Only those regulations published by the Georg-August-Universität Göttingen in its Official Bulletins are legally binding. Any claims to rights or titles resulting from the English translation of these regulations are expressly excluded.

Faculty of Business and Economics:

Following a resolution of the Faculty Council of the Faculty of Business and Economics on 28.06.2023, the Senate of the Faculty of Business and Economics of the University of Göttingen adopted the fifth statutes amending the regulations on admission requirements and admission to Master's degree programmes of the Faculty of Business and Economics on 06.09.2023; the amendments are deemed to have been approved on the basis of a resolution of the University Foundation Committee of the University of Göttingen Foundation under Public Law of 10.07.2019 (§ 44 section 1 sentence 2 NHG in the version published on 26.02.2007 (Nds. GVBl. p. 69), last amended by Article 7 of the Act of 23.03.2022 (Nds. GVBl. p. 218); § 41 section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 4 NHG and § 7 section 1 sentence 1 NHZG in the version published on 29.01.1998 (Nds. GVBl. p. 51), last amended by Article 2 of the Act of 19.11.2019 (Nds. GVBl. p. 333); § 62 section 4 sentence 1 NHG, § 60 a section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 3, section 2 NHZG).

Following the resolution of the Faculty of Business and Economics Faculty Council on 08.02.2023, the Senate of the University of Göttingen adopted the regulations on admission requirements and admission to the consecutive Master's degree programme in Management on 15.03.2023; the regulations are deemed to have been approved by the Foundation Committee of the University of Göttingen Foundation under Public Law on 10.07.2019 (§ 44 section 1 sentence 2 NHG in the version published on 26.02.2007 (Nds. GVBI. p. 69), last amended by Article 7 of the Act of 23.03.2022 (Nds. GVBI. p. 218); § 41 section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 3 NHG and § 7 section 1 sentence 1 NHZG in the version of the announcement of 29.01.1998 (Nds. GVBI. p. 51), last amended by Article 2 of the Act of 19.11.2019 (Nds. GVBI. p. 333); § 62 section 4 sentence 1 NHG, § 60 a section 1 sentence 1 NHG in conjunction with § 18 section 6 sentence 3, section 8 sentence 3, section 14 NHG and § 7 section 2 NHZG).

Regulations on Admission Requirements and Admission to the Consecutive Master's Degree Programme "Management" at the Georg-August-University of Göttingen

I. Scope

§ 1 Scope

- (1) These regulations govern access and admission to the consecutive Master's degree programme in Management.
- (2) In accordance with the following provisions, the University shall carry out an internal procedure to determine the admission requirements for all places to be allocated on the consecutive Master's degree programme in Management.
- (3) ¹If more applicants fulfil the admission requirements than there are places available, the University will allocate the study places according to the results of an internal selection procedure. ²If no more applicants fulfil the admission requirements than there are places available, a selection procedure will not take place.

II Admission Authorisation

§ 2 Admission Requirements

- (1) ¹The prerequisite for admission to the Master's degree programme is that the applicant has the subject-specific aptitude. ²The subject-related aptitude is possessed by anyone who has completed at least six semesters of relevant studies with a Bachelor's degree of at least 180 ECTS credits or with an equivalent degree in a degree programme at a German university or at a university belonging to one of the Bologna signatory states in accordance with section 3 in the degree programme Business Administration or in a closely related subject area. ³Final examinations that have been passed in a country outside the Bologna signatory states require a determination of equivalence to the degrees in accordance with sentence 2, taking into account the proposals of the Central Office for Foreign Education (ZAB) at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) for the recognition and assessment of foreign educational qualifications, which are set out at the URL http://anabin.kmk.org. ⁴The grades of the foreign educational certificates are to be converted into the German grading system.
- (2) ¹By way of derogation from section 1, anyone who has not yet completed a degree programme at the time of application but has acquired at least 150 credits in a relevant

Bachelor's degree programme in accordance with section 3 or an equivalent degree programme is provisionally entitled to admission. ²The average grade determined from the previous examination results is also taken into account in the selection procedure instead of the Bachelor's grade or the grade of an equivalent educational certificate, irrespective of whether the result of the Bachelor's examination differs from this.

- (3) ¹The selection committee shall decide whether a previous degree programme within the meaning of section 1 and 2 is relevant to the subject. ²The prerequisite for the subject-related relevance of the previous degree programme is proof of at least the following achievements:
 - a) Achievements in business administration totalling at least 66 credits, including at least
 18 credits from modules with a medium or high academic level;
 - b) Achievements in mathematics or statistics or econometrics totalling at least 15 credits;
 - c) achievements in the fundamentals of economic theory totalling at least 12 credits.

³The relevance of the subject is determined on the basis of the documents to be submitted with the application and in this respect on the basis of suitable criteria, in particular on the basis of the module descriptions, from which the course and examination contents are derived, as well as on the basis of the literature used, the module requirements, the examination and study regulations and the study plans of the degree programme in which the work was completed. ⁴If fewer people apply who fulfil all the admission requirements in accordance with sentence 2 than there are places available, the selection committee may make the determination of subject-related relevance dependent on making up achievements in accordance with sentence 2, which have not yet been completed, within two semesters; in this case, the determination of subject-related relevance and admission are subject to a condition subsequent until proof of the missing achievements, which must be received by the University within two semesters of enrolment (cut-off period). 5 If the proof of the missing achievements is not submitted within the deadline, the determination of subject-related relevance and an admission decision based on it shall become invalid. ⁶The determination of subject-related relevance is excluded if the scope of the achievements according to sentence 2 that have not yet been completed exceeds 15 credit points.

(4) ¹Applicants who have neither a German university entrance qualification nor a Bachelor's degree or equivalent qualification from a German university in a German-language degree programme must have sufficient knowledge of the German language. ²Proof of this is provided in accordance with the examination regulations for the German Language Test for University Admission (DSH) by means of an examination with an overall result of DSH-2. ³Applicants who are exempt from the German Language Test for University Admission (DSH) at the University

of Göttingen in accordance with the examination regulations for the German Language Test for University Admission (DSH) due to equivalent language skills are exempt from the obligation to take a test; This applies in particular to applicants who have demonstrated the required knowledge of German by successfully passing the "Test German as a foreign language" (TestDaF) at least four times at TestDaF level 4 (TDN 4) or by passing the "Prüfungsteil German" of the assessment test at preparatory colleges.

- (5) ¹In all other respects, the general provisions of the enrolment regulations of the University of Göttingen remain unaffected. ²The enrolment of applicants who are considered provisionally entitled to admission in accordance with section 2 is conditional until proof of successful completion of the Bachelor's degree programme or an equivalent degree programme is provided. ³Proof must be provided by the end of 15.11. ⁴If the Dean of Studies determines on the basis of the course of study to date, in particular the examination results to date, that the applicant will obtain the degree by the end of the first semester of the Master's degree programme at the latest, the deadline according to sentence 3 is extended until the end of 31.03.; the determination is only permissible if
 - a) only the final thesis is missing as an examination achievement or
 - the thesis has already been submitted to the university and the scope of the otherwise missing examinations does not exceed six credits.

III Selection Procedure

§ 3 Start of the Programme, Application for Admission, Cut-Off Period

- (1) ¹The Master's degree programme begins in the winter semester. ²The application for admission should initially be submitted via an online portal; details will be announced by the University within a reasonable period before the application deadline. ³The application for admission to the Master's degree programme must be received by the University by 15.05. (cut-off deadline) for the winter semester using the forms provided in the online portal with the application documents required in accordance with section 2. ⁴The application is only valid for the allocation of study places for the relevant admission date. ⁵The University is not obliged to check the applicant's information ex officio.
- (2) ¹The application for admission (application form) must be accompanied by the following documents:

- a) the applicant's degree certificate(s) in German or English; if a degree certificate is not yet available, a certificate (with verification key or certificate from the issuing institute) of the achievements, credits and average grade must be submitted;
- b) a curriculum vitae in tabular form written in German or English with a meaningful description of the educational background;
- c) proof of sufficient knowledge of the German language if neither a German university entrance qualification nor a Bachelor's degree or an equivalent degree from a German university in a German-language degree programme can be proven,
- d) a declaration as to whether the applicant has successfully, unsuccessfully or not yet completed a closely related Master's degree programme;
- e) a presentation in text form in German or English of 1 to a maximum of 2 pages, from which the applicant's motivation for taking up this degree programme/research interest can be seen;
- f) Excerpts from the module handbook or other documents that can be used to verify the achievements in accordance with § 2 section 3.

²Documents in accordance with letters a) and c) must be submitted to the University upon request in the original or as certified copies in German or English.

- (3) ¹Applications that are not complete, in due form or on time will be excluded from the further procedure. ²The submitted documents remain with the University.
- (4) If an applicant can credibly demonstrate that he/she is disadvantaged by the selection procedure compared to other applicants due to a disability, the selection committee shall grant suitable compensation for disadvantages upon request.

§ 4 Selection Committee for the Master's Degree Programme

- (1) For the preparation of the selection decision, the Faculty of Business and Economics of the University shall form at least one selection committee for this degree programme.
- (2) ¹A selection committee shall consist of three members with voting rights who are members of the full-time academic staff or the university lecturers' group and one member of the student group with an advisory vote. ²At least one member must belong to the professorial group. ³The members are appointed by the Faculty Council of the Faculty of Business and Economics. ⁴The term of office of the members is two years, that of the student member one year. ⁵Reappointment is possible. ⁶The selection committee is quorate if at least two members with voting rights are present.

- (3) The tasks of the selection committee are
 - a) Examination of incoming applications for admission for formal correctness,
 - b) Examination and, if necessary, assessment of the admission requirements,
 - c) Conducting the selection interviews in accordance with § 8,
 - d) deciding on the admission or rejection of applicants.
- (4) The selection committee shall report to the Faculty Council of the Faculty of Business and Economics on the experience gained after the award procedure has been completed and, if necessary, submit proposals for the further development of the award procedure.

§ 5 Procedure of the Selection Process

- (1) A selection procedure comprises the allocation of study places in relation to an admission date.
- (2) ¹Admission applications shall be decided in a main procedure and, if necessary, in succession procedures. ²In the first step of the main procedure, the study places are first allocated to those applicants with an outstanding aptitude (best quota; § 6) and then to those admitted according to a combination of several criteria (combination quota; § 7).
- (3) ¹Anybody who has been admitted in the best quota shall not be involved in the selection procedure in the combination quota. ²Anybody who has received admission in the best quota or in the combination quota shall not be involved in a succession procedure.
- (4) The selection committee may take into account that study places are unlikely to be accepted by overbooking.
- (5) Study places remaining available according to the best quota shall be added to the combination quota.
- (6) ¹In all other respects, the provisions of the University's enrolment regulations that generally apply to enrolment remain unaffected. ²The admission of applicants who are provisionally entitled to admission in accordance with § 2 section 2 is conditional until proof of successful completion of the Bachelor's degree programme or an equivalent degree programme has been provided. ³Proof must be provided by the end of 15.11. ⁴If the Dean of Studies determines on the basis of the course of study to date, in particular the examination results to date, that the applicant will obtain the degree by the end of the first semester of the Master's degree programme at the latest, the deadline according to sentence 3 is extended until the end of 31.03.; the determination is only permissible if
 - a) only the final thesis is missing as an examination achievement or

b) the thesis has already been submitted to the university and the scope of the otherwise missing examinations does not exceed six credits.

§ 6 Best Quota

- (1) ¹A ranking list shall be drawn up in accordance with the provisions of section 2 for selection within the framework of the best quota. ²70% of the study places shall be allocated according to this ranking list, starting with place 1. ³In the event of equal ranking, the ranking shall be determined according to the result of the Bachelor's degree or an equivalent degree; otherwise, in the event of equal ranking, the decision shall be made by drawing lots.
- (2) A points system with a maximum of 90 points is used to draw up the ranking list.
 - a) Depending on the result of the Bachelor's degree or the grade of an equivalent educational qualification, the applicant will be awarded points as follows:

1.0	51 points,
greater than 1.0 up to and including 1.1	49 points,
greater than 1.1 up to and including 1.2	47 points,
greater than 1.2 up to and including 1.3	45 points,
greater than 1.3 up to and including 1.4	43 points,
greater than 1.4 up to and including 1.5	41 points,
greater than 1.5 up to and including 1.6	39 points,
greater than 1.6 up to and including 1.7	37 points,
greater than 1.7 up to and including 1.8	35 points,
greater than 1.8 up to and including 1.9	33 points,
greater than 1.9 up to and including 2.0	31 points,
greater than 2.0 up to and including 2.1	30 points,
greater than 2.1 up to and including 2.2	29 points,
greater than 2.2 up to and including 2.3	28 points,
greater than 2.3 up to and including 2.4	27 points,
greater than 2.4 up to and including 2.5	26 points,
greater than 2.5 up to and including 2.6	25 points,
greater than 2.6 up to and including 2.7	24 points,
greater than 2.7 up to and including 2.8	23 points,

greater than 2.8 up to and including 2.9 22 points, greater than 2.9 up to and including 3.0 21 points, greater than 3.0 up to and including 3.1 19 points, greater than 3.1 up to and including 3.2 17 points, greater than 3.2 up to and including 3.3 15 points, greater than 3.3 up to and including 3.4 13 points, greater than 3.4 up to and including 3.5 11 points, greater than 3.5 up to and including 3.6 9 points, greater than 3.6 up to and including 3.7 7 points, greater than 3.7 up to and including 3.8 5 points, greater than 3.8 up to and including 3.9 3 points, greater than 3.9 up to and including 4.0 1 point.

- b) For knowledge in Business Administration totalling at least 30 credit points, a maximum of 39 points will be credited in accordance with the following provisions; all achievements already completed in the field of Business Administration at the time of application must be named by the applicant:
 - ba) In the case of achievements in modules with a high academic level, the credits earned through the successful completion of these modules will be multiplied by 1.3 points.
 - bb) In the case of performance in modules with a medium academic level, the credits earned through the successful completion of these modules are multiplied by 0.65 points.
 - bc) The sums resulting from the respective multiplication are added together.
 - bd) No points are awarded for achievements in modules with a low academic level.
- c) The points achieved according to letters a) to b) are added together.
- (3) ¹Applicants who can be admitted within the framework of the best quota will receive a letter of admission in text form from the University. ²This will specify a deadline by which the applicant must enrol. ³If the University does not receive the enrolment in accordance with sentence 2 in due time and form, the letter of admission shall become invalid. ⁴These legal consequences must be pointed out in the letter of admission.
- (4) Those admitted shall no longer take part in the further procedure.

§ 7 Combination Quota

- (1) ¹For the selection within the framework of the combination quota, a ranking list shall be drawn up in accordance with the following provisions. ²30% of the study places are allocated according to this ranking list, starting with place 1.
- (2) The selection is determined on the basis of a combination of the following criteria:
 - a) on the basis of a ranking list drawn up in accordance with the procedure set out in § 6 section 2, and
 - b) according to the result of a selection interview with the applicant.
- (3) The selection committee shall make a pre-selection from the applications received in accordance with section 4 and a selection from the pre-selected applicants on the basis of the selection criteria specified in section 2 and 5.
- (4) ¹A preselection shall be made from the applications received to limit the number of participants in the selection interview to at least twice the number of study places to be awarded after the selection procedure within the framework of the combination quota. ²A ranking list is drawn up for this purpose in accordance with the procedure set out in § 6 section 2. ³If there is a tie, all applicants with the highest ranking will be admitted.
- (5) ¹The selection is based on a ranking list with a maximum of 100 points. ²This ranking list shall be drawn up in accordance with the following provisions:
 - a) depending on the degree of aptitude determined in the selection interview, the applicant will be credited points as follows (maximum 10 points):

The applicant is

very suitable 8 up to and including 10 points,

suitable 4 up to and including 7 points,

less suitable 1 to 3 points inclusive,

hardly suitable 0 points.

- b) the applicant will be awarded points in accordance with the procedure set out in § 6 section 2 (maximum 90 points).
- c) The points achieved according to letters a) and b) are added together.
- (6) ¹If there is a tie after the ranking list has been drawn up, the ranking is determined by the result of the points achieved in accordance with section 5 letter b), then by the result of the Bachelor's degree or an equivalent degree. ²In the event of a tie, the decision shall be made by lot.

(7) The selected applicants are admitted in accordance with § 9.

§ 8 Selection Interview

- (1) ¹The selection interview should show to what extent the applicant is suitable for the selected degree programme. ²The following principles apply to the interview:
 - a) the selection interview is usually conducted at the University in the period from 01.06. to 30.06. The exact dates and location will be announced by the University at an appropriate time before the selection interviews begin. Applicants will be invited to the selection interview by the University in good time. In the case of applicants based abroad and in justified exceptional cases, a video conference or telephone interview is also permitted, provided that the identity of the applicant can be established beyond doubt. The details of the procedure in such cases shall be determined by the selection committee.
 - b) the selection committee will conduct a selection interview with each applicant lasting approximately 15 minutes. The selection interview can be conducted with up to four applicants at the same time.
 - c) minutes must be kept of the main questions and answers during the interview, which must be signed by the members of the selection committee. The minutes must show the date and place of the interview, the names of the committee members, the name of the applicant and the assessment.
- (2) The interview shall cover the applicant's motivation and the following aptitude parameters:
 - a) ability to work in a scientific or basic research and method-orientated manner;
 - b) previous experience and sound knowledge of the scientific principles in the subject area, acquired as part of the Business Administration degree programme or a closely related subject area and proven by documentation;
 - c) concrete ideas about the content of this degree programme;
 - d) professional and personal goals;
 - e) extracurricular interests relevant to the degree programme.
- (3) At the end of the interview, the members of the selection committee will assess the applicant according to the degree of aptitude for the selected degree programme on a scale in accordance with § 7 section 5 letter a).
- (4) ¹An applicant who fails to attend the interview without good cause shall be excluded from further proceedings. ²If there is an important reason, the selection committee shall set a new

date for the selection interview upon request. ³The important reason and the request for a new date must be submitted to the selection committee immediately, but at the latest within two days of the date initially set. ⁴An excluded applicant is entitled to participate again in the next possible selection procedure.

§ 9 Admission Letter, Rejection Letter and Succession Procedure

- (1) ¹Applicants who can be admitted within the framework of the combination quota shall receive a letter of admission in text form from the University. ²This will specify a deadline by which the applicant must enrol. ³If the University does not receive the enrolment in accordance with sentence 2 in due time and form, the letter of admission shall become invalid. ⁴These legal consequences must be pointed out in the letter of admission.
- (2) ¹Applicants who cannot be admitted will receive a letter of rejection in text form stating the rank achieved and the rank of the last admitted applicant. ²The notice of rejection must include information on legal remedies. ³In the case of applicants entitled to admission, it shall also contain a request to declare in text form within a certain period of time whether the application for admission will be maintained for a succession procedure. ⁴If the applicant does not submit this declaration in due time or form, he/she will be excluded from the succession procedure. ⁵This legal consequence must be pointed out.
- (3) ¹The succession procedure shall be carried out on the basis of the ranking list in accordance with § 7 section 5 and 6. ²If the ranking list in accordance with sentence 1 is exhausted, a ranking list shall be drawn up in accordance with the provisions of § 6 section 2 and the succession procedure shall be conducted on the basis of this ranking list.
- (4) ¹Admission procedures are completed by 15.11. at the latest. ²After this date, any study places still available will be allocated by drawing lots upon informal application. ³The application period for this begins two weeks before the start of the semester for which admission is to be granted and ends with the conclusion of the procedure; the provisions of § 2 section 1 and 3 to 5 apply accordingly. ⁴The allocation of study places by lot is completed by 30.11. at the latest due to the advanced lecture period.

§ 10 Admission for Higher Semesters

- (1) The available study places in a higher semester with restricted admission are allocated to applicants in the following order:
 - a) who, in the same or a comparable degree programme

- aa) are or have been enrolled at another German university or at a university in another member state of the European Union or another state party to the Agreement on the European Economic Area,
- ab) are or have been enrolled at a foreign higher education institution with German citizenship or equivalent to German citizens under admission law;
- b) for whom a refusal of admission would mean particular hardship for reasons relating to their own people;
- c) who assert other reasons.
- (2) Within each of the three case groups in section 1, the result of the Bachelor's examination or an examination equivalent to the Bachelor's examination shall be decisive, followed by the social, in particular family and economic reasons relevant to the choice of location and, in the case of similar cases, ultimately by drawing lots.

§ 11 Hardship Quota

- (1) A special quota of 1.5 per cent of the number of admissions to this degree programme is formed in advance for cases of exceptional hardship (hardship quota), but at least in the amount of one study place.
- (2) ¹The study places within the hardship quota are allocated on application to applicants who fulfil the admission requirements and for whom non-admission to this degree programme would mean exceptional hardship. ²Exceptional hardship exists if special social or family reasons in the applicant's person make immediate admission to the degree programme absolutely necessary. ³Exceptional hardship includes in particular
 - a) caring for a child within the meaning of § 25 section 5 BAföG who has not yet reached the age of 14 at the start of the Master's programme,
 - b) disability or serious illness,
 - c) care of a close relative in need of care according to an expert opinion of the medical service of the health insurance.

The applicant has

more than one reason according to sentences 2 and 3 or one reason in a particularly serious case	3 points
one reason according to sentences 2 and 3 in a serious case	2 points

⁴The degree of exceptional hardship is assessed as follows:

- (3) ¹The ranking is determined according to the degree of exceptional hardship, whereby only applicants who have achieved at least 1 point in accordance with section 2 sentence 4 will be considered. ²If there is a tie after the ranking list has been drawn up, the ranking order shall be determined according to the result of the assessment pursuant to § 6 section 2; if there is still a tie, the ranking order shall be determined according to the result of the Bachelor's degree or an equivalent degree. ³In all other cases of equal ranking, the decision shall be made by lot.
- (4) ¹The decision is made by the selection committee. ²The provisions of § 9 section 1 and 2 apply accordingly.
- (5) Study places remaining available according to this quota shall be added to the quota for the selection procedure according to § 5.

IV Final Provision

§ 12 Entry Into Force

- (1) ¹These regulations shall enter into force on the day following their publication in the Official Notices I of the University of Göttingen. ²It shall apply for the first time to the allocation procedure for the winter semester 2023/24.
- (2) At the same time, the regulations on admission requirements and admission for the consecutive Master's degree programme "Global Business" in the version published on 22.03.2018 (Official Announcements I No. 13/2018 p. 165), last amended by the statutes of 01.11.2022 (Official Announcements I No. 48/2022 p. 1043), the regulations on admission requirements and admission for the consecutive Master's degree programme "Marketing and E-Business" in the version published on 04.05.2018 (Official Announcements I No. 20/2018 p. 276), last amended by the statutes dated 01.11.2022 (Official Announcements I No. 48/2022 p. 1043), the regulations on admission requirements and admission for the consecutive Master's degree programme "Corporate Management" in the version published on 01.04.2009 (Official Announcements I No. 9/2009 p. 768), last amended by the statutes dated 01.11.2022 (Official Announcements I No. 48/2022 p. 1043) and the regulations on admission requirements and admission to the consecutive Master's degree programme in Business Education and Human Resources Development in the version published on 04.05.2018 (Official Announcements I No. 20/2018 p. 287), last amended by the statutes dated 01.11.2022 (Official Announcements I No. 48/2022 p. 1043), are no longer in force.