

Regulations of Access and Admission to the Consecutive Master's Degree Programme Computational Methods in Engineering

The Faculty of Civil Engineering and Geodetic Science at Leibniz Universität Hannover has decided the following regulations on 4th of April 2018 as per § 18 Sec. 8 NHG (Lower Saxony Higher Education Act) and § 7 NHZG (Lower Saxony University Admission Act):

§ 1

Field of Application

- (1) These regulations govern the access and admission to the master's programme Computational Methods of Engineering.
- (2) The access requirements conform to § 2.
- (3) In case there are more applicants fulfilling access requirements than there are places available, the university places shall be allocated according to the result of the university's own selection procedure¹ (§ 4). If the number of applicants complying with access requirements does not exceed the number of places available, a selection procedure shall not be conducted.

§ 2

Access Requirements

- (1) For access to the consecutive master's programme Computational Methods of Engineering, the applicant must
 - have acquired a bachelor's or equivalent degree in a technically suitable previous course of study, either at a German university or at a foreign university belonging to one of the Bologna signatory states, or
 - have obtained, at another foreign university, an equivalent degree in a technically suitable previous course of study; the equivalence is ascertained in accordance with the assessment proposals of "Zentralstelle für ausländisches Bildungswesen" (Central Office for Foreign Education) at the Secretariat of "Kultusministerkonferenz" (Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany) (<http://anabin.kmk.org>).

The decision on the subject-related suitability of previous studies is taken by the competent body (for example, the selection committee); a positive statement may entail the obligation to make up for missing modules within two semesters.²

¹ Indeed, a selection procedure may only be conducted if it is a masters' programme with restricted admission and listed in the "Verordnung über Zulassungszahlen" (Regulation on Registration Figures).

² A longer deadline to make up for modules missing cannot be allowed for, as in such case a close subject-specific relationship of the previous studies could no longer be assumed. Further details have to be specified in the examination regulations. The ancillary clause may be formulated either as a requirement or as a condition subsequent.

(2) Deviating from Sec. 1, applicants whose bachelor's or equivalent degree is not yet available at the time of application, are granted provisional access if at least 150 credit points have been acquired³ and if it can be expected that the bachelor's or equivalent degree be obtained by the end of the first master's semester at the latest. Based on the previous examination performances, an average mark must be calculated, to be taken into consideration in the selection procedure as per § 4, irrespective of a possible deviation of the bachelor's examination result from such mark.

(3) Applicants neither holding a German university entrance certificate nor having obtained their bachelor's degree at a German university, must additionally prove to have sufficient knowledge of German at the language level C1 CEFR, to be able to pursue their studies. For details regarding the proof, please see: <http://www.fsz.uni-hannover.de/de-nachweise.html>.

(4) Moreover, instead of German language, applicants must proof sufficient knowledge of English at the language level C1 CEFR. For details regarding the proof, please see: <http://www.fsz.uni-hannover.de/en-nachweise.html>.

§ 3

Study Commencement and Application Deadline

(1) The master's programme Computational Methods in Engineering starts with each summer and winter semester. The application from EU countries must be received at the university by 15th July for the winter semester, and by 15th January for the summer semester, together with the application documents required as per Sec. 2.⁴ The application deadline from Non-EU countries will end on 31st of May for the winter semester and on 30th of November for the summer semester, together with the application documents required as per Sec. 2.⁴. The application has to be made in writing and provided via an online portal of the university. Any admission requests outside the procedure of university place allocation and fixed admission numbers must be received at the university by 1st April for the summer semester and by 1st October for the winter semester. The application or the request specified in Sentence 3 are only valid for university place allocation related to the respective application deadline. The university has no obligation to review the applicant details ex officio.

(2) The application or the request as per Sec. 1 Sentence 3 have to be accompanied (certificates and proofs in certified copies) by the following records as certified German or English translations, unless the original documents have been made out in English or German:

- a) the final certificate of the bachelor's course of studies, or - in case it is not yet available - a certification as to the performances rendered, the credit points, and the average mark,
- b) a curriculum vitae,
- c) proofs as per § 2 Sec. 3 (and 4),
- d) if applicable, proofs of professional activities or internships,
- e) other proofs, where necessary to check access requirements/ implement selection procedure.

(3) Applications which are incomplete or do not arrive in due form or time, shall be excluded from the further procedure. The documents submitted will be retained by the university.

³ For six-semester bachelor's programmes. For bachelor's programmes with higher regular periods of studies, the overall score of credit points to be acquired less 30 must have been obtained.

⁴ If applicable, the university may fix the overall application deadlines, or the dealines for foreign applicants, at an earlier date.

§ 4 Admission Procedure

(1) The selection decision is based on a sequencing made by means of the final or average mark as per § 3 Sec. 2 lit. a)⁵. In case several applicants hold equal rank, the order of priority on the list shall be determined by drawing lots.

(2) Apart from that, the general registration regulations applying to enrolment as per university enrolment regulations remain unchanged. The enrolment of applicants required to make up for missing modules as per § 2 Sec. 1 Sentence 2 shall expire if the respective proofs required are not submitted within one year and if the applicant is responsible for such neglect. The same applies if, pursuant to § 2 Sec. 2 the successfully completed bachelor's or an equivalent degree is not proved by 15th April (start in the winter semester) or 15th October (start in the summer semester) of a year, and if the applicant is responsible for such neglect.

§ 5 Notice Issuance, Move-up Procedures, Completion of Procedures

(1) Applicants who can be admitted will receive a written admission notice by the university. This notice specifies a period of time within which the applicant has to declare, in written or electronic form, the acceptance or non-acceptance of the place of study. Should this declaration not arrive in due time and form, the admission notice will become invalid. This legal consequence has to be referenced in the admission notice.

(2) Applicants who cannot be admitted shall receive a rejection notice stating their rank as well as the rank achieved by the last-admitted applicant. The rejection notice has to include an information on legal remedies.

(3) The move-up procedure is performed by means of the ranking list, pursuant to § 4 Sec. 1.

(4) The admission procedures shall be concluded two weeks after start of lectures at the latest. Any university places still available thereafter may be allocated by the selection committee by lot upon informal application. The respective application period shall begin two weeks before start of lectures and end with the termination of the procedure.

§ 6 Admission to Higher Semesters

(1) The free university places in a higher semester with restricted admission shall be allocated in the following order, to applicants⁶

- a) for whom, due to personal reasons, a rejection of admission would mean undue hardship,
- b) who are or have been enrolled in the same or a comparable course of studies
 - ba) at another German university, or at a university of another EU member state or of another signatory to the Agreement on the European Economic Area,

⁵ Here, procedures for improvement of the mark by further criteria may possibly be specified; they can be described in a new Sec. 2 which is to be supplemented accordingly.

⁶ The sequence may be altered.

- bb) at a foreign university, with applicant being either of German nationality or of equal standing with German nationals in terms of admission regulations,
- c) who claim other reasons.

(2) Within each of the three groups as specified in Sec. 1, admission shall be decided upon by the result of either the bachelor's examination or an examination equivalent thereto. In case of equal results, the social, especially familial and economic results leading to the choice of location will decide. Thereafter, if there are still equal cases, the final decision shall be taken by lot.

§ 8 Entry into Force

These regulations enter into force on the day after their official announcement to the institutional public of the university.

Attachment 1

Appropriate studies prior to the Master's programme Computational Methods in Engineering are:
Bachelor of Science in an Engineering field with a minimum of:

- 18 CP in Mechanics,
- 15 CP in Mathematics,
- 8 CP in Computer Science and
- 10 CP in Applied Natural Science.