



SCHOOL OF PHYSICS AND  
SCHOOL OF BIOLOGY/CHEMISTRY

REGULATIONS  
ON ACCESS AND ADMISSION  
FOR THE CONSECUTIVE "NANOSCIENCES -  
MATERIALS,  
MOLECULES AND CELLS" MASTER'S PROGRAM

English version of the regulations

Official Gazette (AMBl.) of Osnabrück University no. 04/2018 dated 20/06/2018, pg. 471

## CONTENTS:

Section 1	Scope of application.....	3
Section 2	Admission requirements .....	3
Section 3	Commencement of studies and application deadline .....	4
Section 4	Admission procedure .....	5
Section 5	Selection committee for the "Nanosciences - Materials, Molecules and Cells" Master's program .....	5
Section 6	Notification of decision, clearing procedure, completion of procedures .....	6
Section 7	Admission to higher study semesters .....	6
Section 8	Entering into force.....	7

At its ##. meeting on ##.##.201#, the Senate resolved the following regulations in accordance with Section 18 paragraph 8 Lower Saxony Higher Education Act (NHG) and Section 7 Lower Saxony University Admission Act (NHZG):

## Section 1 Scope of application

- (1) <sup>1</sup>These regulations specify the terms of access and admission to the "Nanosciences - Materials, Molecules and Cells" Master's program in the possible major/minor combinations. <sup>2</sup>The possible major/minor combinations are:

Major	Biology	Chemistry	Physics
Minor			
Biology	-	X	X
Chemistry	X	-	X
Physics	X	X	-

- (2) The admission requirements are in conformity with Section 2.
- (3) <sup>1</sup>If the degree program is subject to admission restrictions and the number of applicants who fulfil the admission requirements in accordance with Section 2 is larger than the number of places, the study places are awarded on the basis of the university's selection procedures (Section 4). <sup>2</sup>If this is not the case, no selection procedures will take place.

## Section 2 Admission requirements

- (1) <sup>1</sup>Prerequisites for admission to the "Nanosciences - Materials, Molecules and Cells" Master's program are that the applicant:
- holds a Bachelor's degree or comparable qualification in biology, chemistry, physics or material sciences, or in a mathematics-natural sciences joint honours Bachelor's degree program with a focus on biology, chemistry or physics, or in another appropriate degree subject, either from a German university or a university abroad which is in one of the Bologna-signatory countries.
  - holds a comparable qualification from another university abroad; in such a case the equivalence is determined in accordance with the assessment proposals of the Central Office for Foreign Education (ZAB) at the Administrative Office of the Standing Conference of the Ministers of Education and Cultural Affairs (KMK). <sup>2</sup>The decision on whether a degree program is in a suitable subject is made by the selection committee (Section 5).
  - has not been graded as failed without option of retake in a Master's examination or a comparable examination in a comparable subject-related direction at a university, and has not lost the entitlement to take the examination;
  - has not already successfully completed a Master's examination or a comparable examination in a comparable subject-related direction at a university.

- (2) <sup>1</sup>Evidence of **at least 80 CP** of disciplinary knowledge in the intended **major** (biology, chemistry or physics) must be provided inclusive a Bachelor's thesis in the intended major (biology, chemistry or physics). <sup>2</sup>For students of Osnabrück University this is proven if biology, chemistry or physics was studied as the core subject with the scope of a joint honours Bachelor's degree program at Osnabrück University, including professional skills development and a Bachelor's thesis in this subject. <sup>3</sup>Otherwise admission can be refused or granted with the proviso that academic achievements which are still lacking are successfully caught up on within two semesters. Such academic achievements cannot be recognised as part of the Master's program.
- (3) <sup>1</sup>In the intended **minor** (biology, chemistry or physics) evidence of disciplinary knowledge of 30 CP is required. <sup>2</sup>For **biology** this requirement is fulfilled if the candidate has expertise in the areas of biochemistry, biophysics, genetics, microbiology and molecular cell biology. <sup>3</sup>For **chemistry** this requirement is fulfilled if the candidate has expertise in the area of general chemistry as well as the foundations of organic and inorganic chemistry. <sup>4</sup>For **physics** this requirement is fulfilled if the candidate has expertise in the areas of nuclear and atomic physics, molecular physics and solid-state physics. <sup>5</sup>Enclosure 1 provides an overview of the classification of the required expertise.
- (4) <sup>1</sup>In derogation from paragraph 1, applicants can also be provisionally admitted even if their Bachelor's degree has not yet been completed at time of application, if at least 150 ECTS credit points have been achieved and if, on the basis of the course of study so far, especially with regard to the examination achievements available so far, it is expected that the degree will have been obtained by the end of the first semester of the Master's program at the latest. <sup>2</sup>Only examination achievements which have been attained up to the end of the application deadline will be considered. <sup>3</sup>Also in this case, the requirements ensuing from paragraph 1, subsections a and b, and paragraphs 2 and 3 are to be complied with. <sup>4</sup>This means that all achievements for the Bachelor's degree or the comparable qualification must have been completed and assessed by the end of the first semester of the Master's program. <sup>5</sup>For applications for the winter semester this date is 31 March.
- (5) Applicants must also provide evidence of English language skills at level B2 of the Common European Framework of Reference for Languages (CEFR).
- (6) If English is not the native language of the applicant, evidence of English language skills are to be proven by means of
- evidence of eight years of successfully completed English at school if this is the first foreign language, or seven years of successfully completed English at school if this is the second foreign language or
  - evidence of passing IELTS (at least 5.5 – 6.5) or a comparable language test.
- (7) In cases of doubt, a member of teaching staff appointed by the selection committee decides on the current language skills.

### Section 3 Commencement of studies and application deadline

- (1) <sup>1</sup>The "Nanosciences - Materials, Molecules and Cells" Master's program starts in the winter semester. <sup>2</sup>The written application, including the required applicant documents specified in paragraph 2, must be received by the university by 15 July. <sup>3</sup>Foreign applicants with foreign certificates must apply via the "Uni-Assist" service center by 15 July. <sup>4</sup>The application only applies for the awarding of study places in connection with the relevant application deadline.
- (2) The following documents - certified copies of certificates and records are required - are to be submitted with the application:
- a) the degree certificate of a university degree in accordance with Section 2 paragraph 1 or - if this has not yet been issued - a certificate of achievements gained, credit points and the average grade,
  - b) a CV,
  - c) evidence in accordance with Section 2 paragraph 3 and paragraph 5

- d) a statement on which intended major/minor combination has been chosen in accordance with Section 1 paragraph 1
  - e) a declaration that a Master's examination or a comparable examination in a comparable subject-related direction has not been graded as failed without option of retake and that the entitlement to take the examination has not been lost;
  - f) a declaration that a Master's examination or a comparable examination in a comparable subject-related direction has not already been successfully completed;
- (3) <sup>1</sup>Applications received which are not complete, in the correct format or received within the prescribed time are excluded from further stages of the application procedure. <sup>2</sup>The documentation submitted remains with the university.

#### **Section 4 Admission procedure**

- (1) If the degree program is subject to admission restrictions and the number of applicants who fulfil the admission requirements is larger than the number of places available, the study places are awarded on the basis of the university's selection procedures.
- (2) <sup>1</sup>The decision of the selection committee on the awarding of study places is made on the basis of a ranking list. <sup>2</sup>The list ranking applicants is created according to the grade of the final academic record for the Bachelor's degree. <sup>3</sup>If the final academic record has not been issued at the time of application, the average grade in accordance with Section 2 paragraph 4 is to be used as the basis of application; this average grade is taken into account in the selection procedures irrespective of whether the grade of the Bachelor's examination deviates from this. <sup>4</sup>When calculating the average grade only the first two decimal places after the point will be taken into account. All further digits will be struck off without rounding. <sup>5</sup>In the case that grades are the same, the ranking is determined on the basis of drawing lots.
- (3) <sup>1</sup>In all other respects, the provisions of the university's registration regulations which generally apply for enrolment remain unaffected.

#### **Section 5 Selection committee for the "Nanosciences - Materials, Molecules and Cells" Master's program**

- (1) The schools of biology/chemistry and physics form a selection committee to make selection decisions.
- (2) <sup>1</sup>In addition to the Dean of Studies of the school of physics and the Dean of Studies of the sub-division of chemistry as well as the Dean of Studies of the sub-division of biology/chemistry (head and deputy head), the selection committee also comprises two further members of teaching staff eligible to vote - at least one of whom must be a lecturer at the university - as well as three students. <sup>2</sup>Of the members of teaching staff eligible to vote, one person will be selected from the school of physics and one from the school of biology/chemistry. <sup>3</sup>The three students have a consultative role in the selection committee, and include one student per respective subject of biology, chemistry and physics. <sup>4</sup>The term of office of the selection committee members is two years, and one year for the student member. Re-election is possible. <sup>5</sup>The selection committee constitutes a quorum when at least two members eligible to vote are present.
- (3) <sup>1</sup>Minutes are kept of the meetings of the selection committee. <sup>2</sup>The key points of the discussion and the decisions of the selection committee are to be recorded in the minutes. <sup>3</sup>The minutes are to be signed by the head of the selection committee and the person taking the minutes. <sup>4</sup>In all other respects, the provisions of the General Terms of Business of Osnabrück University are to be complied with, insofar as is applicable.
- (4) The selection committee's duties are:
  - a) checking admission applications received in terms of formal correctness,
  - b) checking the admission requirements,
  - c) deciding on the admission or rejection of the applicants.

- (5) The selection committee reports to the School Executive Boards of the involved schools after completion of the awarding of study places procedure on the experiences gained and, when necessary, makes proposals on the further development of the awarding procedure.

## **Section 6 Notification of decision, clearing procedure, completion of procedures**

- (1) <sup>1</sup>Applicants who are to be admitted to the program receive a letter of admission from the university. <sup>2</sup>This letter will stipulate a deadline within which the applicant is to state in writing whether he/she accepts the study place. <sup>3</sup>If this written statement is not submitted in the correct format or within the prescribed time, the letter of admission becomes invalid. <sup>4</sup>The ensuing legal consequences are to be pointed out in the letter of admission.
- (2) <sup>1</sup>Applicants who do not fulfil the application requirements in accordance with Section 2 receive a letter of rejection detailing the reason for the rejection. <sup>2</sup>The letter of rejection is to state the procedure for appeal.
- (3) <sup>1</sup>Applicants who are not to be admitted to the program receive a letter of rejection which lists the position achieved in the ranking as well as the position of the last applicant to be admitted to the program. <sup>2</sup>The letter of rejection is to state the procedure for appeal. <sup>3</sup>It also includes the request to state in writing within a prescribed period whether the application for admission is to be maintained for a clearing procedure. <sup>4</sup>If this written statement is not submitted in the correct format or within the prescribed time, he or she is excluded from the clearing procedure. <sup>5</sup>Attention is to be drawn to the legal consequences.
- (4) The clearing procedure is carried out by means of the ranking list in accordance with Section 4 paragraph 2.
- (5) <sup>1</sup>The selection and clearing procedure will be completed two weeks after the start of the semester at the latest. <sup>2</sup>After this, places which are still available are awarded by drawing lots. <sup>3</sup>The format of the applications as well as the application deadline are to be publicised in an appropriate manner.

## **Section 7 Admission to higher study semesters**

- (1) The available study places in a higher semester subject to admission restrictions are awarded to applicants in the following order,
- a) applicants who would be particularly affected by a rejection for reasons which are associated with their person,
  - b) applicants in the same or comparable degree program who
    - aa) have been admitted to a Vollstudienplatz (granted admission to an entire degree program) via the central awarding procedure and are already enrolled or were enrolled at the university for a Teilstudienplatz (enrolled for the first part of a degree program only).
    - bb) are already enrolled or were enrolled at the university for a Teilstudienplatz,
    - cc) are enrolled or were enrolled at another German university, a university in another country which belongs to the European Union or a State which is a party to the European Economic Area Agreement,
    - dd) are enrolled or were enrolled at a foreign university which is not listed under subsection cc) with German citizenship or admitted according to the same regulations as apply to German citizens
    - ee) have been admitted to the first semester and can be moved up into a higher semester
- or
- c) applicants who assert other reasons.

- (2) Within each group of cases of paragraph 1 item 1, social and in particular family-related and economic reasons crucial for the choice of location are decisive, followed by the average grade, and finally by drawing lots.

## **Section 8 Entering into force**

<sup>1</sup>These regulations enter into force on the day after their publication by the university. <sup>2</sup>They first apply for the application semester subsequent to their publication.