

This document is a translation and is provided for information purposes only. In the event of any inconsistency between the German version and the English version, only the German version shall apply.

**Eligibility and Admission Regulations
for the Consecutive Master's Degree Programmes Economics and Management
at Gottfried Wilhelm Leibniz Universität Hannover of 20.02.2015**

The Faculty of Economics and Management of Gottfried Wilhelm Leibniz Universität Hannover has issued the following regulations as per section 18 paragraph 8 of the Lower Saxony Higher Education Act (NHG) and Section 7 of the Lower Saxony University Admissions Act (NHZG).

Section 1 Scope

- (1) These regulations specify eligibility to apply for and admission to the one-year and two-year consecutive master's degree programmes in Economics and Management at Gottfried Wilhelm Leibniz Universität Hannover.
- (2) The requirements for eligibility to apply are specified in Section 2.
- (3) If the number of applications is greater than that of the available places, the places shall be allocated as per Section 4.

Section 2 Requirements for eligibility to apply

- (1) The requirements for eligibility to apply to the master's degree programme are
 - a) a bachelor's degree or an equivalent degree in economics and management or in a closely related degree programme a university in a Bologna signatory country or a university degree determined to be equivalent in accordance with the suggested evaluations issued by the Central Office for Foreign Education (ZAB),
 - b) in addition the credit points mentioned in Appendix 1 and
 - c) proof of particular aptitude as per paragraphs 2 to 4.
- (2) Particular aptitude is determined on the basis of the result of the final examination as per paragraph 1 and requires that the relevant degree programme was completed with an average mark of at least 2.5.
- (3) ¹In deviation to paragraph 2, particular aptitude is assumed if applicant has not yet completed the degree at the time of application, but has successfully completed 83 percent of all required coursework and assessments and their average mark is at least 2.5. ²This mark shall be taken into account in the selection procedure as per Section 4 regardless whether the result of the examination deviates from it.
- (4) ¹Applicants who have neither a German university entrance qualification nor a bachelor's degree completed at a German university must additionally provide evidence of sufficient German language proficiency. ²This must be documented by a language test corresponding at least to TestDaf level (TDN) 4 in all four parts of the test. ³Sentence 1 shall not apply to applications within the scope of a partnership agreement with a university abroad.
- (5) In deviation to paragraph 4, applicants may provide evidence of sufficient English language proficiency instead of sufficient German language proficiency. Language proficiency must be evidenced by an internationally recognised language certificate (e.g. TOEFL (result: 79 (Internet-based), 550 (paper-based) oder 213 (new scale)), IELTS (result: 6.0), Cambridge or Michigan Certificate). Other certificates may be recognised if the Leibniz Language Centre (the former "Fachsprachenzentrum") at Leibniz University Hannover confirms their equivalency with one of the certificates mentioned. This does not apply to applicants who are native speakers of English or who have studied at a university where the language of instruction is English (certified by the university).

Section 3 Beginning of the Degree Programme and Application Deadline

- (1) ¹The master's degree programmes in Economics and Management begin every winter semester. ²Applications, including the required documents specified in paragraph 3, must be received by the university by 31 May (applications from non-EU countries) or by 15 July (applications from EU countries). Applications shall be effective only for the allocation of places corresponding to the respective application deadline.

(2) Applications must be accompanied by the documents listed below; certified copies are required for certificates and official confirmations:

- a) the certificate of results (Zeugnis) for the bachelor's degree programme or, if it is not yet available, confirmation of completed coursework and assessments, credit points, and the average mark,
- b) a curriculum vitae and
- c) if appropriate, evidence as per Section 2 paragraphs 4 and 5.

(3) Applications that are incomplete or do not meet the requirements regarding form or deadline will be excluded from the admissions procedure. The university will retain the submitted documents.

Section 4 Admissions procedure, allocation of remaining places ("Nachrückverfahren")

(1) ¹In the event that more applicants fulfil the requirements for eligibility to apply than there are places available, the university shall prepare a ranking on the basis of the average marks mentioned in Section 2. ²The places shall be allocated according to this ranking. ³In the event that multiple applicants hold an equal rank, places shall be allocated by drawing lots.

(2) ¹Successful candidates shall receive notification of admission in writing. ²This notification shall include a deadline within which applicants must declare acceptance of the place in writing. ³If the applicant misses this deadline, the notification of admission becomes invalid; this legal consequence must be indicated in the notification of admission.

(3) ¹Unsuccessful candidates shall receive a notification of rejection stating their rank and the rank of the last admitted applicant. The notification of rejection must include information on legal remedies. ²The notification of rejection shall include the request to confirm in writing by a stated deadline whether the applicant wishes to maintain their application for admission for the allocation of remaining places ("Nachrückverfahren"). ³If the applicant misses this deadline, they shall be excluded from the allocation of remaining places ("Nachrückverfahren"); this legal consequence must be indicated in the notification of rejection.

(4) Remaining places shall be allocated ("Nachrückverfahren") in the order of the ranking.

(5) ¹The admissions procedure shall be concluded at the latest two weeks after commencement of the lecture period. ²Thereafter, admission to any remaining places will be allocated by drawing lots; applicants may request to participate in this procedure without using a particular form. ³The application period for this shall begin two weeks before the beginning of the lecture period and shall end upon conclusion of the admissions procedure.

(6) ¹In all other respects, the provisions of the university's enrolment regulations shall remain unaffected. ²Enrolment on the basis of the requirements for eligibility to apply as per Section 2 paragraph 3 shall expire if the certificate of results of the bachelor's degree is not provided by the end of the re-registration period and the student is responsible for such neglect.

Section 5 Entry into Force

¹These regulations shall enter into force on 1 April 2015 after publication in the university's official bulletin. ²The previous Eligibility and Admission Regulations for the Consecutive Master's Degree Programmes Economics and Management at Gottfried Wilhelm Leibniz Universität Hannover shall cease to be in force the same day.

Section 6 Transitional provisions

In deviation to Section 2 paragraphs 2 and 3, an average mark of at least 2.7 shall suffice for students beginning the degree programme in the years 2015 or 2016.

Appendix 1

(1) Eligibility to apply to the one-year master's degree programme requires that the previous degree programme comprised 240 credit points, of which at least 52 were in business administration, 44 in economics and 32 in mathematics, statistics or empirical economics.

(2) Eligibility to apply to the two-year master's degree programme requires that the previous degree programme comprised 180 credit points, of which at least 40 were in business administration, 35 in economics and 24 mathematics, statistics or empirical economics.