

This document is a translation and is provided for information purposes only. In the event of any inconsistency between the German version and the English version, only the German version shall apply.

The Foundation Council of Gottfried Wilhelm Leibniz Universität Hannover Public Law Foundation approved on 09.12.2024 the following eligibility and admission regulations for the consecutive master's degree programme Engineering and Business Administration in accordance with section 18 paragraphs 8 and 14 of the Lower Saxony Higher Education Act (NHG) and section 7 paragraph 2 Lower Saxony University Admissions Act (NHZG) in conjunction with section 62 paragraph 4 sentence 1 of the NHG. These regulations shall take effect on the day following publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

Eligibility and Admission Regulations for the Consecutive Master's Degree Programme Engineering and Business Administration at Gottfried Wilhelm Leibniz Universität Hannover

The Faculty of Economics and Management of Leibniz University Hannover resolved on 30.10.2024 the following regulations in accordance with Section 18 paragraph 8 Lower Saxony Higher Education Act (NHG) and Section 7 Lower Saxony University Admissions Act (NHZG):

Section 1 Scope

- (1) These regulations specify eligibility to apply for and admission to the master's degree programme Engineering and Business Administration.
- (2) The requirements for eligibility to apply are specified in Section 2.
- (3) ¹In the event that more applicants fulfil the requirements for eligibility to apply than there are places available, places shall be allocated according to a selection procedure determined by the university as specified in section 4. ²If fewer applicants fulfil the requirements for eligibility to apply than there are places available, no selection process shall be conducted.

Section 2 Requirements for eligibility to apply

- (1) ¹In order to be eligible to apply to the consecutive master's degree programme Engineering and Business Administration, the applicant must have obtained
 - a) a bachelor's degree or an equivalent degree in engineering and business administration or in a closely related degree programme at a German university or at a university in a Bologna signatory country or
 - b) an equivalent degree in a suitable previous degree programme at a different university abroad; equivalence shall be determined in accordance with the suggested evaluations issued by 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) (<http://anabin.kmk.org>).
 - c) the credit points mentioned in appendix 1.
²The decision whether the previous degree programme is suitable is made by the responsible body (dean of studies).
- (2) ¹In deviation to paragraph 1, applicants who have not yet completed their bachelor's or an equivalent degree at the time of application are provisionally eligible to apply if they have obtained at least 150 credit points in a degree programme with 180 credit points in total or at least 180 credit points in a degree programme with 210 credit points in total or at least 210 credit points in a degree programme with 240 credit points in total and it is to be expected that they will complete the bachelor's or equivalent degree by the end of the first semester of the master's degree programme at the latest. ²The average mark of the assessments completed so far shall be determined; it shall be taken into account in the selection process as per section 4, irrespective of the final bachelor's degree mark.
- (3) ¹Applicants who cannot present evidence of either a German university entrance qualification or a bachelor's degree completed at a German university must additionally provide evidence of sufficient German language proficiency for the degree programme (level C1 CEFR). ²For details on the evidence to be presented, see: <http://www.llc.uni-hannover.de/en/language-examinations/accepted-language-certificates-at-the-luh/>.

Section 3 Beginning of the Degree Programme and Application Deadline

- (1) ¹Students may begin the master's degree programme Engineering and Business Administration in the winter or summer semester. ²Applications, including the required documents specified in paragraph 2, from students within the EU must be received by the university by 15 July for the winter semester and by 15 January for the summer semester. ³Applications from non-EU applicants, including the required documents specified in section 2, must be submitted by 31 May for the following winter semester and by 30 November for the following summer semester. ⁴Applications must be submitted via the university's online portal. ⁵Applications, including those as per sentences 2 and 3, shall be effective only for the allocation of places corresponding to the respective application deadline. ⁶The university is not required ex officio to verify the information provided by the applicant.
- (2) Applications must be accompanied by the documents listed below. Certified copies are required for certificates and official confirmations; if these documents were not issued in German or English, certified German or English translations must be provided.
 - a) the certificate of results (Zeugnis) for the bachelor's degree programme or – if this is not yet available – confirmation of completed coursework and assessments, credit points, as well as the average mark,
 - b) curriculum vitae,
 - c) as appropriate, evidence as per Section 2 paragraph 3
- (3) ¹Applications that are incomplete or do not meet the requirements regarding form or deadline will be excluded from the admissions procedure. ²The university will retain the submitted documents.

Section 4 Admissions procedure

- (1) ¹Selection shall occur according to a ranking list which shall be established based on the final or average mark as per section 3 paragraph 2 letter a). ²In the event that multiple applicants hold an equal rank, their ranking shall be determined by drawing lots.
- (2) ¹In all other respects, the provisions of the university's enrolment regulations that generally apply shall remain unaffected. ²Applicants' enrolment shall expire if, as specified in section 2 paragraph 2, evidence of successful completion of the bachelor's degree or equivalent qualification is not provided by 15 April (for enrolment in the winter semester) or 15 October (for enrolment in the summer semester) and the applicant is responsible for such neglect.

Section 5 Notification, Allocation of Remaining Places ("Nachrückverfahren"), Completion of the Procedure

- (1) ¹Successful candidates will receive notification of admission from the university in writing. ²A deadline will be specified in the notification within which the applicant must declare in writing whether they wish to accept the place or not. ³If this declaration is not received in correct form by the deadline, the notification of admission becomes invalid. ⁴This legal consequence must be indicated in the notification of admission.
- (2) ¹Unsuccessful candidates shall receive a notification of rejection stating their rank and the rank of the last admitted applicant. ²The notification of rejection must include information on legal remedies.
- (3) Remaining places shall be allocated ("Nachrückverfahren") in the order of the ranking as per section 4 paragraph 1.
- (4) ¹The admissions procedures shall be concluded at the latest two weeks before commencement of the lecture period. ²Thereafter, admission to any remaining places will be allocated by drawing lots; applicants may request to participate in this procedure. ³Applicants must submit an online request (via the university's online portal) for this purpose. ⁴The application period for this shall begin two weeks before the beginning of the lecture period and shall end upon conclusion of the admissions procedure.

Section 6 Entry into force

- ¹These regulations shall enter into force the day after publication in the university's official bulletin.

Appendix 1

Eligibility to apply to the master's degree programme Engineering and Business Administration requires that the previous degree programme comprised 180 credit points, of which at least 42 were in business administration and 22 in economics.