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**Faculty of Economic Sciences:**

Following the resolutions of the Faculty Council of the Faculty of Economic Sciences dated 28.06.2023, the Senate of the Georg-August-Universität Göttingen approved the fifth bye-law for amendment of the regulations concerning the qualifications for entry and admission to the Master's degree programmes of the Faculty of Economic Sciences on 06.09.2023; the amendments are deemed to have been approved on the basis of a resolution of the Foundation Committee University of the Georg-August-Universität Göttingen, Foundation under Public Law of 10.07.2019 (§ 44 section 1 sentence 2 NHG in the version of the announcement dated 26.02.2007 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 69), last amended by Article 7 of the Act dated 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 of the announcement dated 29.01.1998 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 51), last amended by Article 2 of the Act dated 19.11.2019 (Nds. GVBl. (Lower Saxony Law and Official Gazette) p. 333); §§ 62 section 4 sentence 1, 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).

**Regulation concerning the qualifications for entry and admission  
for the consecutive Master's degree programme "Finance, Accounting and Taxes"  
at the University of Göttingen**

**I. Scope**

**§ 1 Scope**

(1) These regulations govern entry and admission to the consecutive Master's degree programme "Finance, Accounting and Taxes".

(2) The University executes an autonomous procedure for assessing the entry qualifications for all university places to be awarded in the consecutive Master's degree programme "Finance, Accounting and Taxes" in accordance with the following provisions.

(3) <sup>1</sup>If the number of applicants who meet the qualifications for entry exceeds the available places, the university awards the places based on the results of its own selection procedure.

<sup>2</sup>If the number of applicants who meet the qualifications for entry falls short of the available places, a selection procedure does not take place.

## II. Authorisation for entry

### § 2 Qualifications for entry

(1) <sup>1</sup>Applicants seeking admission to the Master's degree programme must demonstrate professional aptitude. <sup>2</sup>Candidates are considered to have professional aptitude if they have completed a six semester bachelor degree in a relevant subject achieving at least 180 ECTS credits, or an equivalent degree in a course of study at a German university or a university domiciled in one of the Bologna signatory states, as per section 3 in the course of study Business Administration or in a technically related subject area. <sup>3</sup>The degree examinations, which have been passed in a country other than the Bologna Signatory States, require the assessment of equivalence to the degrees as per sentence 2 in consideration of the proposals by the Central Office for Foreign Education (ZAB) at the office of the permanent conference of the federal ministers of cultural affairs in Federal Republic of Germany (KMK) for the accreditation and assessment of foreign proof of academic qualifications that are laid down at the URL [www.anabin.de](http://www.anabin.de). <sup>4</sup>The grades of the foreign proof of academic qualification should be converted to the German grading system.

(2) <sup>1</sup>Notwithstanding section 1, eligibility will be in principle considered proven by applicants who have not yet completed a course of studies at the time of application, but have acquired at least 150 credits in a relevant Bachelor's degree programme as stated in section 3 or in an equivalent degree programme. <sup>2</sup>The average grade calculated from the previous examination components is also considered in the selection procedure instead of the bachelor grade or the grade of an equivalent proof of academic qualification, irrespective of whether the result of the Bachelor's degree programme examination deviates therefrom.

(3) <sup>1</sup>The decision whether an undergraduate programme is relevant in the meaning of sections 1 to 2 is made by the selection committee. <sup>2</sup>Requirement for subject relevance of the undergraduate degree is the proof of at least the following components:

a) components in Business Administration and Economics with a rating of at least 60 credits, including components in Financial Management, Controlling, external Reporting/Auditing, Company Taxation, Microeconomics and Finance with a total rating of at least 30 credits, under that again

aa) at least 18 credits from the areas Capital Markets theory, Finance Management, value and finance oriented Controlling, capital market oriented reporting and business taxation and

ab) At least 18 credits must be from the modules with medium or high academic level;

b) components in mathematics or statistics or econometrics with a total rating of at least 12 credits.

<sup>3</sup>Subject relevance is assessed on the basis of the documents to be submitted along with the application as well as suitable criteria, such as the teaching contents, the used literature, the module prerequisites, the study and examination regulations and the schedule of the degree

programme, in which the component was accomplished. <sup>4</sup>Insofar as fewer persons apply who satisfy all qualifications for entry according to sentence 2 than there are university places to be awarded, the selection committee may require the completion of pending examination components under sentence 2 within two semesters for assessing the subject relevance; in this case, assessment of subject relevance and the entry is subject to termination until proof of the pending examination components, which should be submitted within two semesters from the time of enrolment at the university (closing date). <sup>5</sup>If the proof of the pending examination components is not submitted within the deadline, the assessment of the subject relevance and a related letter of admission will become ineffective. <sup>6</sup>Confirmation of subject relevance shall not be possible if the pending examination components under sentence 2 have a rating of more than 15 credits.

(4) <sup>1</sup>Applicants who have neither a German university entrance qualification nor a Bachelor's degree or equivalent qualification from a German university must have sufficient knowledge of the German language. <sup>2</sup>Proof of this is provided in accordance with the examination regulations for the German language examination for university admission (DSH) by means of an examination with an overall result of DSH-2. <sup>3</sup>Applicants 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 the provision of 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 the German language by successfully passing the "Test of German as a Foreign Language" (TestDaF) at least four times at TestDaF level 4 (TDN 4) or by passing the "German examination module" of the assessment test at preparatory colleges.

(5) <sup>1</sup>Notwithstanding, the general provisions of the enrolment regulation of the University of Göttingen for enrolment remain unaffected. <sup>2</sup>The enrolment of the applicants, authorised in principle for admission according to section 2, is subject to termination until proof of successful completion of the Bachelor's degree programme or an equivalent programme. <sup>3</sup>Proof must be submitted by 15/11 as concerns enrolment for the winter semester and by 15/05 as concerns enrolment for the summer semester. <sup>4</sup> Provided the Dean of Studies determines, on the basis of the examination components so far, in particular the present examination components, that the applicant will attain the degree latest up to the end of the first semester of the Master's course of study, the deadline as per sentence 3 is extended at the time of enrolment for a winter semester up to the end of 31/03; for enrolment for a summer semester up to the end of 30/09; the appraisal is admissible, provided

- a) as for examination results, only the thesis is missing or
- b) the thesis was already submitted to the college and the extent of the missing examination components otherwise does not exceed six credits.

### III. Selection procedure

#### § 3 Start of programme, admissions application, closing date

(1) <sup>1</sup>The Master's degree programme begins in the summer and winter semesters. <sup>2</sup>The application for admission should be submitted via an online portal; details will be announced by the University within a reasonable period before the application deadline. <sup>3</sup>The application for admission to the Master's degree programme must be submitted to the University by 15 May (cut-off deadline) for the winter semester and by 15 November (cut-off deadline) for the summer semester using the forms provided in the online portal together with the application documents required in accordance with paragraph 2. <sup>4</sup>The application is only valid for the allocation of study places for the relevant admission date. <sup>5</sup>The University is not obliged to check the information provided by the applicant ex officio.

(2) <sup>1</sup>The following documents must be enclosed with the application for admission:

- a) the applicant's degree certificate or certificates in German or English; if a degree certificate is not yet available, a certificate (with verification key or attestation 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 completed, unsuccessfully completed or not yet completed a closely related Master's degree programme;
- e) a description in text form of the applicant's motivation for taking up this degree programme / research interest;
- f) excerpts from the module handbook or other documents which can be used to verify the achievements in accordance with § 2 para. 3.

<sup>2</sup>Documents in accordance with letters a) and c) must be submitted in the original or as certified copies in German or English at the request of the University.

(3) <sup>1</sup>Applications that are not submitted complete, or in due form and time, shall be excluded from the further procedure. <sup>2</sup>The documents submitted remain with the university.

(4) If a prospective student establishes that he or she is disadvantaged in the selection procedure with respect to other applicants due to a handicap, a suitable compensation of disadvantage is to be granted by the Selection Committee upon request.

#### **§ 4 Selection Committee for the Master's degree programme**

(1) For processing the selection decision, the Faculty of Economic Sciences of the University forms at least a Selection Committee for this degree programme.

(2) <sup>1</sup>A selection committee includes three members eligible to vote, who belong to the scientific personnel working full-time or the professorial group, and a member of the students' union with advisory vote. <sup>2</sup>At least one member must belong to the professorial group. <sup>3</sup>The members are appointed by the faculty council of the Faculty of Economic Sciences. <sup>4</sup>The tenure of the members is two years, while that of the student union member is one year. <sup>5</sup>Reappointment is possible. <sup>6</sup>The selection committee holds a quorum if at least two members eligible to vote are present.

(3) The tasks of the selection committee are:

- a) Review of the incoming admissions applications for formal correctness
- b) Review and assessment of the admission requirements, if necessary
- c) Conducting the interviews in accordance with § 8
- d) Decision on the admission or rejection of the applicants.

(4) The Selection Committee reports to the faculty council of the Faculty of Economic Sciences about the experience gathered and submits any suggestions for further development of the award procedure after conclusion of the award procedure.

#### **§ 5 Sequence of the selection procedure**

(1) A selection procedure includes the award of university places related to the specific admission date.

(2) <sup>1</sup>The admissions applications are decided in a main procedure and in the procedure for subsequent admissions, if required. <sup>2</sup>In the first step of the main procedure, the university places will be awarded at first to the applicants entitled to admission with outstanding suitability (best quota; § 6) and then the applicants entitled to admission according to combination of several criteria (combination quota; § 7).

(3) <sup>1</sup>Any persons admitted based to the selection procedure on the best quota will not be eligible to participate in the selection procedure within the combination quota. <sup>2</sup>Anyone who has been awarded admission in the best quota or the combination quota, will not participate in a procedure for subsequent admissions.

(4) The selection committee can consider in the event of an overbooking that some university places may not be accepted.

(5) The remaining university places from the best quota are included in the combination quota.

(6) <sup>1</sup>The general provisions of the enrolment regulation of the university governing enrolment shall otherwise remain unaffected. <sup>2</sup>The admission of the applicants fundamentally eligible for

entry according to § 2 section 2, is subject to a condition subsequent until proof of the successful completion of the Bachelor's degree programme or equivalent degree programme.

<sup>3</sup>The proof must be submitted by 15/11 as concerns enrolment for the winter semester and by 15/05 as concerns enrolment for the summer semester. <sup>4</sup> Provided the dean determines, on the basis of the examination components so far, in particular the present examination components, that the applicant will attain the degree latest up to the end of the first semester of the Master course of study, the deadline as per sentence 3 is extended at the time of enrolment for a winter semester up to the end of 31/03; for enrolment for a summer semester up to the end of 30/09; the appraisal is admissible, provided

- a) as for examination results, only the thesis is missing or
- b) The thesis was already submitted to the college and the extent of the missing examination components otherwise does not exceed six credits.

### **§ 6 Best quota**

(1) <sup>1</sup>For the selection as part of the best quota, a ranking list is generated in accordance with the provisions under section 2. <sup>2</sup>70% of the university places are awarded according to the ranking list, beginning with place 1. <sup>3</sup>In case of identical ranking, the ranking is determined according to the result of the bachelor degree or an equivalent degree. Apart from this, a draw will decide the outcome in case of identical ranking.

(2) For generation of the ranking list, a points scheme with which a maximum of 90 points are attainable is used.

a) According to the result of the bachelor grade or the grade of an equivalent degree, points are awarded to the applicant as follows:

1.0	51 points,
over 1.0 up to and including 1.1	49 points,
over 1.1 up to and including 1.2	47 points,
over 1.2 up to and including 1.3	45 points,
over 1.3 up to and including 1.4	43 points,
over 1.4 up to and including 1.5	41 points,
over 1.5 up to and including 1.6	39 points,
over 1.6 up to and including 1.7	37 points,
over 1.7 up to and including 1.8	35 points,
over 1.8 up to and including 1.9	33 points,
over 1.9 up to and including 2.0	31 points,
over 2.0 up to and including 2.1	30 points,
over 2.1 up to and including 2.2	29 points,
over 2.2 up to and including 2.3	28 points,

over 2.3 up to and including 2.4	27 points,
over 2.4 up to and including 2.5	26 points,
over 2.5 up to and including 2.6	25 points,
over 2.6 up to and including 2.7	24 points,
over 2.7 up to and including 2.8	23 points,
over 2.8 up to and including 2.9	22 points,
over 2.9 up to and including 3.0	21 points,
over 3.0 up to and including 3.1	19 points,
over 3.1 up to and including 3.2	17 points,
over 3.2 up to and including 3.3	15 points,
over 3.3 up to and including 3.4	13 points,
over 3.4 up to and including 3.5	11 points,
over 3.5 up to and including 3.6	9 points,
over 3.6 up to and including 3.7	7 points,
over 3.7 up to and including 3.8	5 points,
over 3.8 up to and including 3.9	3 points,
over 3.9 up to and including 4.0	1 point.

b) For specialised knowledge in Financial Management, Controlling, external Reporting/Auditing, Company taxation and Microeconomics and Financial Science with a rating of at least 30 Credits, thereof components with a rating of at least 18 Credits in the fields of Capital Markets theory, Finance management, value and finance-oriented Controlling, capital market oriented Reporting and business Taxation maximum of 39 points are awarded in accordance with the following provisions; the components to be considered should be specified by the applicant:

ba) In case of credits in modules with high academic level, the credits acquired through successful completion of these modules are multiplied by 1.3 points.

bb) In case of credits in modules with average academic level, the credits acquired through successful completion of these modules are multiplied by 0.65 points.

bc) the sums resulting from the respective multiplication are added.

bd) for credits in modules with low academic level, no points are awarded.

c) The points attained under points a) and b) are added.

(3) <sup>1</sup>Applicants who can be admitted within the framework of the best quota will receive a letter of admission in text form from the University. <sup>2</sup>This will specify a deadline by which the applicant must enrol or declare in text form whether he or she accepts the study place. <sup>3</sup>The applicant must enrol at the latest two weeks after expiry of the deadline mentioned in sentence 2 (closing

date), provided no enrolment according to sentence 2 has been made. <sup>4</sup>If the university does not have

- a) the enrolment under sentence 2 or
- b) the declaration under sentence 2 and the enrolment under sentence 3

within the specified deadline and in the correct form, the letter of admission will become ineffective. <sup>5</sup>These legal consequences must be pointed out in the letter of admission.

(4) The admitted students do not take part in the further procedure any longer.

### **§ 7 Combination quota**

(1) <sup>1</sup>For the selection as part of the combination quota, a ranking list is generated in accordance with the following provisions. <sup>2</sup>30% of the university places are awarded according to the ranking list, beginning with place 1.

(2) The selection is made on the basis of a combination of the following criteria:

- a) Based on a ranking list, which is generated according to the procedure under § 6 section 2, and
- b) according to the result of an interview with the applicant.

(3) The selection committee screens the received applications according to section 4 and selects from the screened applicants on the basis of the selection criteria mentioned in sections 2 and 5.

(4) <sup>1</sup>The received applications are screened to at least twice the number of university places to be awarded as per the selection procedure for limitation of the number of participants for the interview. <sup>2</sup>A ranking list is generated for this purpose in accordance with this procedure under § 6 section 2. <sup>3</sup>In the event of an identical ranking, all applicants in the highest ranking will be permitted to participate.

(5) <sup>1</sup>The selection is made on the basis of a ranking list, with which a maximum of 100 points are attainable. <sup>2</sup>This is generated in accordance with the following provisions:

- a) According to the assessment of the degree of suitability in the interview, points are awarded to the applicant 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 up to and including 3 points
barely suitable	0 points.

- b) Points are awarded to the applicant in accordance with the procedure under § 6 section 2 (maximum 90 points).
- c) The points attained under points a) and b) are added.



(6) <sup>1</sup>If there is identical ranking after generating the ranking list, the ranking sequence is determined based on the result of the points attained according to section 5 letter b), thereupon according to the result of the bachelor's degree or an equivalent degree. <sup>2</sup>A draw shall be held to decide the outcome in all other cases in which there is identical ranking.

(7) The selected applicants are admitted under § 9.

### **§ 8 Interview**

(1) <sup>1</sup>The interview should show whether the applicant is suitable for the selected degree programme. <sup>2</sup>The following principles apply to the execution of the interview:

- a) the interview is normally held between 20/05 and 20/06 (applications for the winter semester) as well as between 20/11 and 20/12 (applications for the summer semester) at the university. The exact dates as well as the place are announced within an appropriate period before start of the interviews by the university. The university invites the candidates to the interview with sufficient notice. A video conference or a telephone interview is permitted for overseas applicants as well as in established exceptions, as far as the identity of the applicant can be determined beyond doubt. The selection committee determines the details of the procedure in such cases.
- b) The selection committee conducts an interview lasting about 15 minutes with every applicant. The interview can be held simultaneously for up to four applicants.
- c) a log on the essential questions and answers of the interview is to be kept and signed by the members of the selection committee. The log should clearly show the day and place of the interview, the name of the committee members, the name of the applicant and the assessment.

(2) The interview extends to the motivation of the applicant as well as the following suitability parameters:

- a) capability for scientific and / or principle and method-oriented way of working
- b) Existing experience and established knowledge of the scientific principles in the areas Finance, Accounting and Taxes which were acquired as part of the Business Administration degree programme or a closely related field of specialisation and are proven through documents
- c) knowledge in business theory of the areas Finance, Accounting and Taxes
- d) clear idea of the study contents of this degree programme
- e) Professional and personal goals
- f) Study-related extra-disciplinary interests.

(3) The members of the selection committee assess the applicant after conclusion of the interview to ascertain suitability for the selected degree programme on a scale according to § 7 section 5 a).

(4) <sup>1</sup>An applicant who fails to attend the interview without good cause is excluded from the further procedure. <sup>2</sup>The selection committee schedules a new date for the interview upon request, provided there is due cause. <sup>3</sup>The important reason and application for rescheduling a new date should be shown or made promptly, at the latest within two days after the date first scheduled by the selection committee. <sup>4</sup>An excluded applicant is entitled to participate once more in the next possible selection procedure.

### **§ 9 Letter of admission, rejection letter and procedure for subsequent admissions**

(1) <sup>1</sup>Applicants who can be admitted as part of the combination quota will receive a letter of admission in text form from the University. <sup>2</sup>This will specify a deadline by which the applicant must enrol or declare in text form whether he or she accepts the study place. <sup>3</sup>The applicant must enrol at the latest two weeks after expiry of the deadline mentioned in sentence 2 (closing date), provided no enrolment according to sentence 2 has been made. <sup>4</sup>If the University does not have

- a) the enrolment under sentence 2 or
- b) the declaration under sentence 2 and the enrolment under sentence 3

within the specified deadline and in the correct form, the letter of admission will become ineffective. <sup>5</sup>These legal consequences must be pointed out in the letter of admission.

(2) <sup>1</sup>Applicants who are not entitled to admission receive a rejection letter, in which the attained ranking and the ranking of the applicant last admitted are listed. <sup>2</sup>The rejection letter provides information on rights of legal recourse. <sup>3</sup>In the case of applicants entitled to admission, it also contains 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. <sup>4</sup>If the applicant does not submit this declaration within a specified period or in the correct form, he or she will be excluded from the procedure for subsequent admissions. <sup>5</sup>Reference must be made to this legal consequence.

(3) The procedure for subsequent admissions will be executed on the basis of the ranking list according to § 7 sections 5 and 6. If the ranking list according to sentence 1 is exhausted, a ranking list is generated according to the provisions of § 6 section 2 and the procedure for subsequent admissions is carried out on the basis of this ranking list.

(4) <sup>1</sup>The selection procedures are completed at the latest on 15/11 for admission to a winter semester or on 15/05 for admission to a summer semester. <sup>2</sup>University places that are still remaining will be awarded through a draw by application without formal requirements. <sup>3</sup>The application period for this begins two weeks before start of the semester, for which the admission should be made, and ends with the completion of the procedure; the provisions of the § 2 section 1 and 3 to 5 apply correspondingly. <sup>4</sup>The award of university places by means

of a lottery is completed no later than 30/11 for admission to a winter semester and no later than 31/05 for admission to a summer semester, because of the advanced lecture period.

### **§ 9a 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) <sup>1</sup>The 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. <sup>2</sup>Exceptional hardship exists if special social or family reasons in the applicant's person make immediate admission to the degree programme absolutely necessary. <sup>3</sup>Exceptional hardship includes in particular

- a) Caring for a child within the meaning of Section 25 (5) BAföG who has not yet reached the age of 14 at the start of the Master's degree 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.

<sup>4</sup>The degree of exceptional hardship is assessed as follows:

The applicant has

- more than one reason according to sentences 2 and 3 or a reason in a particularly serious case 3 points
- one reason according to sentences 2 and 3 in a serious case 2 points
- one reason according to sentences 2 and 3 1 point.

(3) <sup>1</sup>The ranking is determined by 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.

<sup>2</sup>If there is a tie after the ranking list has been drawn up, the ranking order shall be determined by the result of the assessment in accordance with Section 6 (2); if there is still a tie, the ranking order shall be determined by the result of the Bachelor's degree or an equivalent degree.

<sup>3</sup>Otherwise, in the event of a tie, the decision shall be made by lot.

(4) <sup>1</sup>The decision is made by the selection committee. <sup>2</sup>The provisions of Section 9 (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.

### **§ 10 Admission to higher semesters**

(1) The free university places in a higher semester with limited admission are awarded to applicants in the following sequence,

- a) who are in the same or a comparable degree programme,

aa) are or were enrolled at another German college or a college in another member state of the European Union or another signatory to the agreement on the European Economic Area.

ab) who are or were enrolled at a foreign university and possess the German nationality or are subject to the same university admissions laws and regulations as German citizens,

b) for whom the rejection of admission for personal reasons would mean extraordinary hardship,

c) who assert other reasons.

(2) Within each one of the three case groups of the section 1, the result of the Bachelor's examination or an examination equivalent to the Bachelor's examination is decisive, thereupon the social, especially family-related and economic reasons that account for the choice of place, and finally the draw in cases that are still identical.

#### **IV. Final provision**

##### **§ 11 Entry into Force**

<sup>1</sup>This regulation enters into force on the day following its publication in the official announcements of Georg-August-Universität Göttingen. <sup>2</sup>It applies for the first time to the awards procedure in the winter semester 2009/10. <sup>3</sup>At the same time, the regulations concerning the qualifications for entry and admission to the consecutive Master's degree programme "Finance, Accounting and Taxes" in the version contained in the announcement dated 12.01.2006 (official announcements no. 1/2006 p. 8), last amended on 11.07.2007 (official announcements no. 16/2007 p. 730), shall be rendered ineffective.