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Faculty of Social Sciences:

The Foundation Committee of Göttingen University, foundation under public law, has approved of the revision of the rules and regulations concerning special admission qualifications for the Social Sciences Doctoral Studies Programme on 11 May 2009 (§ 9, section 2 and 3, § 44, section 1, clause 1 of the Niedersächsisches Hochschulgesetz (NHG), in the version published on 26 February 2007 (Nds. GVBI. p. 69), most recently changed by law on 25 March 2009 (Nds. GVBI. P. 72); § 41, section 1, clause 1 in connection with § 18, section 5, clauses 1 and 3, section 7 NHG and § 7, section 1, clause 1 NHZG in the version published on 29 January 1998 (Nds. GVBI. P. 51), most recently changed by law on 7 June 2007 (Nds. GVBI. p. 200); § 62, section 4, clause 1, § 60a, section 1, clause 1 NHG in connection with § 18, section 5, clauses 1 and 3, section 7, section 13 NHG and § 7, section 2 NHZG), following the decisions taken by the Faculty Council of the Faculty of Social Sciences on 4 February 2009, and by the Senate of Göttingen University on 4 March 2009.

Rules and Regulations Concerning Special Admission Requirements for the Social Sciences Doctoral Studies Programme at the Faculty of Social Sciences

§ 1 Sphere of Application

The University conducts its own proper procedure to verify the fulfilment of the requirements for admission in accordance with the rules and regulations for the Social Sciences Doctoral Studies Programme as given below.

§ 2 Graduate Committee

- (1) The Graduate Committee consists of the Dean of Studies, two professors, one of whom should be on the board of directors of the Göttingen Graduate School of Social Sciences (GGG), and one assistant professor holding a doctoral degree, as well as one student currently enrolled in the doctoral programme who has an advisory vote. The Dean of Studies can appoint a professor to be his substitute for a period of two years. The committee members are appointed for a period of two years by the mentioned groups in the Faculty Council of the Faculty of Social Science; the student member is appointed for a period of one year. The committee is supervised by the Dean of Studies.
- (2) These are the responsibilities of the Graduate Committee:
 - a) to verify that the applications for admission meet the formal requirements;
 - b) to verify that the requirements are fulfilled, and to evaluate the qualifications if necessary;
 - c) to decide whether the applicants are accepted.

§ 3 Admission Requirements

- (1) To be admitted to the doctoral studies programme the applicant must have completed a M.A. programme of a standard period of study of one year (with a

total of at least 240 ECTS credits) or an equivalent programme at a German university or at a university in one of the signatory countries of the Bologna accords, in a subject area that is represented at the Faculty of Social Sciences (see Appendix 1) or a related area, and he or she must be eligible for participation in the programme in accordance with section 5 (below). For degrees that are equivalent to the degrees defined above, but have been acquired in a non-signatory country, their equivalency is verified in consideration of the guidelines published by the Zentralstelle für ausländisches Bildungswesen (ZAB) at the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK), which can be found at www.anabin.de. The marks appearing in the foreign certificates of education are translated into the corresponding marks of the German marking system.

- (2) The decision whether the subject area in which a student has completed his or her previous studies is “related” in accordance with section 1 is taken by the Graduate Committee. The following requirements must be met in order for the previous studies to be deemed relevant and valid:
- a) Proof of passed examinations during the B.A. or M.A. programme or an equivalent programme amounting to at least 100 ECTS credits earned in the subject that the proposed doctoral thesis deals with; or
 - b) Proof of passed examinations during the B.A. or M.A. programme or an equivalent programme amounting to at least 50 ECTS credits earned in the subject that the proposed doctoral thesis deals with, and proof of passed examinations during the B.A. or M.A. programme or an equivalent programme amounting to at least 50 ECTS credits earned in other subjects that can be selected for doctoral studies at the Göttingen Graduate School of Social Sciences (GGG) or the Graduate School of Humanities Göttingen (GSGG).

The graduate committee may grant provisional acceptance, allowing the student to earn credits not yet earned within the following two semesters; in this case the verification of the validity and relevance of the previous studies and the admission to the programme are subject to the subsequent provision of proof that the credits previously lacking have been earned, within four semesters from matriculation at the University (“cut-off period”). If proof is not provided in due time, the verification of the validity and relevance of the previous studies and the admission to the programme based on this verification are invalidated. The verification of the validity and relevance of the previous studies is impossible if the number of credits (in accordance with section 1 above) that are lacking exceeds 30.

- (3) Applicants who are neither in the possession of a German university entrance qualification nor of a B.A. or M.A. degree (or an equivalent degree) from a German university must possess sufficient knowledge of the German language. To prove this proficiency, a certificate in compliance with the rules and regulations of the “Deutsche Sprachprüfung für den Hochschulzugang” (DSH) must be furnished. This does not apply for applicants who are exempt from taking the Deutsche Sprachprüfung für den Hochschulzugang at Göttingen University by the rules and regulations of the Deutsche Sprachprüfung für den Hochschulzugang; this is the case first and foremost for applicants who have shown that they possess the required proficiency in German by taking the „Test Deutsch als Fremdsprache“ (TestDaF) or the „Prüfungsteil Deutsch“ of the Feststellungsprüfung an Studienkollegs.

(4) Notwithstanding section 3, applicants with certified knowledge of English need not prove their proficiency in German. Applicants whose mother tongue is not English must prove their proficiency by meeting the minimum requirements in one of these internationally acknowledged tests:

- a) Cambridge Certificate in Advanced English,
- b) Cambridge Certificate of Proficiency in English,
- c) “International English Language Testing System” (IELTS), at least on “Band 6” level,
- d) at least 550 points in the hand-written version of the “Test of English as a Foreign Language” (paper-based TOEFL),
- e) at least 220 points in the computer-based version of the “Test of English as a Foreign Language” (computer-based TOEFL),
- f) at least 83 points in the “new Internet-based TOEFL – Test of English as a Foreign Language”,
- g) UNicert level „III“,
- h) C1 certificate in accordance with CEF (Common European Framework).

No more than three years must have passed between the successful completion of the test and the application for admission to the doctoral studies programme. Applicants who have spent two or more years in an English-speaking country for education or work within three years before applying for admission do not have to submit proof of their proficiency in English.

- (5) A person is eligible for admission to the programme if he or she holds an M.A. degree or equivalent degree with a marking of “good” (2.5) or better. A person is also eligible if he or she holds an M.A. degree or equivalent degree and delivers evidence that he or she is extraordinarily qualified. The extraordinary qualification is substantiated by means of an exposé to be submitted by the applicant. The decision will be taken by the Graduate Committee on the basis of an expert report written by an external evaluator. The criteria defined in Appendix 2 form the basis for the report and the final decision.
- (6) An additional requirement for admission is the declaration by a member of the Faculty of Social Sciences who is a qualified examiner that he or she is going to supervise the applicant’s doctoral thesis (“confirmation of supervision”).

§ 4 Application for Admission

- (1) The application for admission along with the necessary application documents as defined in Section 2 below must be submitted to the office of the Dean of Studies of the Faculty of Social Sciences by 15 March of any year for the summer semester or by 15 September for the winter semester respectively. It is only valid for the admission procedure for the respective time of admission. Times of admission are the beginning of the winter and summer semester respectively.
- (2) The following documents should be attached to the application:
 - a) Proof of the qualification for admission in accordance with § 3, section 1 in the form of certified copies; a certified translation in German or English must be attached to every certificate that was not issued in German or English.
 - b) A declaration stating whether the applicant has previously completed a doctoral programme or examination, or is in the process of completing it.
 - c) A CV written in German or English containing information on the applicant’s date and place of birth, nationality, and university education.

- d) An exposé describing the subject, the problem, the current state of research, the research objective, and the methodological approach, as well as a timetable and a positive assessment of the exposé issued by the supervisor.
- e) Proof of proficiency in German or English.
- f) A confirmation of supervision in accordance with § 3, section 6.

Notwithstanding sentence 1, the proof in accordance with d) above may be delivered within a period of six months after entering into the doctoral studies programme if the final grade of the M.A. degree or an equivalent degree is good (2.5) or better. In this case, the provisional title of the projected doctoral thesis along with a letter of agreement from the supervisor must be attached to the application for admission. The admission to the programme remains temporary, being subject to the subsequent delivery of proof of qualification.

§ 5 Notice of Admission

- (1) Applicants eligible to participate in the programme will receive a written notice of admission from the Dean of Studies.
- (2) In the notice of admission the applicant will be given a date by which he or she must declare in writing whether he or she is going to accept the admission. If this declaration is not submitted to the office of the Dean of Studies in due time and form, the notice of admission is rendered invalid. This legal consequence must be mentioned in the notice of admission.
- (3) Applicants who have not delivered proof that they fulfil the requirements will receive a notice of refusal. This notice is to be delivered in writing, to be explained, and to be accompanied by an instruction on the right to appeal.

§ 6 Coming into Effect

These rules and regulations will come into effect on the day after their publication in the bulletin of Göttingen University. They will be applied for the first time in the admission procedure for the winter semester 2009/10. At the same time, the Rules and Regulations Concerning Special Admission Qualifications for the Social Sciences Doctoral Studies Programme as published on 22 September 2006 (Bulletin No. 20/2006, p. 1789) will cease to be valid.