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Senate:

The Senate of the Georg-August-Universität Göttingen (13.12.2023) and the Faculty Council of the Faculty of Medicine (29.01.2024) approved the eighth amendment of the Regulation on the general provisions for the implementation of the selection procedures for undergraduate degree programmes with local limited admission (General Admission Rules and Regulations - AZO) in the version published on 30.06.2014 (Official Announcements I no. 24/2014 p. 741), last amended by decision of the Senate on 02.11.2022 (Official Announcements I no. 50/2022 p. 1097) (§§ 20 section 2 to 4, 33 section 3 of the Regulation on the Admission to Higher Education and the Application Procedure at Universities under the responsibility in Lower Saxony (University Admission Regulation; HZVO), §§ 4 section 5, 10 section 1 sentence 1 of the Lower Saxony Higher Education Admission Act (NHZG), § 41 section 1 sentence 1 in conjunction with § 63 h section 2 sentence 1 NHG).

Regulation on the general provisions for the implementation of the selection procedures for undergraduate degree programmes with local limited admission (General Admission Rules and Regulations - AZO)

Part 1 – Scope

§ 1 Scope

(1) This regulation governs the general provisions of Georg-August-Universität Göttingen (university) for awarding university places for undergraduate degree programmes with local limited admission and - in the case of admission for a higher subject semester - for degree programmes which have been integrated into the central awards procedure of the Stiftung für Hochschulzulassung (Foundation for University Admission - foundation).

(2) This regulation also governs the general provisions for the assertion of claims for admission to the academic programme outside of the admission procedure and the fixed capacity in undergraduate degree programmes with local limited admission and, insofar as admission for a higher semester is concerned, in each case in degree programmes that are included in the central allocation procedure of the Foundation for University Admissions (Foundation), as well as in advanced degree programmes with local admission restrictions.

Part II – Admission within the fixed capacity

§ 2 Form of the application

(1) ¹The application procedure is an electronic procedure to the extent defined below.
²Applicants who can establish that this is not reasonable for them will be supported by the university.

(2) ¹The admission application should be submitted as an application form in text form via an online portal. More details will be announced by the university within an appropriate time frame prior to expiry of the closing date. ²If university places are awarded in the first subject semester of a degree programme or partial degree programme as part of the dialogue-oriented service procedure of the foundation, the applicant must register via the web portal of the foundation before submitting the application in accordance with sentence 1.

(3) The following documents must be uploaded to the university server by means of the online portal along with the admission application:

- a) proof of the university entrance qualification (e.g., certificate of (general) higher education entrance qualification), if necessary, in German or English translation if the original is not in German or English;
- b) a declaration about the periods of study that have been completed at German universities and the academic degrees that have been obtained there,
- c) if necessary, proof of the required German language skills if the university entrance qualification was not obtained at a German-speaking institution;
- d) if necessary, proof of compliance with special qualifications for entry for the desired degree programme or partial degree programme;
- e) if necessary, proof of a period of service within the meaning of §§ 17, 31 University Admission Regulation;
- f) if necessary, a scanned copy of the declaration of consent of the person or persons who has or have, alone or jointly with another person, legal guardianship under the provisions of the Civil Code, if the applicant has not yet attained 18 years of age.
- g) in the case of a change in the place of study, a scanned copy of the confirmation of periods of study issued by the last university attended (including information about all previously completed university semesters and subject semesters) for the degree programme or partial degree programme which is to be continued at the University of Göttingen; in addition, where necessary, a scanned copy of the confirmation of periods of study issued by another university previously attended if a degree programme or partial degree programme, which was no longer studied at the previously attended university, is to be continued; and, if necessary, proof of having passed preliminary,

intermediate, module, partial module and final examinations as well as theses, and, in the case of degree programmes in human medicine or dentistry, proof of the examination prerequisites for doctors or dentists in accordance with the Medical Licensure Act;

- h) scanned copy of the certificate of transferable credits from the competent body if admission to a higher subject semester is applied for on the basis of transferable credits;
- i) scanned copy of a certificate of the successful completion of undergraduate studies from the competent body as well as a detailed presentation of reasons for pursuing a second course of undergraduate studies if an application is made for a second course of undergraduate studies;
- j) if necessary, the presentation of special social, familial or economic circumstances.

§ 3 Limitation periods

(1) ¹Along with the documents stipulated in § 2, the admission application must be submitted to the university

by 15th July of the year for the winter semester

and by 15th January of the year for the summer semester.

²The application is valid only for awarding university places for the relevant admission date.

(2) ¹In the case of an application for a university place within the scope of the special quota in accordance with § 22 section 1 sentence 1 no. 1 University Admission Regulation (foreigner quota), the admission application must be submitted to the university by 30th April of the year for the winter semester and by 31st October of the previous year for the summer semester.

²The application is valid only for awarding university places for the relevant admission date.

(3) ¹The deadlines specified in sections 1 and 2 shall be considered as met if, prior to the expiry of these deadlines, the admission application to be submitted electronically has been received along with the documents stipulated in § 2 section 3 via the online portal. ²The declarations pursuant to § 2 section 4 must be submitted to the university no later than by the third day following the expiry of the respective closing date pursuant to section 1 or section 2.

§ 4 General provisions

(1) ¹Applications that are not submitted complete, or in due form and time, will be excluded from the further procedure. ²The documents submitted shall remain on file at the university.

(1a) ¹The university decides on up to three applications for admission per admission date of an applicant. ²Applications for admission in accordance with sentence 1 must relate to different degree programmes. ³If full and partial study places are to be filled in a degree programme, an

application for admission for the full and partial study place in the same higher subject semester is permissible in deviation from sentence 1.

(1b) The university shall form a selection committee for each degree programme in which the selection decision is made taking into account the selection criteria in accordance with § 5 section 7 no. 2 letters b and c NHZG, which shall consist of two members of the full-time academic staff or the university lecturers' group, including at least one member of the university lecturers' group, as well as a member of the student group in an advisory capacity; the appointment of the voting and advisory members shall be made by the respective group representatives in the Faculty Council of the responsible or lead faculty.

(2) Details of the respective degree programme or partial degree programme are regulated by a separate regulation on the selection procedure.

(3) ¹If, after completion of the allocation procedure, places are still available in a degree programme or if places become available again, they shall be allocated by drawing lots. ²The regulations in accordance with section 2 may, in deviation from this, stipulate that study places according to sentence 1 are allocated according to the result of the higher education entrance qualification.

Part III – Admission outside the fixed capacity

§ 5 Application eligibility

¹Applicants who have already applied for a university place for the respective semester in the same degree programme or partial degree programme in due time and in the appropriate form and within the stipulated capacity are eligible to apply. ²Notwithstanding sentence 1, applicants who have not been admitted to a university place following an application within the meaning of sentence 1 because the qualifications for entry had not been established, are not eligible to apply.

§ 6 Form and deadline of the application

(1) ¹Admission applications for university places outside the fixed capacity must be submitted to the university by 15th April for the summer semester and by 15th October for the winter semester (closing dates). ²The application is valid only for awarding university places for the relevant admission date. ³Irrespective of the number of applications for admission (§ 4 section 1a), only one application for admission outside the specified capacity is permitted per admission date; this application may only be submitted for one degree programme or a partial degree programme or an admissible combination of several partial degree programmes of a degree programme.

(2) A self-attested admission application must be submitted to the university before the deadline stipulated in section 1. The following documents must be enclosed along with it:

- a) proof of the university entrance qualification (e.g., certificate of (general) higher education entrance qualification) in the form of a certified copy or a certified German or English translation if the original is not in German or English;
- b) a declaration about the periods of study that have been completed at German universities and the academic degrees that have been obtained there;
- c) if necessary, proof of the required German language skills if the university entrance qualification was not obtained at a German-speaking institution;
- d) if necessary, proof of compliance with special qualifications for entry for the desired degree programme or partial degree programme;
- e) if necessary, a self-attested declaration of consent of the person or persons, who has or have, alone or jointly with another person, legal guardianship under the provisions of the Civil Code, if the applicant has not yet attained 18 years of age.
- f) in the case of a change in the place of study, the confirmation of periods of study issued by the last university attended (including information about all previously completed university semesters and subject semesters) for the degree programme or partial degree programme, which is to be continued at the University of Göttingen; in addition, if necessary, the confirmation of periods of study issued by another university previously attended if a degree programme or part of the degree programme, which was no longer studied at the previously attended university, is to be continued; and, if necessary, proof having passed preliminary, intermediate, module, partial module and final examinations as well as theses, and, in the case of degree programmes in human medicine or dentistry, proof of the examination prerequisites for doctors or dentists in accordance with the Medical Licensure Act;
- g) certificate of transferable credits from the competent body if admission to a higher subject semester is applied for on the basis of transferable credits;
- h) where applicable, proof of existing authorisation, if the application for admission is submitted by an authorised representative.

(2a) The application and the other documents pursuant to section 2 may be submitted in writing, as electronic documents within the meaning of § 3a section 1 VwVfG or to the university's special electronic mailbox.

(3) ¹Applications that are not submitted complete, or in due form and time, will be excluded from the further procedure. ²The submitted documents are retained by the university.

Part IV - Entry into Force

§ 8 Entry into Force; Transitional provisions

(1) ¹This regulation enters into force on the day following its publication in the official announcements I of Georg-August-Universität Göttingen. ²It applies for the first time to the awards procedure in the winter semester 2014/2015.

(2) Notwithstanding § 3 section 1 sentence 1, the application for admission for the winter semester 2020/21 must be submitted by the end of 20.08.2020 (cut-off deadline).

(3) § 4 section 1a shall apply for the first time to admission applications for the summer semester 2021.