



SCHOOL OF PHYSICS

REGULATIONS  
ON ACCESS AND ADMISSION  
FOR THE CONSECUTIVE MASTER'S  
PROGRAMME IN "PHYSICS"

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In its 176th meeting on 15 November 2017, the Senate of Osnabrück University passed the following regulations in accordance with § 18 paragraph 8 Lower Saxony Higher Education Law (NHG) and § 7 Lower Saxony University Admission Law (NHZG):

## § 1 Applicability

- (1) <sup>1</sup>These regulations specify the terms of access and admission to the Master's programme in "Physics".
- (2) The admission requirements are in accordance with § 2.
- (3) <sup>1</sup>If the degree programme is subject to admission restrictions and the number of applicants who meet the admission requirements in accordance with § 2 is larger than the number of available places, then the places are awarded on the basis of the university's internal selection procedures (§ 4). <sup>2</sup>If this is not the case, then a selection procedure does not take place.

## § 2 Admission Requirements

- (1) <sup>1</sup>In order to be admitted to the Master's programme in "Physics", the applicant must
  - a) hold a Bachelor's degree or comparable qualification in physics or in a mathematics-natural sciences dual major Bachelor's degree programme with a specialisation in physics, or in another appropriate degree subject, either from a German university or a university abroad which is one of the Bologna-signatory countries, or
  - b) hold a comparable qualification from another university abroad; in such cases, equivalence is determined in accordance with the assessment proposals of the 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 selection committee decides whether a degree programme is in a suitable subject (§ 5).
  - c) not have definitively failed their Master's examination or a comparable examination in a comparable subject area without the option of retaking the examination, and not have lost their entitlement to take the examination;
  - d) not already have passed a Master's examination or a comparable examination in a comparable subject-area.
- (2) Any Bachelor's degree submitted as part of the admission procedure must show that its holder has successfully obtained at least 80 credit points (incl. Bachelor's thesis) in the *Essentials of Experimental and Theoretical Physics* in the areas of *Mechanics, Electrodynamics and Optics, Thermodynamics and Statistical Physics, Quantum Mechanics, and Atomic, Molecular and Solid State Physics*.
- (3) <sup>1</sup>Applicants who are unable to show that they have completed the requirements under (2) because they are lacking a maximum of 20 credit points can be admitted to the Master's programme in "Physics" with the following proviso: <sup>2</sup>The applicants must as a rule prove within one year that they have passed the foundation courses in the areas listed under (2) in Osnabrück University's Bachelor's programme in "Physics". <sup>3</sup>The selection committee determines the study programme for these applicants.
- (4) <sup>1</sup>In deviation from paragraph 1, applicants can also be provisionally admitted to the programme if their Bachelor's degree has not yet been completed at the time of application, if they have acquired at least 150 ECTS credit points and if, on the basis of the progress they have made in their studies so far and especially with respect to their examination results, it is expected that they will obtain their degree by the end of their first semester in the Master's programme at the latest. <sup>3</sup>This means that applicants must have completed all credits for the Bachelor's degree or the comparable qualification by the end of their first semester in the Master's programme. <sup>5</sup>Applications for the winter semester must be submitted by March 31<sup>st</sup>; applications for the summer semester must be submitted by September 30<sup>th</sup>.

- (5) Applicants must also provide evidence that their English language skills are at level B2 of the Common European Framework of Reference for Languages (CEFR).
- (6) If English is not the native language of the applicant, then the applicant must prove his/her English language skills by providing
  - evidence of eight years of successfully completed English at school if it is their first foreign language, or seven years of successfully completed English at school if it is their second foreign language, or
  - evidence of having successfully passed IELTS (at least at level 5.5 – 6.5) or a comparable language test.
- (7) In cases of doubt, the selection committee decides how the applicant should provide evidence of his/her language skills.

### § 3 Programme Commencement and Application Deadline

- (1) <sup>1</sup>The Master's programme in "Physics" starts either in the summer semester or in the winter semester. <sup>2</sup>Applicants must submit their written application together with all necessary supporting documentation specified in paragraph 2 to the university by July 15<sup>th</sup> for applications for the winter semester and by January 15<sup>th</sup> for applications for the summer semester. <sup>3</sup>Overseas applicants with non-German certification must apply via the "Uni-Assist" service centre by July 15<sup>th</sup> or January 15<sup>th</sup> as applicable. <sup>4</sup>Applications only apply to places available before the relevant application deadline.
- (2) Applicants must submit the following documents – certified copies of certificates and records are required – with their application:
  - a) The degree certificate of a university degree in accordance with § 2 paragraph 1 or – if this is not yet in the applicant's possession – certification of courses passed, credit points earned and the applicant's average grade,
  - b) a CV,
  - c) certification in accordance with § 2 paragraph 3 and paragraph 5,
  - d) a statement by the applicant that they have not definitively failed their Master's examination or a comparable examination in a comparable subject-area without the option of retaking the examination, and have not lost their entitlement to take the examination;
  - e) a statement by the applicant that they have not already passed a Master's examination or a comparable examination in a comparable subject-area;
- (3) <sup>1</sup>Any applications which are incomplete, in an incorrect format or submitted after the deadline are given no further consideration in the selection procedure. <sup>2</sup>The university retains all documentation submitted together with applications.

### § 4 Admission Procedure

- (1) If the degree programme is subject to admission restrictions and the number of applicants who meet the admission requirements is larger than the number of places available, then places are awarded on the basis of the university's selection procedures.
- (2) <sup>1</sup>The selection committee's decision to award places is made using a list. <sup>2</sup>This list ranks applicants according to the grade on the final academic record of their Bachelor's degree. <sup>3</sup>If the applicant's final academic record has not yet been issued at the time of application, the applicant's average grade in accordance with § 2 paragraph 4 is used as the basis for their application; this average grade is used in the selection procedure irrespective of whether the grade for the Bachelor's examination is different. <sup>4</sup>In calculating the average grade, only the first two places after the decimal point are taken into account. All further decimal places are disregarded without rounding. <sup>5</sup>If grades are the same, positions on the list are determined by the drawing of lots.

- (3) <sup>1</sup>Otherwise, the general provisions of the university's registration regulations governing enrolment remain unaffected.

## **§ 5 Selection Committee for the Master's programme in "Advanced Physics"**

- (1) The School of Physics forms a selection committee to prepare the selection process.
- (2) <sup>1</sup>In addition to the Dean of Studies of the School of Physics, the selection committee also comprises two further members of the teaching staff who are eligible to vote, one of which must belong to the status group of University Professors, and one student. <sup>2</sup>The student takes part in the selection committee in an advisory capacity. <sup>3</sup>Committee members are appointed for a period of two years and the student member for one year. Reappointment is possible. <sup>5</sup>The selection committee is quorate when at least two members who are eligible to vote are present.
- (3) <sup>1</sup>The proceedings of the selection committee are recorded in minutes. <sup>2</sup>These minutes must include the key points of the discussion and the decisions taken by the selection committee. <sup>3</sup>The minutes must be signed by the selection committee chairperson and the keeper of the minutes. <sup>4</sup>Otherwise, the provisions of the General Rules of Procedure of Osnabrück University must be complied with where applicable.
- (4) The duties of the selection committee are:
- a) checking the formal correctness of incoming admission applications,
  - b) checking admission requirements,
  - c) deciding on the admission or rejection of applicants.

## **§ 6 Notification of Decision, Succession Procedure, Completion of Procedures**

- (1) <sup>1</sup>Applicants who are to be admitted to the programme receive a written admission notification from the university. <sup>2</sup>This notification sets a deadline by which the applicant must state in writing whether he/she accepts the place offered to them at the university. <sup>3</sup>If this written statement is not submitted in the correct format or by the deadline, the admission notification is rendered invalid. <sup>4</sup>These legal consequences must be made clear to the applicant in the admission notification.
- (2) <sup>1</sup>Applicants who do not meet the application requirements in accordance with § 2 receive a rejection notification detailing the reason for their rejection. <sup>2</sup>The rejection notification must include details of the applicant's legal right of appeal.
- (3) <sup>1</sup>Applicants who are not admitted to the programme receive a rejection notification stating the position they were ranked at on the list, together with the position of the last applicant to be admitted to the programme. <sup>2</sup>The rejection notification must include details of the applicant's legal right of appeal. <sup>3</sup>It also includes a request for the applicant to state in writing by a deadline whether they wish their admission application to be retained on file for the succession procedure. <sup>4</sup>If this written statement is not submitted in the correct format or by the deadline, the applicant is excluded from the succession procedure. <sup>5</sup>These legal consequences must be made clear to the applicant.
- (4) The succession procedure takes place using a list in accordance with § 4 paragraph 2.
- (5) <sup>1</sup>The selection and succession procedures are concluded two weeks after the start of the semester at the latest. <sup>2</sup>Any places which are still subsequently available are awarded by the drawing of lots. <sup>3</sup>The format the applications should take and the deadline for applications must be published in an appropriate manner.

## § 7 Admission to Higher Semesters

- (1) Available places in a higher semester which is subject to admission restrictions are awarded to applicants in the following order:
  - a) Applicants who, for reasons associated with their person, would face considerable hardship if their admission application was declined,
  - b) applicants in the same or a comparable degree programme who
    - aa) have been admitted to a *Vollstudienplatz* (an entire degree programme) through the central awarding procedure and are already enrolled or were enrolled at the university for a *Teilstudienplatz* (first part of a degree programme only),
    - bb) are already enrolled or were enrolled at this university for a *Teilstudienplatz*,
    - cc) are enrolled or were enrolled at another German university, a university in another country belonging to the European Union or a European Economic Area signatory state,
    - dd) are enrolled or were enrolled at an overseas university not included under subsection cc) and who have German citizenship or the status of a German citizen for the purposes of university admission,
    - ee) have been admitted to the first semester and can be promoted to a higher semester
  - or
  - c) applicants who put forward other valid reasons.
- (2) Each case group listed in paragraph 1 item 1 is chosen based on the social and especially the family-related and financial reasons underlying the applicant's choice of location, then the applicant's average grade; finally, admission is decided by the drawing of lots.

## § 8 Entry 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 to the application semester subsequent to their publication.