

**Hannover Medical School**

**Department of Gynaecology and Obstetrics  
Midwifery Research and Education Unit**

**Access and admission conditions of the non-consecutive  
European Master of Science in Midwifery**

March 9<sup>th</sup> 2016

**This English translation is for information purposes only. The original German text is the  
legally binding version.**

On June 18<sup>th</sup> 2014, the Hannover Medical School Senate passed the following access and admission conditions, in accordance with § 18 section 8 of the NHG and § 7 of the NHZG, for the degree programme European Master of Science in Midwifery:

## **§ 1 Scope**

- (1) These conditions regulate the access and admission to the European Master of Science in Midwifery.
- (2) The entrance requirements are regulated in § 2.  
If there are more applicants who fulfil the access requirements than places in the programme, admission to the programme will be assigned based on the results of a university-administered selection procedure (§ 4).
- (3) The Programme handbook of the European Master of Science in Midwifery includes the admission requirements compiled by the Joint Programme Committee.

## **§ 2 Entrance requirements**

- (1) The requirements for access to the European Master of Science in Midwifery are:
  - a) a Bachelor degree in midwifery or in a closely related field of study either at a German or foreign university.
  - b) the verification of English language competency, for example through the successful completion of an IELTS (International English Language Test System) exam with a minimum score of 6.0 or an equivalent other proof of English knowledge. Students with a Bachelor degree from a university with English as the official language; who wrote a Bachelor thesis in English; or who can provide documentation of a stay of at least 6 months in an English speaking country are not required to take a language exam.
  - c) a state-certified training as a midwife or obstetric nurse in accordance with the requirements of Directive 2005/36/EG of the European Parliament and the European Council on 7 September 2005 on the recognition of professional qualifications (ABl. EG L 255/22) (If the training as a midwife was done as part of a completed Bachelor programme, § 2 paragraph a) is not applicable).
  - d) at least 12 months full-time experience as a midwife or 24 months part-time (at least 50%).
  - e) proof of the capability for independent scientific work, usually demonstrated by completion of a course in scientific methods.
- (2) The admission committee determines the professional competence, the equivalent degree and the calculation of the final grade (§5). The admissions committee decides about the equivalence of the degree and calculates the final grade considering assessment proposals of the central department for foreign education (Zentralstelle für ausländisches Bildungswesen - ZAB) at the office of the conference of ministers of education ([www.anabin.de](http://www.anabin.de)).
- (3) By derogation from §1(a) it is assumed to be suitable if there is no completed degree at the time of application but at least 150 credit points. According to §6, the average grade is used for the decision of admission. A possible change of the average grade after the application deadline is not taken into account.

- (4) In the event that the completion of a Bachelor degree cannot be verified, the admission committee will examine the eligibility based on whether the submitted documents of supplemental qualifications comply with the objectives of the programme.

### **§ 3**

#### **Start of programme and application deadline**

- (1) The Programme of the European Master of Science in Midwifery starts with the winter semester every year. The written application, including the application documents described in §2, must be received at Hannover Medical School by July 15<sup>th</sup> of the same year to which the applicant is applying. The application is only valid for the allocation of places in the programme for the relevant application deadline.
- (2) The application must include the following documents (school/university certificates and verifications in notarised copies):
- a) Bachelor diploma or, in case it is not yet available, documentation of achieved accomplishments, credit points and grade point average,
  - b) Curriculum vitae
  - c) verifications according to § 2 paragraphs 1 b, c, d, e and, if needed, according to § 2 paragraphs 4 and 5.

Incomplete, incorrectly formatted or late applications will be excluded from further processing. Affected applicants are informed about the deficiencies of their application and get the opportunity to complete their application if the application deadline has not been passed. The documents submitted will remain at the university.

### **§ 4**

#### **Admission procedure**

- (1) If more applicants meet the admission requirements than there are places available in the programme, places will be assigned based on the result of a university-administered selection procedure.
- (2) The selection is based on a ranking list. The maximum is 100 points. The ranking list is to be created according to the following aspects:
- a) reached points of the Bachelor degree or the equivalent degree, according to §2 section 1,2 or 3; up to 70 Points  
  
score= 90 - (final grade x 20)
  - b) duration of previous work experience; up to 30 points are given.  
For 1 year work experience 10 points.  
For 2 to 4 years work experience 20 points.  
For more than 5 years 30 points are given.
- (3) If applicants are ranked equally by grade, the rank order is determined by the supplementary qualifications that are conducive to the objectives of the course of study.
- (4) Applicants who were registered for the same course of study at one of the cooperating universities will have priority consideration in the selection process.

The enrolment requirements on the Enrolment Regulations of the university remain unaffected.

## **§ 5 Selection committee**

- (1) To prepare for the selection decision the Hannover Medical School will form a selection committee.
- (2) The selection committee has three members with voting rights, two of which must belong to the university lecturer group; one member must be a member of the staff. One member from the student group will participate in an advisory role, but will not have voting rights. The committee members will be selected by the Hannover Medical School Senate. The voting members have a two-year term in office; the advisory student member has a one-year term. It is possible for members to be reappointed to their position. The selection committee has a quorum when at least two members with voting rights are present.
- (3) The duties of the selection committee are:
  - a) the inspection of incoming admission applications for formal correctness,
  - b) the verification of entrance requirements,
  - c) decisions about approval or rejection of applicants.

## **§ 6 Notification, succession procedure, conclusion of the procedure**

- (1) Applicants who can be admitted will receive a written letter of admission from the university. The letter will contain a deadline by which the applicant must declare, in writing, if he/she will accept the university place. If this declaration is not submitted in the proper form, by the given deadline, the admission letter becomes invalid. The applicant must be informed of this legal consequence in the admission letter.
- (2) In case of a preliminary admission, formal proof of a successful graduation is needed immediately after release. This proof must be received at the end of the first semester on March 31<sup>st</sup> at the latest. If the proof is not handed in or not handed in in time, the preliminary admission will be invalid and the student is exmatriculated.
- (3) Applicants who cannot be admitted will receive a rejection letter in which the achieved rank and the rank of the last admitted applicant will be listed. The rejection letter must be accompanied by an explanation of legal rights.
- (4) The succession procedure will be executed based on the ranking list.
- (5) Applicants who were enrolled in the European Master of Science in Midwifery at another university can transfer to the Hannover Medical School upon request and the presentation of proof of the admission requirements delineated in § 2 section 1.

## **§ 7 Admission requirements for advanced semesters**

- (1) Vacancies in the programme in advanced semesters are given to applicants meeting the admission requirements according to §2 and having the required knowledge for the relevant semester. Vacancies are given to the applicants in the following order:
  - a) for whom a rejection of application would imply specific discrimination caused by personal reasons.

- b) applicants who are or were enrolled in the same or in a comparable study course at another German university, or a university of an EU member state, or a contracting state of the agreement in the European Economic Area, or applicants who are or were enrolled at a foreign university with a German citizenship or equal to a German citizenship.
  - c) applicants who could claim other reasons.
- (2) In all of the above cases (Section 1 a,b,c) a decision for the admission is made based on the Bachelor or equivalent examination results. If the results are the same the decision is made based on social, especially family and economic, reasons. If these reasons are still equally ranked, the decision is made by lot.
- (3) The admissions committee (§4) decides about the classification of the applicants for a semester. The applicant submits all documents required.

## **§ 8**

### **Entry into force**

The conditions of access come into effect the day after their publication at the university.