Committee University of the Georg-August-Universität Göttingen, Foundation under Public Law of 10.07.2019 (§ 44 section 1 sentence 2 NHG in the version of the announcement dated 26.02.2007 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 69), last amended by Article 4 of the Act dated 16.03.2021 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 133); § 41 section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8, sentence 4 NHG and § 7 section 1 sentence 1 NHZG in the version of the announcement dated 29.01.1998 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 51), last amended by article 2 of the Act dated 19.11.2019 (Nds. GVBl. p. 333); §§ 62 section 4 sentence 1, 60 a section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 4, section 14 NHG and § 7 section 2 NHZG).

**Regulation concerning the qualifications for entry and on admission  
for the consecutive Master's degree programme "Development, Neural  
and Behavioral Biology"  
at the University of Göttingen**

**I. Scope**

**§ 1 Scope**

(1) These regulations stipulate the entry and admission to the consecutive Master's degree programme "Developmental, Neural and Behavioural Biology".

(2) The university executes an autonomous procedure for determining the entry qualifications for all university places to be assigned in the consecutive Master's degree programme "Developmental, Neural, and Behavioral Biology" in accordance with the following provisions.

(3) <sup>1</sup>If the number of applicants, who meet the qualifications for entry, exceeds the available places, the university awards the places according to the selection procedure proper to higher

education. <sup>2</sup>If the number of applicants who meet the qualifications for entry falls short of the available places, a selection procedure does not take place.

## **II. Authorisation for entry**

### **§ 2 Admission requirements**

(1) <sup>1</sup>Prerequisite for entry to the Master's degree programme is that the applicant has the professional aptitude. <sup>2</sup>The professional aptitude is possessed by those who have completed a relevant Bachelor's degree with a standard period of study of at least six semesters and a scope of at least 180 ECTS credits or with an equivalent degree in a degree programme at a German higher education institution or at a higher education institution belonging to one of the Bologna signatory states in accordance with section 3 in the degree programme Biology or in a closely related subject area. <sup>3</sup>The degree examinations, which are equivalent to the qualifications under sentence 1 and have been passed in a country other than the Bologna Signatory States, require the assessment of equivalence in consideration of the proposals by the Central Office for Foreign Education (ZAB) at the office of the permanent conference of the federal ministers of education in the Federal Republic of Germany (KMK) for the accreditation and assessment of foreign proof of academic qualification that are laid down at the URL <http://anabin.kmk.org>. <sup>4</sup>The grades of the foreign proof of academic qualification should be converted to the German grading system.

(2) <sup>1</sup>Notwithstanding section 1, entry is generally guaranteed to one, who has not yet completed a course of studies at the time of application, but has acquired at least 150 credits in a relevant Bachelor's degree programme according to section 3 or an equivalent degree programme. <sup>2</sup>The average grade calculated from the previous academic achievements is also considered in the procedure for assessment of the qualifications for entry and in the selection procedure instead of the bachelor grade or the grade of an equivalent proof of academic qualification, irrespective of whether the result of the bachelor's examination deviates therefrom.

(3) <sup>1</sup>The decision whether an undergraduate degree is appropriate (relevance of previous studies) in the sense of sections 1 and 2 is made by the selection committee. <sup>2</sup>Requirement for appropriateness of the undergraduate degree is the proof of at least the following components: Academic achievements in natural sciences with a rating totalling at least 125 credits, including achievements in the specialist area of biology, neuro and cognitive sciences with a rating of at least 75 credits as well as achievements with a total rating of at least 30 credits in the fields of chemistry, mathematics, physics and computer science.

<sup>3</sup>Insofar as fewer persons apply who satisfy all qualifications for entry according to sentence 2 than there are university places to be awarded, the selection committee may require the completion of pending academic achievements under sentence 2 within two semesters for assessing the relevance of previous studies; in this case, assessment of appropriateness and admission is subject to termination until proof of the pending academic achievements, which should be submitted within two semesters from the time of enrolment at the University (final deadline). <sup>4</sup>If the proof of the pending academic achievements is not submitted within the deadline, the assessment of the appropriateness of previous studies and a related letter of admission will become ineffective. <sup>5</sup>The assessment of appropriateness is omitted if the components under sentence 2 that have not been accomplished yet have a rating of more than 15 credits.

(4) <sup>1</sup>Applicants, who neither meet a German university entry requirement nor have acquired their Bachelor's degree or an equivalent degree at a German university, must show sufficient proficiency in the German language. <sup>2</sup>This proof is provided by means of the German certificate, an examination taken at the University of Göttingen or by an equivalent examination with at least the grade point average of B1 within the Common European Framework of References for Languages. <sup>3</sup>The proof of sufficient language skills should be furnished by 15/11 at the latest.

(5) <sup>1</sup>Applicants whose native language is not English must show very good English language skills. <sup>2</sup>Very good English language skills should be proven by passing one internationally accredited test. <sup>3</sup>The following in particular shall serve as proof:

- a) UNICert®: min. certificate UNICert® III;
- b) NULTE certificate: min. level C1;
- c) Cambridge English Scale: min. 180 points;
- d) International English Language Testing System (IELTS Academic): min. band 6.5;
- e) Test of English as a Foreign Language, internet-based test (TOEFL iBT): min. 95 points;
- f) Global Scale of English (Pearson Academic): min. 76 points;
- g) further accredited or standardised certificates can also be recognised after establishment of equivalence.

<sup>4</sup>Successful completion of the test (a-f) may, as a rule, be no longer than two years before submission of the application for admission to the master degree programme. <sup>5</sup>At least two years of residence in an English-speaking country for the purpose of study or work within three years prior to submission of the application for admission, or successful degree earned in a degree programme in the English language lasting at least two years, also constitute proof of very good English language proficiency. <sup>6</sup>The proof of very good language skills should be furnished by 15/11 at the latest. <sup>7</sup>If the proof is not provided before enrolment, enrolment is conditional until proof of English language skills is provided.

(6) <sup>1</sup>Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. <sup>2</sup>Enrolment by applicants,

a) who according to section 2 are considered eligible for admission is subject to the proof of successful completion of the bachelor programme or an equivalent academic programme.

b) who have not proven the language skills required according to sections 5 and 6 before enrolment is resolute conditional upon proof of the same.

<sup>3</sup>Proof must be submitted by 15/11 during enrolment for the winter semester. <sup>4</sup>Provided the Dean of Studies of the Faculty of Biology and Psychology determines, on the basis of the periods of studies so far, in particular the present examination components, that the applicant pursuant to sentence 2 letter a) will attain the degree at the latest by the end of the first semester of the Master's degree programme, the deadline in accordance with sentence 3 shall be extended to the end of 31/03 for enrolment for a winter semester; this determination is only admissible provided

a) only the thesis is missing as an examination achievement or

b) the thesis has already been submitted to the university and the amount of the examination components that are still missing does not exceed six credits.

### **III. Selection procedure**

#### **§ 3 Start of programme, application for admission, closing date**

(1) <sup>1</sup>The master degree programme starts every winter semester. <sup>2</sup>The application for admission should be submitted at first via an online portal; more details will be announced by the university within an appropriate time frame before expiry of the application deadline (closing date). <sup>3</sup>The written application for admission to the master degree programme must have been submitted to the university using the forms provided at the online portal for downloading, along with the application documents required in accordance with section 2 by 15/05 (closing date) for the winter semester. <sup>4</sup>This does not apply to the proof of language skills according to § 2 sections 4 and 5 that must be submitted to the university by 15/11 (closing date). <sup>5</sup>The application applies only to the award of university places on the relevant admission date. <sup>6</sup>The university is not obligated to review the details of the applicants as part of its required duties.

(2) The following documents should be enclosed with the application for admission and personally signed:

a) The degree certificate(s) of the applicant in the form of attested copies or certified German or English translations, if the originals are not in English or German; if a degree certificate is not yet submitted, a certificate of the acquired academic achievements, the credits and the average grade should be submitted;

- b) A tabular curriculum vitae written in German or English with a convincing description of the educational career;
- c) Proof of sufficient German language skills, if neither a German university entrance qualification nor a Bachelor's degree or an equivalent degree at a German university is proven;
- d) Proof of sufficient English language skills, if the native language of the applicant is not English;
- e) A declaration on whether the applicant has successfully / unsuccessfully completed a Master's Programme in the same discipline or has not completed it yet;
- f) A written statement, which shows the motivation of the applicant for this degree programme / his research interest;
- g) If applicable, evidence of specific knowledge which is conducive to the successful completion of this degree programme, taking into account the desired specialisation;
- h) A declaration on the discipline of study the applicant intends to complete based on his or her previous education.

(3) <sup>1</sup>Applications that are not submitted complete, or in due form and time, shall be excluded from the further procedure. <sup>2</sup>The documents submitted remain with the university.

(4) <sup>1</sup>If a prospective student establishes that he or she is disadvantaged in the selection procedure with respect to other applicants due to a handicap, a suitable compensation of disadvantage is to be granted by the Selection Committee upon request.

#### **§ 4 Selection Committee for the master degree programme**

(1) To prepare for the selections procedure, the Faculty of Biology and Psychology at the university shall form at least one selection committee for this degree programme.

(2) <sup>1</sup>A selection committee includes three members eligible to vote, who belong to the scientific personnel working full-time or the professoral group, and a students' representative with advisory vote. <sup>2</sup>At least one member must belong to the professoral group. <sup>3</sup>The members are appointed by the Faculty Council of the Faculty of Biology and Psychology. <sup>4</sup>The tenure of the members is two years, while that of the students' representative is one year. <sup>5</sup>Reappointment is possible. <sup>6</sup>The selection committee holds a quorum if at least two members eligible to vote are present.

(3) The tasks of the selection committee are:

- a) Review of the incoming applications for admission for formal correctness,
- b) Review and assessment of the admission qualifications, if necessary,
- c) Conducting the interviews in accordance with § 8,
- d) Decision on the admission or rejection of the applicant.

(4) The selection committee reports to the Faculty Council of the Faculty of Biology and Psychology on the experience gathered and submits any suggestions for further development of the award procedure, after conclusion of the award procedure.

### **§ 5 Sequence of the selection procedure**

(1) A selection procedure includes the award of university places related to the specific admission date.

(2) <sup>1</sup>The applications for admission are decided in a main procedure and in the procedure for subsequent admissions, if required. <sup>2</sup>In the first step of the main procedure, the university places will be awarded at first to the applicants entitled to admission with outstanding suitability (best quota; § 6) and then to the applicants entitled to admission according to combination of further criteria (combination quota; § 7).

(3) <sup>1</sup>Anyone who has been awarded admission in the best quota will not participate in the combination quota of the selection procedure. <sup>2</sup>Anyone who has been awarded admission in the best quota or the combination quota will not participate in a procedure for subsequent admissions.

(4) The selection committee can provide for the likely event that some university places may not be accepted by overbooking.

(5) The remaining university places from the best quota are included in the combination quota.

(6) <sup>1</sup>Notwithstanding, the general provisions of the enrolment regulation of the university for enrolment remain unaffected. <sup>2</sup>Admission by applicants,

a) who according to § 2 section 2 are considered provisionally entitled to admission is subject to a condition subsequent until the proof of successful completion of the Bachelor's degree programme or an equivalent academic programme is provided.

b) who have not proven the language skills required according to § 2 sections 4 and 5 before enrolment is conditional upon proof of the same.

<sup>3</sup>Proof must be submitted by 15/11 during enrolment for the winter semester. <sup>4</sup>Provided the Dean of Studies of the Faculty of Biology and Psychology determines, on the basis of the periods of studies so far, in particular the present examination components, that the applicant pursuant to sentence 2 letter a) will attain the degree at the latest by the end of the first semester of the Master's degree programme, the deadline in accordance with sentence 3 shall be extended to the end of 31/03 for enrolment for a winter semester; this determination is only admissible provided

a) only the thesis is missing as an examination achievement or

b) the thesis has already been submitted to the university and the amount of the examination components that are still missing does not exceed six credits.

## § 6 Best quota

(1) <sup>1</sup>For selection as part of the best quota, a ranking list is generated according to the following provisions. <sup>2</sup>70% of the study places are awarded according to the ranking list, beginning with place 1. <sup>3</sup>In case of identical ranking, the ranking is determined according to the result of the Bachelor's degree or an equivalent degree. Apart from this, a draw will decide the outcome in case of identical ranking.

(2) <sup>1</sup>The selection is made on the basis of a ranking in which a maximum of 90 points can be achieved. <sup>2</sup>This is prepared in accordance with the following provisions:

a) according to the result of the bachelor grade or the grade of an equivalent degree, points are awarded to the applicant as follows:

1.0 up to and including 1.2	51 points,
over 1.2 up to and including 1.5	48 points,
over 1.5 up to and including 1.8	45 points,
over 1.8 up to and including 2.1	42 points,
over 2.1 up to and including 2.4	39 points,
over 2.4 up to and including 2.7	36 points,
over 2.7 up to and including 3.0	30 points,
over 3.0 up to and including 3.3	24 points,
over 3.3 up to and including 3.6	18 points,
over 3.6 up to and including 3.9	12 points,
over 4.0 up to and including 4.0	0 points.

b) for specialised knowledge that is required for successful completion of this degree programme in consideration of the pursued field of specialisation, the applicant will be awarded a maximum of 39 points as follows:

ba) no more than 24 points for proof submitted of examination components in the following fields, based on the credit points proven in each respective area:

- Genetics/Molecular Biology
- Animal Physiology/Neurobiology,
- Behavioural Biology/Sociobiology
- Cell Biology/Developmental Biology,
- Morphology/Systematics/Ecology
- Biochemistry/Bioinformatics;

Scope of proven examination components (credits)	18	12	6
Points	12	8	4

bb) maximum of 10 points in accordance with the following provisions:

- I) 3 points in each case for the proof of examination components from one of the following fields, as far as examination components with a rating of at least 5 ECTS are shown in this field:
- Organic Chemistry
  - Mathematics/Statistics/Informatics
  - Physics
  - Scientific English;
- II) 2 points in each case for the proof of examination components from one of the following fields, as far as examination components with a rating of at least 5 credits are shown in this field:
- Inorganic Chemistry/Physical Chemistry;

bc) maximum of 5 points for the proof of specialised examination components according to the following provisions:

Performance	Points
Grants	3
Semester abroad	3
Internships outside the university in a scope of at least 8 weeks	2
Basic apprenticeship in the field, especially as biological-technical assistant, biological laboratory assistant, chemical technical assistant, chemical laboratory assistant or as medical technical assistant	2
Contribution to a research project, for instance as a student assistant, in a scope of at least 8 weeks	1
Cooperation in university committees for at least 1 year	1

c) The points attained under points a) and b) are added.

(3) <sup>1</sup>Applicants who are admitted as part of the best quota receive a letter of admission from the university in a text form. <sup>2</sup>This letter specifies the deadline, within which the applicant should enrol or declare in writing whether he or she will accept the university place. <sup>3</sup>The applicant must enrol at the latest two weeks after expiry of the deadline mentioned in sentence 2 (closing date), provided no enrolment according to sentence 2 has been made. <sup>4</sup>If the university does not have

a) the enrolment under sentence 2 or

b) the declaration under sentence 2 and the enrolment under sentence 3

within the specified deadline and in the correct form, the letter of admission will become ineffective. <sup>5</sup>These legal consequences must be pointed out in the letter of admission.

(4) The students who are admitted no longer take part in any further procedure.



## **§ 7 Combination quota**

(1) <sup>1</sup>For the selection as part of the combination quota, a ranking list is generated in accordance with the following provisions. <sup>2</sup>30% of the university places are awarded according to the ranking list, beginning with place 1.

(2) The selection is made on the basis of a combination of the following criteria:

a) On the basis of the Bachelor's grade or the grade of an equivalent educational certificate as well as special knowledge that is conducive to the successful completion of this degree programme, in accordance with the ranking list pursuant to § 6 section 2 and

b) According to the result of an interview with the applicant.

(3) The selection committee screens the received applications according to section 4 and selects from the screened applicants on the basis of the admission criteria mentioned in sections 2 and 5.

(4) <sup>1</sup>The received applications are screened as a preselection to two times the number of university places to be awarded as per the selection procedure in order to limit the number of participants for the interview. <sup>2</sup>These should also include the applications from persons who have already participated in an earlier interview under § 8 section 5. <sup>3</sup>For this purpose, the ranking list pursuant to § 6 section 2 shall be taken as a basis. <sup>4</sup>In the event of an identical ranking, all applicants in the highest ranking will be permitted to participate.

(5) The selection is made on the basis of a ranking list, in which a maximum of 100 points is attainable. This is generated in accordance with the following provisions:

a) According to the assessment of the degree of eligibility in the interview, points are awarded to the applicant as follows:

The applicant is

very suitable                      08 - 10 points

suitable                              04 - 07 points

less suitable                      01 - 03 points

barely suitable                    0 points.

b) The applicant will be credited with the points acquired in accordance with § 6 section 2.

c) The points attained under points a) and b) are added.

(6) <sup>1</sup>If there is identical ranking after generating the ranking list, the ranking sequence is determined based on the results of the determination pursuant to § 6 section 2, thereupon according to the result of the Bachelor's degree or an equivalent degree. <sup>2</sup>A draw shall be held to decide the outcome in all other cases in which there is identical ranking.

(7) The selected applicants are admitted under § 9.

## **§ 8 Interview**

(1) <sup>1</sup>The interview is intended to determine whether the applicant is suitable for the selected degree programme. <sup>2</sup>The following principles apply to the execution of the interview:

a) In general, the interview is carried out by 30/06 at the university. The exact dates as well as the place are announced within an appropriate period before start of the interviews by the university. The university invites the candidates to the interview with sufficient notice. A video conference or a telephone interview is permitted for overseas applicants as well as in established exceptions, as far as the identity of the applicant can be determined beyond doubt. The selection committee determines the details of the procedure in such cases.

b) The selection committee conducts an interview lasting about 15 minutes with every applicant. The interview can be held simultaneously for up to four applicants.

c) Minutes are kept of the essential questions and answers within the interview; said minutes must be signed by the members of the selection committee. The log should clearly show the day and place of the interview, the name of the committee members, the name of the applicant and the assessment.

(2) The interview extends to the motivation of the applicant as well as the following suitability parameters:

a) subject-related background,

b) programme-related professional and personal goals,

c) previous experience and knowledge in the field of the pursued specialisation,

d) clear idea of the study contents of this degree programme,

(3) The members of the selection committee assess the applicant after conclusion of the interview to ascertain suitability for the selected degree programme on a scale according to § 7 section 5 sentence 2 letter a).

(4) <sup>1</sup>An applicant who fails to attend the interview without good cause is excluded from the further procedure. <sup>2</sup>The selection committee schedules a new date for the interview upon request, if there is due cause. <sup>3</sup>The important reason and application for rescheduling a new date should be shown or made promptly, at the latest within two days after the date first scheduled by the selection committee. <sup>4</sup>An excluded applicant is entitled to participate once more in the next possible selection procedure.

(5) <sup>1</sup>An earlier interview may be conducted with students of the university who are enrolled in an undergraduate degree programme that is specialised by this master degree, as part of the undergraduate degree programme. <sup>2</sup>The earlier interview replaces the interview for the case that the student has applied for this master degree programme. <sup>3</sup>The interview may be conducted at the earliest by the start of the fifth subject semester. <sup>4</sup>This earlier interview must be equivalent to the standard interview in terms of form and content. <sup>5</sup>The provisions laid down in sections 1 to 4, of § 7 section 5 sentence 2 letter a) and § 4 sections 2 to 4 apply accordingly. <sup>6</sup>The earlier interview is considered in place of the standard interview only if it was not

conducted earlier than six months before the closing date and the applicant belongs to the persons pre-selected for a selection interview in accordance with the provisions under § 7 section 4. <sup>7</sup>Insofar as this condition does not exist, the applicant is excluded from further selection procedure in the combination quota of this application procedure. <sup>8</sup>A notification about the result of the earlier interview is made only under the prerequisite that the applicant has been pre-selected for an interview under § 7 section 4.

### **§ 9 Letter of admission, rejection letter and procedure for subsequent admissions**

(1) <sup>1</sup>Applicants who can be admitted as part of the combination quota receive a letter of admission from the university in a text form. <sup>2</sup>This letter specifies the deadline, within which the applicant should enrol or declare in writing whether he or she will accept the university place. <sup>3</sup>The applicant must enrol at the latest two weeks after expiry of the deadline mentioned in sentence 2 (closing date), provided no enrolment according to sentence 2 has been made. <sup>4</sup>If

a) the enrolment under sentence 2 or

b) the declaration under sentence 2 and the enrolment under sentence 3

are not submitted to the university within the specified deadline and in the correct form, the letter of admission will become ineffective. <sup>5</sup>These legal consequences must be pointed out in the letter of admission.

(2) <sup>1</sup>Applicants who are not entitled to admission receive a rejection letter in text form, in which the attained ranking and the ranking of the applicant last admitted are listed. <sup>2</sup>The rejection letter provides information on rights of legal recourse. <sup>3</sup>In the case of applicants entitled to admission, it also includes the request to declare within a specified period of time, at least in text form, whether the admissions application will be submitted for a procedure for subsequent admissions. <sup>4</sup>If the applicant does not submit this declaration within a specified period or in the correct form, he or she will be excluded from the procedure for subsequent admissions. <sup>5</sup>Reference must be made to this legal consequence.

(3) <sup>1</sup>The procedure for subsequent admissions will be executed on the basis of the ranking list according to § 7 sections 5 and 6. <sup>2</sup>If the ranking according to sentence 1 is exhausted, the ranking according to § 6 section 2 is used as a basis and the procedure for subsequent admissions is carried out on the basis of this ranking. <sup>3</sup>In the case of identical ranking after the generation of a ranking list, the ranking order is determined according to the result of the Bachelor's degree or an equivalent degree. <sup>4</sup>A lottery shall in all cases thereafter decide the outcome in the event of identical ranking. <sup>5</sup>The provisions of the section 1 apply correspondingly.

(4) <sup>1</sup>The admission procedures are completed at the latest by 15/11. <sup>2</sup>University places that are still remaining will be awarded through a draw by application without formal requirements. <sup>3</sup>The application period for this starts two weeks before commencement of the semester, for

which the admission should be made, and ends with conclusion of the procedure. <sup>4</sup>The award of university places through a draw is completed at the latest on 30/11 of a year because of the advanced lecture period.

### **§ 10 Admission to higher semesters**

(1) The free university places in a higher semester with limited admission are awarded to applicants in the following sequence,

a) Who are in the same or a similar degree programme,

aa) are or were enrolled at a different German university or at a university domiciled in another member state of the European Union or in another signatory state to the Agreement on the European Economic Area,

ab) Who are or were enrolled at a foreign university and possess the German nationality or are subject to the same university admissions laws and regulations as German citizens,

b) For whom the rejection of admission for personal reasons would mean extraordinary hardship,

c) Who assert other reasons.

(2) Within each one of the three case groups of the section 1, the result of the bachelor's examination or an examination equivalent to the bachelor's examination, thereupon the social, especially family-related and economic reasons that are decisive for the choice of place, and finally the draw in cases that are still identical.

## **IV. Final provision**

### **§ 11 Entry into force**

(1) <sup>1</sup>This regulation enters into force the day after its promulgation in the Official Announcements I of Georg-August-Universität Göttingen. <sup>2</sup>It applies for the first time to the awards procedure in the winter semester 2013/14.

(2) At the same time, the regulations concerning the qualifications for entry and admission to the Master's degree programme "Developmental, Neural, and Behavioral Biology" in the version contained in the announcement dated 01.04.2009 (Official Announcements no. 9/2009 p. 664) and dated 23.03.2010 (Official Announcements 6/2010, p. 332) shall be rendered ineffective.