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HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

**Regulations Governing Admission
to the Master's Program in
Management in Nonprofit-Organisations**

Amended version

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**Section 1
Scope**

- (1) These regulations govern admission to the Master's 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's 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 knowledge of the English language 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's 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 degree certificate within one month of the end of the first semester and is responsible for the failure to do so.
- (3) ¹Applicants who have neither a German university entrance qualification nor a Bachelor degree from a German university must also provide evidence of sufficient knowledge of the German language corresponding to at least level A1 of the Common European Framework of Reference for Languages (CEFR), or equivalent supporting documents by August 31. ²If the evidence is not provided by the deadline, the acceptance will expire.

Section 3

Commencement of Studies and Application Deadline

- (1) ¹The Master's program in Management in Nonprofit-Organisations begins each winter semester. ²Online applications – including the required supporting documents specified in paragraph 3 – must be received by the university by July 15. ³Online applications submitted by international applicants with foreign certificates that are not equivalent to German certificates (nationals from non-EU/EEA states) must be received together with the required documents by April 1. ⁴The Dean's Office of the Faculty of Business Management and Social Sciences can decide that applications from applicants with foreign certificates must be submitted via the uni-assist e.V. service center. ⁵The 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. Applications will be accepted in the order in which they are received online.
- (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 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 related to the degree program
 - merit-based and subject-specific scholarships
- (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, professional experience related to the degree program, practical activities related to the degree program, and merit-based and subject-specific scholarships.
- (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 | Professional experience related to the degree program | Practical activities related to the degree program | Merit-based and subject-specific scholarships |
|---|---|--|--|--|
| 0.9 to 1.0 = 51 points 1.1 to 1.2 = 49 points 1.3 to 1.4 = 47 points 1.5 to 1.6 = 45 points 1.7 to 1.8 = 43 points 1.9 to 2.0 = 41 points 2.1 to 2.2 = 37 points 2.3 to 2.4 = 33 points 2.5 to 2.6 = 29 points 2.7 to 2.8 = 25 points 2.9 to 3.0 = 21 points 3.1 to 3.5 = 19 points 3.6 to 3.9 = 9 points 4.0 = 0 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 = 6 points 1 year or more = 9 points 2 years or more = 12 points A maximum of 12 points | <u>Practical activities</u> (internship) 3 months or more = 3 points 6 months or more = 6 points 1 year or more = 10 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 |

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

Section 4a Priority Quota for International Applicants from Non-EU/EEA States

- (1) For international applicants and stateless applicants who possess eligibility for admission from abroad and who are not equivalent to Germans, a priority quota is set according to section 7 paragraph 1 sentence 5 of the Lower Saxony University Admissions Act [*Niedersächsisches Hochschulzulassungsgesetz – NHZG*].

- (2) The priority quota amounts to 50 percent of the total number of available places on the admission date.
- (3) The selection within the priority quota is made according to the rules of the points system in accordance with section 4 paragraph 2 in conjunction with section 4 paragraph 4. In the event of a tie, the decision will be made by lot.
- (4) Any remaining places within the priority quota will be added to the quota for the selection procedure in accordance with section 4.
- (5) Remaining places will be allocated by means of the ranking list of the quota to be set for the selection procedure as per section 4.

Section 5

Selection Committee for the Master's 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) ¹Successful applicants will receive a written letter of acceptance from the university. ²This letter will specify a deadline by which the applicant must declare whether or not they wish to accept the place. ³If no such declaration is received in proper form by the deadline, the letter of acceptance will become invalid. ⁴The letter of acceptance must draw attention to this legal consequence.
- (2) Applicants who cannot be admitted in the context of the selection process under section 4 will receive a notice of rejection, stating their rank and the rank of the last admitted applicant. ²The notice of rejection must include instructions on how to appeal. ³It must also contain a request to state within a specified period whether the application for admission should be maintained for any succession procedure. ⁴If applicants fail to submit such a declaration in proper form by the deadline, they will be excluded from the succession procedure. ⁵Reference must be made to this legal consequence.
- (3) ¹Applicants who cannot be admitted in the context of the selection process under section 4a will receive a notice of rejection, stating their rank and the rank of the last admitted applicant. ²The notice of rejection must include instructions on how to appeal.
- (4) Remaining places will be allocated by means of the ranking as per section 4 paragraph 2.
- (5) 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) 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,
 - bb) are or were enrolled in the same degree program at a foreign university other than those under letter aa) and who are of German nationality or are deemed as equivalent to German nationals with respect to admissions law,
 - cc) 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 2025/2026. ²The Regulations Governing Admission to the Master's Program in Nonprofit-Organisations of January 17, 2024 will expire at the same time.