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Announcement of the University of Hanover from 21/03/2017

7/2017

The Lower Saxony Ministry for Science and Culture has approved by a decree on 06.03.2017 (Az .: 27.5-74503-112) according to §§ 18 para. 8 and 14 NHG in conjunction with § 51 para. 3 NHG the following order on special admission requirement for the subject English at the English Department. It will take effect the day after its publication in the official journal of the Leibniz Universität Hannover.

**Rules on access and admission for the  
consecutive Master's program *Advanced Anglophone Studies***

The Faculty of Arts of the Universität of Hanover decided on the following procedure on 18/01/2017 pursuant to § 18 para 8 NHG and § 7 NHZG.:

**§ 1 Scope**

- (1) These regulations govern the access and admission to the master program *Advanced Anglophone Studies* at the Faculty of the Arts of the Universität of Hannover.
- (2) The access requirements are governed by §. 2
- (3) In the case that there are more applications meeting the admission requirements than are places available, the places will be awarded on the basis of the University's own selection procedure (§ 4). If there are less applications meeting the admission requirements than there are places available, this selection procedure will not take place.

**§ 2 Entry requirements**

(1) It is a prerequisite for access to the Master's Program *Advanced Anglophone Studies* that the candidate has, either from a German university or from a university adhering to the Bologna Process, an academic degree (see paragraph 2 of this section) in a relevant subject (see paragraph 3 of this section)

or an equivalent academic degree from another foreign university in a relevant subject. The equivalence of other foreign degrees will be determined through evaluation by the Central Office for Foreign Education Systems from the minister of Cultural Affairs (<http://anabin.kmk.org>).

(2) An academic degree from a German University or University adhering to the Bologna Process can be either a Bachelor, Master, Diploma, Magister or State-examination degree.

(3) Subjects that qualify as relevant for the previous study program are English, Anglistics, American Studies, cultural studies or other humanities. The decision as to whether the subject is relevant is to be decided by the party declared as responsible in the examination regulations (Prüfungsordnung). A favorable definition may be contingent on the condition that missing modules be completed within the first two semesters of study.

(4) Additionally, proof of English language competence is required. The proof of this knowledge is subject to the provisions of the Regulations on Special Requirements for the subject English at the English Department of the University of Hannover in its current version.

Applicants with English as their mother tongue or with a degree in English / American Studies (according to § 2 paragraph 1) need no further evidence beyond their transcript or diploma. When in doubt, the authority indicated in the examination regulations is to decide.

(5) If the degree has not been completed at the time of application, notwithstanding paragraph 1, proof needs to be given that 83.33% of the total necessary credit points have been earned (at least 150 credits). If the applicant cannot demonstrate the required 150 LP by July 15<sup>th</sup> (winter semester) or by January 15<sup>th</sup> (summer semester) of the appropriate year, the responsible authority, as indicated by the examination regulations, will decide in individual cases on a conditional admission subject to the demonstration of completion of the required credit points by September 15<sup>th</sup> (admission for the winter semester) or March 15<sup>th</sup> (admission for the summer semester) of the respective year.

(6) Applicants with officially recognized refugee status who fulfill can substantiate the conditions for admission listed in § 2 para. 1-4, but cannot present the documents listed in § 3 para. 2, may participate in an aptitude test according to § 2 para. 7 teilzunehmen. Proof of the passed aptitude test is to be enclosed in the application.

(7) The authority indicated in the examination regulations can offer a disciplinary-specific aptitude test for applicants according to § 2 para. 6. This aptitude test takes the form of a 30-minute oral exam on the prerequisites of the master studies. Exam language is English. The applicants according to § 2 para. 6 are to be invited in writing or via e-mail to the aptitude test and will be admitted when passing the exam according to § 4 para. 1. An examination performance graded „insufficient“ counts as not passed.

### **§ 3 Start of courses and the application deadline**

(1) It is possible to begin the master program *Advanced Anglophone Studies* in either the winter semester or summer semester. The application has to be submitted via the university's online-portal and must comply with the information required under paragraph 2. Application documents for the winter semester must be received by May 31<sup>st</sup> (for applications from non-EU countries) or by July 15<sup>th</sup> (applications from Germany and other EU countries) and applications for the summer semester must be received by November 30<sup>th</sup> (for applications from non-EU countries) or by January 15<sup>th</sup> (applications from Germany and EU countries) at the Leibniz Universität Hannover. The application is only valid for the semester following the respective application period.

(2) The application - with diplomas and certificates in authenticated copy – must include the following documents

- a) The Bachelor's degree graduation certificate or - if this is not yet available - a certificate showing the courses and requirements completed as well as the credit points and the average grade,
- b) Resume / CV
- c) Proof according to § 2 para. 4 (English language competence)
- d) If applicable certificates following § 2 para. 6.

(3) Applications that are not complete, in proper form or on time are excluded from the admissions process. The submitted documents remain at the university.

### **§ 4 Admissions procedure**

(1) In the case that there are more applications meeting the admission requirements than are places available, the places will be awarded on the basis of the university's own selection procedure (§ 4).

(2) The decision is made using a ranking of the candidates based on the final average grade according to § 2 para. 1 and 5. In the case that candidates have an equal ranking, a lottery will decide on the ranking of places.

(3) Apart from this, the general regulations for enrollment from the registration regulations (Immatrikulation-sordnung) of the Leibniz University Hannover remain unaffected. The applicant's enrollment becomes void when, according to § 2, paragraph 5, the diploma or appropriate certificate of completion is not submitted to the university by the beginning the following semester.

## **§ 5 Admissions or rejection letters, allocation of remaining places, completion of the procedures**

(1) Applicants who are granted admission will receive a letter of acceptance (Zulassungsbescheid). In this letter, a date is set by which the applicant must give written notice as to whether he or she accepts the study place. If this notice is not submitted on time and with all formal requirements, the admission will be void. The legal consequences of this are found in the acceptance letter.

(2) Applicants who are not granted admission will receive a rejection letter (Ablehnungsbescheid). Included in the rejection is the applicant's rank in the admission process as well as the rank of the last approved candidate. Along with the rejection letter, the applicant will receive written notice of their legal rights to appeal.

(3) The allocation of any remaining places is carried out as described in § 4 para. 2.

(4) The admissions procedures will be completed at the latest two weeks after the start of lectures. After that, any remaining available places will be allocated by lottery. The applications period for this begins two weeks before the beginning of classes and ends with the conclusion of the process.

## **§ 6 Admission to a higher semester**

(1) Available places in a higher admission-restricted semester will be awarded in the following order to candidates who:

a) a rejection would, for personal reasons, cause a significant hardship,

b) studied the same or a comparable program

ba) at another German university, a university in the European Union or at a university in a European Economic Area member state

bb) at a foreign university, when the student is a German citizen or legally equivalent to a German national

c) make other grounds of appeal.

(2) Within each of the three cases referred to in paragraph 1, the approval is subject to the result of the Bachelor examination or an equivalent to this test. When candidates are equally qualified, relevant personal factors, especially family and economic reasons with which candidates justify their choice of location, will be taken into account. In any further cases of equal qualifications, places will be given by lottery.

## **§ 7 Entry into force**

These rules take effect on the day following their publication in the official journal of the Leibniz University Hannover.