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HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

**Regulations Governing Admission
to the Master program in
Management in Nonprofit-Organisations**

Amended version

*adopted by the Faculty Council of the Faculty of Business Management and Social Sciences on March 15, 2023,
approved by the University Steering Committee on April 19, 2023, approved by the Foundation Board on May 3,
2023,
published on January 17, 2024 with effect from September 1, 2024*

**Section 1
Scope**

- (1) These regulations govern admission to the Master program in Management in Nonprofit-Organisations.
- (2) The admission requirements are governed by the specifications in section 2.
- (3) In the event that more applicants meet the admission requirements than there are places available, places will be allocated on the basis of the results of the university's own selection process (section 4). In the event that fewer applicants meet the admission requirements than there are places available, there will be no selection process.

**Section 2
Admission Requirements**

- (1) To qualify for admission to the Master program in Management in Nonprofit-Organisations, the applicant must
 - a) have acquired a Bachelor degree or an equivalent qualification in economics, social sciences or another suitable subject at a German university or a foreign university in one of the Bologna signatory states
 - or
 - b) have obtained an equivalent qualification at another foreign university in a relevant undergraduate degree subject; equivalence shall be determined in accordance with the evaluation recommendations of the Central Office for Foreign Education (ZAB) of the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs (KMK).
 - c) be able to demonstrate an English language proficiency equivalent to at least level B2 of the Common European Framework of Reference for Languages (CEFR), either by submitting an appropriate certificate or by passing a written language proficiency test.

The selection committee shall decide whether an undergraduate degree is technically suitable.

- (2) Provisional acceptance is granted to applicants who have not yet completed their undergraduate degree at the time of application to the Master program, but who have already earned at least 80% of the total credits required and are expected to complete their Bachelor degree by the end of the first semester at the latest. The acceptance will expire if the applicant fails to submit the final transcript within one month of the end of the first semester and is responsible for the failure to do so.
- (3) Applicants who have neither a German university entrance qualification nor a Bachelor degree from a German university must also provide evidence of sufficient knowledge of German, i.e., at least level A1 of the Common European Framework of Reference for Languages (CEFR), or equivalent supporting documents.

Section 3 Commencement of Studies and Application Deadline

- (1) The Master program in Management in Nonprofit-Organisations begins each winter semester. Online applications – including the required supporting documents specified in paragraph 3 – must be received by the university's application portal by July 15 of the year of admission. The application shall only apply for the allocation of places for the respective application period.
- (2) If fewer applications than number of places available are received by July 15, additional applications may be accepted until the first lecture begins, provided that the number of applications does not exceed the number of places available. Acceptance of applications is based on receipt of an online application.
- (3) Applications must be accompanied by the supporting documents listed below:
 - a) curriculum vitae in tabular form,
 - b) proof of a higher education qualification as specified in section 2 paragraph 1 letter a) or letter b) or, if this is not yet available, confirmation of modules completed, credit points, the standard number of ECTS points for the program, and the average grade as specified in section 2 paragraph 2 in conjunction with section 4 paragraph 3,
 - c) proof of knowledge of the German language as specified in section 2 paragraph 3.
 - d) proof of knowledge of the English language in as specified in section 2 paragraph 1 letter c).
 - e) where available, proof of
 - volunteer work / involvement in nonprofit-organisations
 - professional experience related to the degree program
 - practical activities
 - vocational education and training
 - merit-based and subject-specific scholarships
 - experience abroad related to the degree program
- (4) Applications that are incomplete or do not meet the requirements regarding form or deadline will be excluded from the application process. The university will retain the submitted documents.

Section 4 Admissions Procedure

- (1) In the event that the number of applicants who meet the admission requirements exceeds the number of places, admission will take place on the basis of the results of the university's own selection process.

- (2) A ranking list will be established according to the points system specified in paragraph 4 on the basis of the final grade of the Bachelor degree or comparable qualification as per section 2 paragraph 1 letter a) or letter b) in combination with volunteer work in nonprofit-organisations, relevant professional experience, merit-based and subject-specific scholarships, and experience abroad related to the degree program.
- (3) If the higher education qualification is not yet completed at the time of application, but at least 80% of the total required credits have been earned, the average grade of these graded exams will be used as the basis for the ranking list in the selection process, regardless of whether the final grade differs.
- (4) The aptitude criteria under paragraph 2 will be assessed using the following points system, and the degree of aptitude will be determined by adding the points awarded. Based on the number of points added, a ranking list will be established and the available study places will be allocated accordingly, starting with the highest number of points and working downwards. In the event of a tie, the decision will be made by lot.

Final grade of undergraduate degree	Volunteer work in nonprofit-organisations	Relevant professional experience	Practical activities / vocational education and training	Merit-based and subject-specific scholarships	Experience abroad related to the degree program
0.9 to 1.0 = 51 points 1.1 to 1.2 = 50 points 1.3 to 1.4 = 49 points 1.5 to 1.6 = 48 points 1.7 to 1.8 = 47 points 1.9 to 2.0 = 46 points 2.1 to 2.2 = 44 points 2.3 to 2.4 = 42 points 2.5 to 2.6 = 40 points 2.7 to 2.8 = 38 points 2.9 to 3.0 = 36 points 3.1 to 3.5 = 30 points 3.6 to 4.0 = 20 points	6 months or more = 8 points 1 year or more = 10 points 2 years or more = 12 points A maximum of 12 points	6 months or more = 2 points 1 year or more = 4 points 2 years or more = 6 points A maximum of 6 points	<u>Practical activities</u> (internship) 3 months or more = 3 points 6 months or more = 5 points 1 year or more = 7 points <u>Vocational education and training</u> = 3 points A maximum of 10 points	Only merit-based scholarships will be considered. Single payment = 5 points Funding for up to 1 year = 10 points Funding for more than 1 year = 15 points A maximum of 15 points	6 months or more = 2 points 1 year or more = 4 points 2 years or more = 6 points A maximum of 6 points

- (5) Otherwise, the provisions generally applicable to enrollment set out in the university's Enrollment Regulations remain unaffected.

Section 5

Selection Committee for the Master program in Management in Nonprofit-Organisations

- (1) The Faculty of Business Management and Social Sciences forms a selection committee to prepare the selection decision.
- (2) The selection committee consists of three voting members who must be from the group of faculty or staff. At least two members must be from the group of faculty. A member from the group of students belongs to the committee in an advisory capacity. Members are appointed by the Faculty Council of the Faculty of Business Management and Social Sciences. Members serve two-year

terms, with the student member serving a one-year term; they are eligible for reappointment. At least two voting members of the selection committee shall constitute a quorum.

- (3) The duties of the selection committee are to:
 - a) Check admission requirements,
 - b) Draw up the ranking list,
 - c) Decide which applicants to admit or reject and
 - d) Provide written documentation and rationale for decisions.

Section 6 Notification, Succession Procedure, Completion of the Procedure

- (1) Successful applicants will receive a written letter of acceptance from the university. This letter will specify a deadline by which the applicant must declare in writing whether or not they wish to accept the place. If no such declaration is received in proper form by the deadline, the letter of acceptance will become invalid. The letter of acceptance must draw attention to this legal consequence.
- (2) Unsuccessful applicants will receive a notice of rejection, stating their rank and the rank of the last admitted applicant. The notice of rejection must include instructions on how to appeal. It must also contain a request to state in writing within a specified period whether the application for admission should be maintained for any succession procedure. If applicants fail to submit such a declaration in proper form by the deadline, they will be excluded from the succession procedure. Reference must be made to this legal consequence.
- (3) Remaining places will be allocated by means of the ranking list (succession procedure) as per section 4 paragraph 2.
- (4) The admissions procedure will be completed two weeks after commencement of the lecture period at the latest.

Section 7 Admission to Advanced Semesters

- (1) Available places in an advanced semester of a restricted admission study program shall be allocated according to the order below, to applicants
 - a) for whom, for personal reasons, a rejection of acceptance would mean considerable hardship,
 - b) who
 - aa) have been admitted for a full study place in the central allocation procedure and who are or were already enrolled for a partial study place in the same degree program at this university,
 - bb) are or were already enrolled for a partial study place in the same degree program at this university,
 - cc) are or were enrolled in the same degree program at another Germany university or a university in another European Union Member State or another Contracting State to the Agreement on the European Economic Area,
 - dd) are or were enrolled in the same degree program at a foreign university other than those under letter cc) and who are of German nationality or are on equal terms with German nationals with respect to admissions law,
 - ee) were admitted to the first semester and can be placed in an advanced semester or
 - c) who claim any other grounds.

- (2) Within each of the groups in paragraph 1, admission shall be decided depending on social aspects – especially familial or financial aspects – that were decisive in the choice of location; in the case of identical results, the average grade. Thereafter, places will ultimately be decided by lot.

Section 8 Entry into Force

¹These regulations shall enter into force after their publication in the Official Gazette of Osnabrück University of Applied Sciences with effect from the beginning of the application period for the winter semester 2024/2025. ²The Regulations Governing Admission to the Master program in Nonprofit-Organisations of June 2, 2022 will expire at the same time.