



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

The Faculty of Civil Engineering and Geodetic Science of Leibniz Universität Hannover has decided the following regulations on 2014-11-26 as per § 18 Sect. 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 postgraduate master's degree programme „Water Resources and Environmental Management“.

(2) The admission requirements conform to § 2.

(3) In case there are more applicants fulfilling admission requirements than there are places available, the university places will be allocated according to the result of the university's own selection procedure (§ 4). If fewer applicants comply with admission requirements than there are places available, a selection procedure will not be conducted.

### **§ 2 Admission Requirements**

(1) To gain access to the postgraduate master's degree programme „Water Resources and Environmental Management“, the applicant must

- a) have acquired a bachelor's or equivalent degree at a German or foreign university, in either civil engineering, environmental sciences, natural sciences, geosciences, or in a course of study closely related to the subject, with previous knowledge in water management; 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](http://www.anabin.de)),
- b) prove special aptitude as per Sections 2 to 4, and
- c) feature sufficient English language proficiency. Applicants who are not native-speakers of English have to prove their skills through an internationally accepted language certificate (e.g. TOEFL (results: 80 (internet-based), 550 (paper-based), or 213 (new scale)), IELTS (min. 6.0), Cambridge or Michigan Certificate). Other certificates may be recognized when the Centre for Applied Linguistics and Special Languages of Leibniz Universität Hannover confirms the equivalency with one of the certificates mentioned.

The decision on the subject-related close relationship of a study course and on the existence of the required water management knowledge is taken by the selection committee as per § 5; a positive statement may include the condition to make up for missing modules within two semesters.



The minimum previous knowledge in water management to be proven is a total of 15 ECTS credit points from at least two of the following three special fields:

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

In case of lack of knowledge from first-degree studies, this may be compensated by proven working experience or specialised training in an extent comparable to the ECTS credit points required in the respective special fields; this will be decided upon by the selection committee after examination of the supporting documents submitted.

(2) The special aptitude requires:

- a) a qualified bachelor's degree in accordance with Sect. 3,
- b) the proof of a special motivation for the study course chosen, according to Sect. 4.

(3) To achieve the qualified bachelor's degree, the preceding studies must have been concluded with a grade of at least 2.5. If at the time of application the final degree is not yet available, sentence 1 notwithstanding, 120 credit points must have been successfully rendered by 15 January, and 150 credit points must have been successfully rendered by 15 July, and the average grade ascertained from the examination performances must be at least 2.5. In the first case, the proof of 150 credit points achieved has to be provided by 15 July.

The average grade so ascertained will as well be taken into consideration in the selection procedure as per § 4, irrespective of a possible deviation of the bachelor's examination result from that grade.

The admission requirements are likewise fulfilled if the applicant has completed the bachelor's examination with a grade of at least 2.7, or if a respective grade average is proven as per § 2 Sec. 3 and if the applicant has achieved a grade of at least 2.5 after completion of the ranking grade improvement according to § 4 Sec. 2 Sentence 2.

(4) The proof of special motivation is provided by a letter of motivation to be attached to the covering letter. The letter of motivation has to give statements and, as for item 3, furnish respective proofs

1. as to the specific talents and interests which make the applicant regard himself or herself as specially apt for this study course, and the respective benefit expected from these studies for a future profession
2. to which extent the applicant has dealt with the study course and the curriculum contents
3. if the applicant has reliable cognition of scientific fundamentals or of basic knowledge about the relevant subjects from the initial course of studies.

The letters of motivation are surveyed by the selection committee (§ 5). For the proof of special motivation, the letter of motivation has to be valued with at least 1 point. In the course of this, for each of the three parameters as per Sentence 1, either 0 points or 1 point are allocated. These scores correspond to the following valuation:

0 = not given, or statement not convincing, respectively

1 = given, or statement convincing, respectively.

### § 3

#### Study Commencement and Application Deadline

(1) The postgraduate master's degree programme „Water Resources and Environmental Management“ starts with each winter semester. The written application must be received at the university by 15 January for the winter semester, together with the application documents required as per Sect. 2. Applicants from EU member states may apply in a second round



until 15 July. They will be ranked in the existing list as per § 4 Sect. 2 and, from such date, included in the succession procedure according to § 6. The application is only valid for the allocation of university places relating to the respective application date.

(2) The following documents have to be attached to the application - in case of certificates and proofs, as certified copy -:

- a) the final certificate of the bachelor's course of study, or - in case it is not yet available - a certification as to the performances rendered, the credit points, and the average grade,
- b) a curriculum vitae,
- c) a letter of motivation as per § 2 Sect. 4.
- d) if applicable, proofs of professional experience, scholarship, or special qualifications as per § 4
- e) a proof of English language skills as per § 2 Sect. 1

(3) Applications which are incomplete or do not arrive in due form or time, will 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 admission requirements than places available, the university places are allocated according to the result of the university's own selection procedure.

(2) The selection decision is made on the basis of the final or average grade, respectively, according to § 2 Sect. 3. This grade is improved by 0.1 for each point allocated as per § 2 Sect. 4 and § 4 Sect. 3.

From the grades so ascertained, a ranking list will be composed.

In case individual applicants are of equal rank, the ranking on the list will be determined by lot.

(3) For each applicant, the following extra credits can be awarded:

- 2 points for a positive decision by Deutscher Akademischer Austauschdienst (German Academic Exchange Service) or another German or foreign organisation, regarding a scholarship
- 1 point per year of a study-course-related professional function, 2 points maximum
- 1 point for special qualifications or awards

The documents submitted are surveyed and valued by the selection committee (§ 5).

(4) Furthermore, the general provisions applying to enrolment as per university enrolment regulations remain unchanged. The enrolment of applicants considered specially apt as per § 2 Sect. 3, will expire when the bachelor's certificate is not submitted at the university by the beginning of the lecture period for enrolment at the respective winter semester, and if this neglect has been caused by the applicant.

#### **§ 5**

#### **Selection Committee for the Postgraduate Master's Degree Programme „Water Resources and Environmental Management“**

(1) The Faculty of Civil Engineering and Geodetic Science will establish a selection committee to prepare the selection decision.



(2) The selection committee consists of five members: three of them represent the group of professors, one member represents the research staff group, and one member belongs to the group of students. Both the chairmanship and deputy chairmanship must be exercised by members of the group of professors. The student member acts in a purely advisory capacity. The selection committee has a quorum when the majority of members entitled to vote are present.

(3) The tasks of the selection committee are:

- a) examination of incoming admission applications regarding their formal correctness
- b) examination as to admission requirements
- c) ascertainment of special motivation as per § 2 Sect. 4
- d) allocation of extra credits according to § 4 Sect. 2 and 3
- e) ascertainment of subject-related close relationship of study courses and imposition of admission requirements, if applicable
- f) decision on admission or rejection of applicants

## **§ 6**

### **Notice-Issuance, Clearing, 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 the acceptance or non-acceptance of the admission. 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 will receive a rejection notice stating the rank achieved. The rejection notice has to include an information on legal remedies. It will likewise contain the request to declare in writing within a certain period if the admission application will be maintained for clearing. Failure of the applicant to submit such declaration in due time and form will entail the exclusion from the clearing process. This legal consequence has to be pointed out.

(3) The clearing process will be performed by means of the ranking list as per § 4 Sect. 2.

(4) Admission procedures will be completed two weeks after start of lectures at the latest. Any university places still available thereafter, may be allocated by the selection committee upon informal application, subject to entrance qualification.

## **§ 7**

### **Admission to Higher Subject-related Semesters**

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

- a) who are or have been enrolled in the same or a comparable course of study at another university,
- b) for whom, due to personal reasons, a rejection of admission would mean undue hardship,
- c) who claim other reasons.

(2) Within each of the three groups affected as specified in Sect. 1, admission will 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 will be taken by lot.

(3) The decision if a course of study is comparable will be taken by the selection committee as per § 5.

### **§ 8 Entry into Force**

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