



SCHOOL OF CULTURAL STUDIES
AND SOCIAL SCIENCES

REGULATIONS ON ACCESS AND ADMISSION FOR
THE CONSECUTIVE MASTER'S PROGRAMME IN
"CONFLICT STUDIES AND PEACEBUILDING"

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Section 1 Applicability

- (1) These regulations specify the terms of access and admission to the Master's programme in "Conflict Studies and Peacebuilding".
- (2) The admission requirements are set out in Section 2.
- (3) ¹If the degree programme is subject to admission restrictions and a greater number of applicants fulfil the admission requirements than there are places on the programme, then these places are awarded on the basis of the university's internal selection procedures (Section 4). ²If there are not more applicants than there are available places on the programme, then a selection procedure does not take place.

Section 2 Admission Requirements

- (1) ¹In order to be admitted to the Master's programme in "Conflict Studies and Peacebuilding", the applicant must
 - a) hold a Bachelor's degree in social science or political science or a comparable qualification with a specialisation in social science or political science either from a German university or a university abroad which is in one of the Bologna-signatory countries; these include dual-major Bachelor programmes or comparable programmes in the field of "European Studies",
 - b) or a university degree in one of the following subjects:
 - History
 - Social Geography
 - Ethnology
 - Social Psychology
 - International Law
 - Economics
 - c) or hold a comparable qualification preceded by a relevant course of study from another university abroad; equivalence is determined in accordance with the assessment proposals of the Central Office for Foreign Education (ZAB) at the Administrative Office of the Standing Conference of the Ministers of Education and Cultural Affairs (KMK).
and
 - d) fulfil the requirements listed under subsections 3 to 5.

²A programme of study is deemed to be suitable if it enables the holder to demonstrate that they have studied the essentials of political science or social science to an equivalent of 30 credit points.

³Decisions about the suitability of previous programmes of study are taken in cases of dispute by the selection committee (Section 5); a positive decision can be given with a proviso that students demonstrate that they have completed any missing modules equivalent to a maximum of 16 credit points within the first two semesters of the programme.

- (2) ¹Notwithstanding subsection 1, applicants can also be provisionally admitted to the programme if their Bachelor's degree is not yet complete at the time of application, if they have acquired at least 150 credit points and if, based on the progress they have made in their studies so far especially with respect to their examination results, it is expected that they will obtain their degree by the end of their first semester in the Master's programme at the latest. ²An average grade is calculated from the grades of the courses which are relevant to the applicant's eligibility for entry. This average grade is used in the admissions procedure irrespective of whether the grade for the Bachelor's examination is different. ³This means that applicants must have completed all credits for the Bachelor's degree or the comparable qualification by the end of their first semester in the Master's programme. ⁴For applications for the winter semester, this is March 31st. ⁵The degree certificate for the applicant's Bachelor's degree or equivalent qualification must be submitted by April 15th at the latest for applications for the winter semester. ⁶If the certificate is not submitted before this deadline expires and the provisionally enrolled student is responsible for missing the deadline, then that student's enrolment is terminated upon the expiry of the deadline (Section 19 subs. 6 sentence 3 no. 2 NHG).

⁷The same applies if the person has not completed the missing modules within the deadline set down in Section 2 subsection 1 sentence 2 and/or cannot prove they have completed the missing modules.

- (3) Applicants must also provide evidence that their English language skills are at level B2 of the Common European Framework of Reference for Languages (CEFR).
- (4) If English is not the native language of the applicant, then the applicant must prove his/her English language skills by providing
 - a) evidence of eight years of successfully completed school English or
 - b) evidence that they have successfully completed a language course at level B2 (CEFR) or
 - c) evidence of having passed IELTS (at least level 5,0) or a comparable language test.
- (5) In cases of doubt, the member of the teaching staff nominated by the selection committee decides on the format for how the applicant should provide evidence of their language skills.

Section 3 Programme Commencement and Application Deadline

- (1) ¹The Master's programme in "Conflict Studies and Peacebuilding" starts in the winter semester. ²Applicants must submit their written application for the winter semester together with all necessary supporting documentation specified in subsection 2 to the university by July 15th. ³Applications only apply to places available before the relevant application deadline.
- (2) ¹Applicants must submit the following documents – certified copies of certificates and records are required – with their application:
 - a) the degree certificate for a Bachelor's degree or – if this is not yet in the applicant's possession – certification of courses passed, credit points earned and the applicant's average grade (Transcript of Records),
 - b) a CV,
 - c) certification in accordance with Section 2 subsection 3–5 and Section 2 subsection 1 sentence 2.
- (3) In support of their application, applicants may also submit certificates certifying internships or periods of study abroad or other achievements (publications, prizes, awards, courses completed with distinction in the field of Conflict Studies and Peacebuilding).
- (4) ¹Any applications which are incomplete, in an incorrect format or submitted after the deadline are given no further consideration in the selection procedure. ²The university retains all documentation submitted together with applications.
- (5) If an applicant is unable to submit all of the required documentation before the deadline passes, they can in justified individual cases apply for the deadline to be extended.

Section 4 Admission Procedure

- (1) If the degree programme is subject to admission restrictions and the number of applicants who meet the admission requirements exceeds the number of places available, then places are awarded based on an internal selection procedure.
- (2) ¹The selection committee decides in cases such as those described in Section 4 subsection 1 on the admission of applicants based on the applicants' final grade for their previous degree (or their average grade in accordance with Section 2 subsection 2) and the criteria in accordance with Section 3 subsection 3. ²For every criterion fulfilled under Section 3 subsection 3, the applicants' final grade or average grade as applicable improves by 0.2 grade points to a maximum of 0.6 grade points. ³The final grades arrived at using this calculation constitute the basis for ranking the applicants in a list. ⁴If grades are the same, positions on the list are determined by the drawing of lots.

- (3) Otherwise, the general provisions of the university's registration regulations governing enrolment remain unaffected.

Section 5 Selection Committee for the Master's Programme in "Conflict Studies and Peacebuilding"

- (1) ¹The school executive board of the School of Cultural Studies and Social Sciences shall convene a selection committee for the Master's programme in "Conflict Studies and Peacebuilding". ²The selection committee comprises three members of the teaching staff in the Institute of Social Sciences and one student member. ³One of the members of the teaching staff is the programme coordinator and is the chair of the selection committee. ⁴The student member takes part in the selection committee in an advisory capacity; all other committee members are entitled to vote. ⁵Committee members are appointed for a period of two years and the student member for one year.
- (2) ¹The proceedings of the selection committee are recorded in minutes. ²These minutes must include the key points of the discussion and the decisions taken by the selection committee. ³The minutes must be signed by the selection committee chairperson and the keeper of the minutes. ⁴Otherwise, the provisions of the General Rules of Procedure of Osnabrück University must be complied with where applicable.
- (3) The duties of the selection committee are:
- a) checking admission requirements,
 - b) deciding on the admission or rejection of applicants based on the list ranking applicants by grade,
 - c) deciding whether the applicants' previous programme of study is suitable in accordance with Section 2 subsection 1, and
 - d) determining the modules applicants are required to take to catch up on any missing modules.

Section 6 Notification of Decision, Succession Procedure, Completion of Procedures

- (1) ¹Applicants who are to be admitted to the programme receive a written admission notification from the university. ²This notification sets a deadline by which applicants must state in writing whether they accept the place offered to them at the university. ³If this written statement is not submitted in the correct format or by the deadline, the admission notification is rendered invalid. ⁴These legal consequences must be made clear to the applicant in the admission notification.
- (2) ¹Applicants who are not admitted to the programme in accordance with the admission procedure in Section 4 receive a rejection notification stating the position they were ranked at on the list, together with the position of the last applicant to be admitted to the programme. ²The rejection notification must include details of the applicant's right of appeal.
- (3) ¹Applicants who did not fulfil the admission requirements in accordance with Section 2 receive a rejection notification citing the reasons for their rejection. ²The rejection notification must include details of the applicant's right of appeal.
- (4) Any necessary succession procedure takes place using the list ranking the applicants according to grade as set out in Section 4 subsection 2.
- (5) ¹The admission procedure ends two weeks after the start of the semester at the latest. ²Any places which are still subsequently available are awarded following an informal application by the drawing of lots. ³The format the applications should take and the deadline for applications must be published in an appropriate manner.

Section 7 Admission to Higher Semesters

- (1) Available places in a higher semester which is subject to admission restrictions are awarded to applicants in the following order:
 - a) applicants who, for reasons associated with their person, would face considerable hardship if their admission application were declined,
 - b) applicants in the same or a comparable degree programme who
 - aa) are enrolled or were enrolled at another German university, a university in another country belonging to the European Union or a European Economic Area signatory state,
 - bb) are enrolled or were enrolled at an overseas university and are in possession of German citizenship or the status of a German citizen for the purposes of university admission,
 - cc) have been admitted to the first semester and can be promoted to a higher semesteror
 - c) who bring forward other valid reasons.
- (2) Each case group listed in subsection 1 sentence 1 is chosen based on the social and especially the family-related and financial reasons underlying the applicant's choice of location, then the applicant's average grade; finally, admission is decided by the drawing of lots.

Section 8 Entry into Force

¹These regulations enter into force on the day after their publication by the university. ²They first apply to applications for the semester subsequent to their publication.