

By Decree of 2018-07-31 (Ref.: 27.5-74503-119), the Lower Saxony Ministry of Science and Culture has approved the following Regulations of Access and Admission to the Consecutive Master's Degree Programme "Water Resources and Environmental Management", according to Sec. 18 Paras. 8 and 14 Lower Saxony Higher Education Act (NHG) as well as Sec. 7 Para. 2 Lower Saxony University Admission Act (NHZG) in conjunction with Sec. 51 Para. 3 NHG. The regulations enter into force on the day after their official university-wide publication in the Announcement Bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

**Regulations of Access and Admission
to the Consecutive Master's Degree Programme
"Water Resources and Environmental Management"**

The Faculty of Civil Engineering and Geodetic Science at Leibniz University Hannover has decided the following regulations on 2018-05-02 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 "Water Resources and Environmental Management".
- (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 procedure (§ 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

Admission Requirements

- (1) For access to the consecutive master's programme "Water Resources and Environmental Management", 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 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) (www.anabin.de).
 - feature sufficient English language proficiency at the C1 level of the "Common European Framework of Reference for Languages". For details, refer to: <http://www.fsz.uni-hannover.de>.

The decision on the subject-related suitability of previous studies is taken by the selection committee; a positive statement may entail the obligation to make up for missing modules within two semesters. To be considered technically suitable, the degrees must comprise at least 30 credits from the field of Water Resources and Environmental Management, of which at least 5 credits have to be proved from each of the following fields:

- Hydrology, Water Management
- Sanitary Engineering
- Fluid Mechanics, Hydraulic Engineering

and, moreover:

- 15 credits in Mathematics, Computer Science, and
- 15 credits in Scientific Basics.

- (2) Deviating from Sec. 1, applicants whose bachelor's or equivalent degree is not yet available at the time of application, are granted preliminary access if at least 150 credit points have been acquired 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

Study Commencement and Application Deadline

(1) The master's programme "Water Resources and Environmental Management" starts with each winter semester. The application must be received at the university by 15th January (cut-off period) for the winter semester, together with the application documents required as per Sec. 2. Applicants from EU member states may apply in a second round until 15th July; from this date, they will be included in the succession procedure according to § 6. 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 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) a final certificate of the bachelor's course of studies including transcript of records and schedule of courses taken, 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) a proof of English language proficiency as per § 2 Sec. 1

(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.

§ 4

Admission Procedure

(1) 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 procedure.

(2) The selection decision and the preparation of the ranking list are based on the final or average mark as per § 2 Secs. 2 and 3. In case several applicants hold equal rank in the mark achieved, the order of priority on the list shall be determined by drawing lots.

(3) The selection committee (§ 5) shall take the selection decision.

(4) 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) of a year, and if the applicant is responsible for such neglect.

§ 5

Selection Committee for the Postgraduate Master's Degree Programme "Water Resources and Environmental Management"

(1) For the preparation of the selection decision, the Faculty of Civil Engineering and Geodetic Science shall establish a selection committee.

(2) The selection committee shall comprise at least three members entitled to vote who must belong to the group of professors or the non-professorial academic staff, as well as one student member acting in an advisory capacity. At least one member must represent the group of professors. The members are appointed by the Faculty Council of the Faculty of Civil Engineering and Geodetic Science. The members' term of office shall be two years, the student member shall be installed for one year, reappointment is possible. The selection

committee has a quorum when at least two members entitled to vote are present.

(3) The tasks of the selection committee include:

- a) Examination as to admission requirements
- b) Ascertainment of subject-related close relationship of study courses and imposition of admission requirements as per § 2 Sec. 1, if applicable
- c) Decision on admission or rejection of applicants.

§ 6

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 writing or in 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.

§ 7

Admission to Higher Semesters

- (1) The free university places in a higher semester with restricted admission will be allocated in the following order, to applicants
 - 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,
 - 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 affected as specified in Sect. 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 reasons leading to the choice of location will decide. Thereafter, if there are still similar 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.