

Non-official translation of the admission regulations MSc FPPE

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Admission regulations for the international degree programme MSc Process and Product Engineering (MSc FPPE) of the University of Veterinary Medicine Hannover

§ 1 Scope of application

(1) These regulations govern access and admission to the international study programme MSc Food Process and Product Engineering (MSc FPPE).

(2) The admission requirements are based on § 2.

(3) If more applicants meet the admission requirements than there are places available, the study places shall be allocated according to the selection procedure pursuant to § 4. If no more applicants fulfil the admission requirements than there are places available, no selection procedure shall take place.

§ 2 Admission requirements

(1) The prerequisite for admission to the Master's degree programme is that the applicant has successfully completed a relevant Bachelor's degree, e.g. in food technology, beverage technology, food chemistry, process engineering or engineering sciences, chemical engineering, biotechnology, veterinary medicine or biology or another professionally qualifying natural science degree of at least 6 semesters, either at a German higher education institution or at a higher education institution belonging to one of the Bologna signatory states, or has completed an equivalent degree in these subjects at another foreign higher education institution; equivalence shall be determined in accordance with the assessment proposals of the Central Office for Foreign Education at the Permanent Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (<http://www.anabin.kmk.org>).

(2) In deviation from Paragraph 1, applicants may also be admitted whose Bachelor's degree has not yet been obtained at the time of application if at least 150 ECTS credit points have been earned and it is expected that the Bachelor's degree will be obtained no later than four weeks after the start of lectures in the first semester. An average grade shall be determined from the previous examination results, which shall be taken into account in the selection procedure according to § 4, irrespective of whether the result of the Bachelor's examination deviates from this.

(3) Applicants who neither have a German higher education entrance qualification nor have obtained their Bachelor's degree at a German higher education institution must also have knowledge of the German language at at least A1 level and submit evidence to this effect.

(4) All applicants must have knowledge of the English language at a minimum of B2 level and provide evidence to this effect.

§ 3 Start of studies and application

(1) Admission to the Master's degree programme shall take place in the winter semester.

(2) The application for admission shall be submitted to the University of Veterinary Medicine Hannover by 15 July each year.

(3) The following documents shall be enclosed with the application - in the case of certificates and proofs in certified copies - in certified German or English translation, if the originals are not in English or German:

- a) the degree certificate of the Bachelor's degree programme or - if this is not yet available - a certificate of the achievements, the credit points and the average grade,
- b) Letter of motivation in English,
- c) curriculum vitae,
- d) proof of language skills according to § 2 paragraphs 3 and 4,
- e) Other evidence, insofar as this is required for the examination of the admission requirements/the implementation of the selection procedure.

(4) Applicants who do not submit the complete application for admission and all required documents in due time and form shall be excluded from the admission procedure.

§ 4 Admission procedure

(1) The selection decision and the formation of the ranking list shall be based on the final or average grade in accordance with § 2, sections 2 and 3. If there is equality of rank between individual applicants according to the grade, the ranking on the list shall be determined by lot.

(2) In all other respects, the generally applicable provisions of the university's matriculation regulations shall remain unaffected. The enrolment of applicants according to § 2 paragraph 2 shall expire if the Bachelor's degree certificate is not submitted by the end of the first semester (see § 18 paragraph 8 NHG) of the Master's degree programme and the applicant is responsible for this. In this case, participation in the module examinations and partial module examinations of the Master's degree programme is deemed not to have taken place.

§ 5 Commission MSc FPPE

(1) The MSc FPPE Commission is responsible for carrying out the admission procedure.

(2) The composition of the MSc FPPE Commission is based on the regulations in the examination regulations for the Master's degree programme.

(3) The tasks of the MSc FPPE Commission in the access and admission procedure are:

- a) Examination of the admission requirements, in particular the professional suitability,
- b) Decision on admission or rejection of applicants.

§ 6 Issuing of Notification, Advancement Procedure, Conclusion of the Procedure

(1) Applicants who can be admitted shall receive a notification of admission from the University of Veterinary Medicine Hannover. This shall specify a deadline within which the applicant must declare in writing whether he/she accepts the place. If this declaration is not submitted in due time and form, the notification of admission becomes invalid. This legal consequence shall be pointed out in the notification of admission.

(2) If not all admitted applicants matriculate within the set deadline, a corresponding number of applicants who initially did not receive a notification of admission shall be admitted in the order of the rank they achieved (move-up procedure). Para. 1 shall apply mutatis mutandis. If necessary, further subsequent procedures shall be carried out.

Applicants shall take part in the subsequent procedure until they either receive notification of admission or notify their waiver of the subsequent procedure.

(3) The admission procedures shall be completed no later than two weeks after the start of lectures. Study places still available after this time shall be awarded by lot upon informal application. The application period for this begins two weeks before the start of lectures and ends with the conclusion of the procedure.

(4) Applicants who are not admitted shall receive a rejection notice with instructions on how to appeal. They shall be informed of the rank they achieved and the last rank they were admitted to.

§ 7 Admission for higher semesters

(1) The free study places in a higher semester with restricted admission shall be awarded to applicants in the following order,

- a. for whom a refusal of admission for reasons related to their person would mean particular hardship,
- b. who, in the same or a comparable degree programme

aa) are or were enrolled at another German higher education institution or at a higher education institution of another member state of the European Union or of another state party to the Agreement on the European Economic Area,

bb. who are or were enrolled at a foreign higher education institution with German nationality or who are or were equivalent to German nationals in terms of admission law,

c. who claim other reasons.

(2) Within each of the three case groups of Paragraph 1, admission shall be decided by the result of the Bachelor's examination or an examination equivalent to the Bachelor's examination, in the case of the same result, by the social, in particular family and economic reasons decisive for the choice of location, and in the case of cases which are then still similar, ultimately by drawing lots.

§ 8 Entry into force

The above Regulations have been approved by the Foundation Council. They shall enter into force on the day following their publication in the official gazette of the University of Veterinary Medicine Hannover.