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## **Regulations of admission and admission to the consecutive Master's degree programmes**

**"Power Engineering", "Electrical Engineering and Information Technology", "Mechanical Engineering", "Mechatronics and Robotics", "Production and Logistics", "Biomedical Engineering", and "Optical Technologies"**

**of Leibniz University Hannover**

The Faculty of Mechanical Engineering and the Faculty of Electrical Engineering and Computer Science of Leibniz University Hannover have adopted the following regulations in accordance with § 18 Para. 8 NHG and § 7 NHZG:

### **§ 1**

#### **Scope**

(1) These regulations govern access and admission to the Master's degree programmes "Power Engineering", "Electrical Engineering and Information Technology", "Mechanical Engineering", "Mechatronics and Robotics", "Production and Logistics", "Biomedical Engineering" and "Optical Technologies" of the Faculty of Mechanical Engineering and the Faculty of Electrical Engineering and Computer Science of Leibniz University Hannover.

(2) The admission requirements shall be in accordance with § 2.

(3) If more applicants meet the admission requirements than there are places available, the study places shall be allocated according to the results of an internal university selection procedure pursuant to § 5. If fewer applicants fulfil the admission requirements than places available, a selection procedure shall not take place.

### **§ 2**

#### **Admission requirements**

(1) The prerequisite for admission to the respective Master's degree programme is that the applicant

- a) either at a German higher education institution or at a higher education institution belonging to one of the Bologna signatory states, has obtained a Bachelor's degree or an equivalent degree in the respective degree programme or in a suitable previous degree programme according to Annex 1, or
- b) has obtained an equivalent degree at another foreign institution of higher education in a subject-related previous course of study in accordance with Annex 1; equivalence shall be determined in accordance with the assessment proposals of the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Countries in the Federal Republic of Germany ([www.anabin.de](http://www.anabin.de)),

(2) If the degree has not yet been obtained at the time of application, it is required, in deviation from Paragraph 1, that 83.33% of the total required achievements have been successfully completed (i.e. at least 150 credit points have been obtained in the case of a degree programme with a total of 180 ECTS-CP).

(3) Applicants who neither have a German higher education entrance qualification nor have obtained their Bachelor's degree at a German higher education institution must also prove that they have sufficient knowledge of the German language at the language level C1 CEFR. For details on proof, see: <http://www.fsz.uni-hannover.de/de-nachweise.html>. Applicants for the degree programme Optical

Technologies can prove sufficient knowledge of the English language, at least level C1, instead of sufficient knowledge of the German language.

Applicants for the International Mechatronics field of study in the Mechatronics and Robotics degree programme or the Power Engineering degree programme must prove sufficient knowledge of the English language, at least level C1, instead of sufficient knowledge of the German language. For details on proof, see: <http://www.fsz.uni-hannover.de/en-nachweise.html>.

(4) The decision as to whether previous studies are suitable in terms of subject matter and whether the admission requirements are fulfilled is made by the admission committee (§ 3). For applicants who have acquired a Bachelor's degree or an equivalent degree in the corresponding or a professionally suitable previous degree programme and have not completely fulfilled the admission requirement according to Annex 1, the positive determination may be combined with conditions. The conditions imposed (maximum 4 modules) must be fulfilled within 2 semesters from the date of enrolment. The examination board decides on an extension of this period upon application in individual cases, provided that the applicant is not responsible for the non-compliance.

(5) Depending on the degree programme, the admissions committee may offer a subject-specific aptitude test.

With a maximum of 4 modules to be fulfilled, the applicant has the choice within one week after notification of the decision of the admissions committee between

- a) participation in the aptitude test or
- b) fulfilment of the conditions according to § 2 Para. 4.

If, despite a similar study programme profile, the applicant would have to fulfil more than 4 requirements due to excessive deviations from Annex 1, admission is only possible via a passed aptitude test, which can be repeated once.

The aptitude test is a 90-minute written examination to test the respective basics listed in Annex 1.

Applicants are invited to the aptitude test in writing and are admitted if they pass the test. An examination performance assessed as "insufficient" is failed.

(6) If applicants have been granted refugee status, have the required language skills in accordance with § 2 Para. 3 and have obtained their Bachelor's degree at a foreign university, but are unable to present the documents specified in § 4 Para. 2, the applicants shall have the opportunity to take the aptitude test in accordance with § 2 Para. 5. Corresponding proof must be enclosed with the application.

### **§ 3**

#### **Admissions Committee**

(1) The Admissions Committee is appointed by the Faculty Council of the respective faculty. It shall consist of at least two professors, at least one academic staff member and, in an advisory capacity, one student. The term of office of the members is two years, that of the student member one year; reappointment is possible. The Admissions Committee has a quorum if at least two voting members are present and have been invited in due time.

(2) The admissions committee may delegate partial tasks of the review process to other members of Leibniz University Hannover (professors, academic staff).

### **§ 4**

#### **Start of studies and application deadline**

(1) The Master's degree programmes begin in the summer and winter semesters. The International Mechatronics field of study of the Master's degree programme in Mechatronics and Robotics and the Master's degree programme in Power Engineering only begins in the winter semester. The written application with the application documents required according to Para. 2 must be received by the university by 15 July for the winter semester and by 15 January for the summer semester. For the Master's programme in Optical Technologies, the documents must be received by 31 May for the winter

semester and by 30 November for the summer semester. The deadline for the International Mechatronics field of study and the Power Engineering field of study is 31.05. The application is only valid for the allocation of places for the relevant application deadline.

(2) The following documents must be enclosed with the application - in the case of degree certificates and other certificates as certified copies:

- a) Degree certificate of the Bachelor's degree programme or - if this is not yet available - a certificate of the achievements,
- b) curriculum vitae,
- c) certificates according to § 2 Para. 2 and
- d) evidence in accordance with § 2 Para. 3,

(3) Applications which are not received in full, in due form or in due time may be excluded from further proceedings. The submitted documents shall remain with the university.

## **§ 5**

### **Admission procedure, issuing of notification**

(1) The provisions of the matriculation regulations of Leibniz University Hannover generally applicable to matriculation shall remain unaffected. The enrolment of applicants who are deemed suitable for the subject according to § 2 paragraphs 1 and 2 is conditional until proof of successful completion of the Bachelor's degree is provided. The enrolment expires if the successful completion of the Bachelor's degree or an equivalent degree is not proven by 15 April (start in winter semester) or 15 October (start in summer semester) of a year and the applicant is responsible for this.

(2) Applicants who are admitted shall receive a written notification of admission from the university. This shall specify a period of time within which the applicant must declare in writing whether he or she accepts the place in the study program. If this declaration is not submitted in due time and form, the notification of admission becomes invalid. This legal consequence shall be indicated in the notification of admission.

(3) Applicants who cannot be admitted receive a rejection notice. The notice of rejection shall be accompanied by instructions on how to appeal. At the same time, it shall contain the request to declare in writing or electronically within a certain period of time whether the application for admission is to be maintained for a subsequent procedure. If the applicant does not submit this declaration in due time or form, he or she is excluded from the succession procedure. This legal consequence shall be indicated in the notification of admission.

(4) If more applicants fulfil the admission requirements than there are places available, the places are allocated according to the results of a university selection procedure.

(5) The selection decision and the formation of the ranking list are based on the final or average grade according to § 4, paragraph 2, letter a). If there is equality of rank between individual applicants according to the grade, all applicants with the same rank are admitted.

## **§ 6**

### **Admission to higher semesters**

(1) The vacant study places in a higher semester with restricted admission are awarded to applicants in the following order,

- a) for whom a refusal of admission for reasons related to their person would mean particular hardship,
- b) who, in the same or a comparable degree programme and upon fulfilment of the admission requirements according to Annex 1

ba) are or were enrolled at another German higher education institution or at a higher education institution of another member state of the European Union or of another state party to the Agreement on the European Economic Area,

- bb) who are or were enrolled at a foreign higher education institution with a German nationality or who are or were equivalent to a German nationality in terms of admission law,
- c) who claim other reasons.

(2) Within each of the three case groups of paragraph 1, admission are decided by the result of the Bachelor's examination or of an examination equivalent to the Bachelor's examination in the case of the same result, by the social, in particular family and economic reasons decisive for the choice of place and, in the case of circumstances which are still similar, ultimately by drawing lots.

## **§ 7**

### **Entry into force**

These regulations become effective on the day following their public announcement at the university.

## Annex 1

### Previous degree programmes suitable in terms of subject matter for the corresponding degree programmes

(1) The following are suitable previous courses of study for the Master's degree programme in **Mechatronics and Robotics/International Mechatronics**:

- Bachelor's degree in mechatronics or a previous degree programme suitable in the subject with at least in each case

- 20 ECTS-CP in electrical Engineering/Drive Technology
- 15 ECTS-CP in technical mechanics,
- 15 ECTS-CP in mathematics,
- 10 ECTS-CP in metrology/control technology.

In addition, for the International Mechatronics field of study, participation in a special selection according to the cooperation agreement with the Polytechnic University in St. Petersburg, sufficient knowledge of the English language according to § 2 Para. 3 and a letter of motivation must be proven.

All students who have been admitted to the study programme International Mechatronics at Leibniz University Hannover or at the Polytechnic University in St. Petersburg and who have completed all the coursework required in the study programme International Mechatronics at the Polytechnic University in St. Petersburg are admitted to the study programme in the 3rd semester of the study programme International Mechatronics at Leibniz University Hannover.

(2) Previous degree programmes suitable in terms of subject matter for the Master's degree programme in **Production and Logistics** are as follows:

- Bachelor's degree in Production and Logistics, Mechanical Engineering or a professionally suitable previous degree programme, each with at least

- 15 ECTS-CP in mathematics,
- 10 ECTS-CP in Production/Logistics,
- 10 ECTS-CP in technical mechanics,
- 10 ECTS-CP in engineering design,
- 10 ECTS-CP in electrical engineering,
- 10 ECTS-CP in material science.

(3) Previous courses of study suitable in terms of subject matter for the Master's degree programme in **Mechanical Engineering** are as follows:

- Bachelor's degree in mechanical engineering or a previous degree programme suitable in the subject, each with at least

- 15 ECTS-CP in mathematics,
- 15 ECTS-CP in engineering design,
- 15 ECTS-CP in engineering mechanics,
- 10 ECTS-CP in electrical engineering,
- 10 ECTS-CP in material science.

(4) Previous courses of study suitable for the Master's programme in **Biomedical Engineering** are as follows:

- Bachelor's degree in mechanical engineering or a suitable previous degree programme with at least

- 15 ECTS-CP mathematics
- 15 ECTS-CP fundamentals of engineering,
- 10 ECTS-CP fundamentals of engineering design,
- 10 ECTS-CP electrical engineering and information technology,
- 10 ECTS-CP fundamentals of medical technology.

(5) Previous courses of study suitable for the Master's degree programme in **Electrical Engineering and Information Technology** are as follows:

- Bachelor's degree in electrical engineering and information technology or a previous degree programme suitable in the subject, each with at least

- 15 ECTS-CP in electrical engineering fundamentals,
- 20 ECTS-CP in electro technical specialisation,
- 15 ECTS-CP in mathematics,
- 10 ECTS-CP in Control Engineering/Control Systems/Systems Technology.

(6) Previous courses of study suitable in terms of subject matter for the Master's degree programme in **Optical Technologies** are as follows:

- Bachelor's degree in mechanical engineering or a previous degree programme suitable in the subject with at least in each case

- 15 ECTS-CP in mathematics,
- 15 ECTS-CP in technical mechanics,
- 27 ECTS-CP in total in electrical engineering, material science and engineering design,
- 8 ECTS-CP in optics.

- At least a 6-semester Bachelor's degree in physics or a suitable previous degree programme, each with at least

- 15 ECTS-CP in mathematics,
- 5 ECTS-CP in engineering mechanics,
- 45 ECTS-CP in experimental physics including mathematical methods of physics, of which 15 ECTS-CP in advanced optics and solid state physics.

(7) Previous degree programmes suitable in terms of subject matter for the Master's degree programme in **Power Engineering** are as follows:

- Bachelor's degree in power engineering, mechanical engineering, electrical engineering or a suitable previous degree programme with at least

- 15 ECTS-CP in mathematics,
- 15 ECTS-CP in technical mechanics,
- 10 ECTS-CP in energy and process engineering,
- 15 ECTS-CP in electrical engineering fundamentals,
- 10 ECTS-CP in electrical power engineering.

In addition, for the field of study power engineering, participation in a special selection according to the cooperation agreement with the Polytechnic University in St. Petersburg and the Technical University in Lappeenranta, sufficient knowledge of the English language according to § 2 Para. 3 and a letter of motivation must be proven.

(8) When recognising the achievements according to paras. 1 - 7 of Annex 1, the acquisition of equivalent competences according to the respective valid module handbooks must be proven.