

Information for students applying for a second degree

www.uni-oldenburg.de/studium

Dear applicant!

You must submit a 'second degree application' if you

- have already successfully completed a degree at a German university and
- would like to study another Bachelor's degree programme which has admission restrictions and
- teaching for this second degree programme starts in the firstsemester.

A second degree application does **not** have to be submitted for

- open-admission degree programmes.

Good luck!

The Registrar's Office

Imprint:

Address:

Carl von Ossietzky University of Oldenburg
Registrar's Office, Student Service Centre,
Building A12, 26129 Oldenburg

Website: www.uni-oldenburg.de/studium

Published by:

The Presidential Chair of the Carl von Ossietzky University of
Oldenburg

Edited by:

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Layout: Ute Kunze

Version: April 2016

➤ SECOND DEGREE

Requirements

Three percent of the places on degree programmes with admission restrictions are reserved for students applying for a second degree, i.e. those who have already completed a degree at a German university.

NB:

- Applicants who have not completed their first degree at the time of submitting the application but who will have done so by the application deadline can choose whether they would like to apply as a first-time or second-time applicant.

Certificates issued after 15 July (winter semester) or 15 January (summer semester) cannot be taken into consideration. A degree programme is deemed completed once you have passed the corresponding state or university final examination.

- Universities are understood to be, for example, universities, former polytechnic universities, colleges of music, sports or art, universities of the German armed forces, ecclesiastical universities, teacher training colleges, technical colleges and universities of applied sciences for public administration.

The following are not classed as universities: Vocational colleges and predecessors of technical colleges, e.g. higher technical colleges and schools of engineering.

Application/Evidence

Required documents:

1. A hard copy of the completed online application printed on the official application letterhead
2. The application for a second degree
3. A copy of the certificate for your first degree (grade must be specified on the degree certificate or transcript)
4. Copies of all supporting documents and evidence of academic achievements and other activities justifying your application to study a second degree.
5. A detailed, written explanation outlining the reason why you want to study a second degree. This must include the following information:
 - your previous education
 - any professional activity
 - your career objective
 - your group classification (see below)

Selection criteria

- Grade awarded for the first degree programme **and**
- Reasons for applying for a second degree

Points are awarded for both criteria:

Grade awarded for the first degree programme

The following points are awarded for the final grade:

"Excellent" and "Very good"	4 points
"Good" and "Very satisfactory"	3 points
"Satisfactory"	2 points
"Sufficient"	1 point
Grades for which no evidence is provided	1 point

Reasons for applying to do a second degree

➤ Group 1

Compelling professional reasons

- Prospective career requires two completed degrees. Examples: Oral surgeons (Medicine and Dentistry), pharmacists (medical officers) employed by the German armed forces (Pharmacy and Food Chemistry) as well as religious clergy who want to train to become a teacher at a religious school following their first degree in Theology.

Group 1 applicants receive 9 points.

➤ Group 2

Scientific reasons

- An applicant wants to obtain another academic qualification in another subject based on their previous academic and professional career.

Group 2 applicants receive

7 points, if the scientific reasons are considered substantial and supported by the applicant's academic background.

9 points, if the scientific reasons are considered to be of particular significance and supported by the applicant's previous achievements. **11 points**, if the reasons are considered to be of paramount scientific importance, are supported by excellent previous achievements and are of particular general interest.

Criteria

Background

Previous academic and professional activities are taken into account.

Seriousness of the applicant's desire to complete another degree/pursue their career objective.

Academic activities such as participation in research projects during their first degree will also be considered.

Scientific significance of the prospective interdisciplinary activities.

The prospective career is deemed to be of scientific importance.

➤ Group 3

Special professional reasons

- Completing a second degree will significantly improve the applicant's career opportunities
- The second degree complements the first degree
(this very much depends on the prospective career and the extent to which both degrees are required for that career. The applicant's own career plan is a decisive factor in this regard.)
- Actual connection between the content of the first degree programme and the prospective second degree
(If the application concerns a dual-subject teacher training degree, connection to one subject is sufficient.)

It is not possible to start a second degree programme if the sole reason for doing so is a career change. The focus of later professional activities (i.e. the corresponding subject area) is irrelevant, as is the order in which the first and second degrees are pursued.

Group 3 applicants receive 7 points.

➤ **Group 4**

Other professional reasons

- Completing a second degree will significantly improve the applicant's career opportunities for other reasons (evidence: detailed and personal written statement)

Group 4 applicants receive 4 points.

➤ **Group 5**

Other reasons

Group 5 applicants receive 1 point.

Note:

Applicants can receive up to 2 points if they are re-integrating or re-entering professional life after **taking time off to have children.**

Applicants are eligible for these extra points if they had to leave their previous job due to family reasons (e.g. marriage, to raise children) or if it was not possible to take on a suitable position following the completion of the first degree due to family matters. The number of extra points awarded depends on the extent to which the applicant was affected by such situations. The level of pressure (e.g. number of children, length of time off work to raise a family) is taken into due account.

It is **not** permitted to specify more than one reason; the most favourable group must be selected. This does not apply to additional points awarded to applicants who had to postpone their a degree due to family reasons: these points are awarded in addition to the group points.

Classification number and ranking

The points awarded for the first degree and for the justification are added together to generate a classification number.

This figure is then used to establish a ranking list, which is used to allocate places for second degrees. Applicants with a higher classification number are ranked at the top. Places are awarded based on this list until all the places reserved for second-degree applicants have been awarded.

Applicants receive an admission/rejection letter informing them whether their application was successful and whether they have been awarded a place.

➤ ADVICE AND COUNSELLING SERVICES

<p>InfoLine Studium (telephone helpline)</p>	<p>General information and initial enquiries about studying Phone: +49 (0)441 798 - 2728 Office hours: Mon - Thurs 9:30 – 16:30 Fri 9:30 – 13:30</p>		
<p>InfoDesk (Ticketing system for personal sessions, brief enquiries, submitting documents etc)</p>	<p>Foyer of the Student Service Centre (SSC), Haarentor Campus, Building A12 Fax: +49 (0)441 798 2518 Opening times: Mon - Thurs 9:30 – 16:30 Fri 9:30 – 13:30</p>		
<p>Registrar's Office</p> <p>Consultation hours:</p>	<p>Student Service Centre (SSC), Haarentor Campus, Building A12, 26129 Oldenburg Website: www.uni-oldenburg.de/en/registrars-office Mon, Tues, Thurs 10:00 – 12:30 Tues 14:30 – 16:30 Counselling by telephone available outside these consultation hours</p>		
	E-mail	Phone: +49 (0)441	
<p>Application/admission/enrolment for 1st Semester of Bachelor's degree</p>	U. Kunze (A - K)	ute.kunze@uni-oldenburg.de	798 – 2485
	R. Sturitis (L - Z)	renate.sturitis@uni-oldenburg.de	798 – 4382
<p>Later semesters of the Bachelor's degree International: Bachelor's degree, Medicine, preparatory German courses in the 1st semester</p>	W. Seppel	wolfram.seppel@uni-oldenburg.de	798 – 4752
	R. Hellmold	admission.bachelor@uni-oldenburg.de	798 – 2513
<p>Medicine Master of Education and later semesters of the Master's degree 1st semester of Master's degree International: 1st semester of Master's degree</p>	S. Bley	st.bley@uni-oldenburg.de	798 – 4776
	I. Frahmman	ilse.frahmann@uni-oldenburg.de	798 – 2516
	S. Bley	st.bley@uni-oldenburg.de	798 – 4776
	S. Fentzahn	admission.master@uni-oldenburg.de	798 – 2517
<p>PhD registrations</p>	H. Aper	heinz.aper@uni-oldenburg.de	798 – 2514
<p>Semester contributions/ fees for long-term study</p>	H. Aper	heinz.aper@uni-oldenburg.de	798 – 2514
<p>Enrolment (formally) (Leave of absence, part-time study, Semester tickets etc.)</p>	C. Heldens	cornelia.heldens@uni-oldenburg.de	798 – 2512
	A. Buß	anja.buss@uni-oldenburg.de	798 – 2511
	S. Brust-Schnieder	solveigh.brust-schnieder@uni-oldenburg.de	798 – 2520
<p>Recognition</p>	<p>Student Service Centre (SSC), Haarentor Campus, Building A12, 26129 Oldenburg Website: www.uni-oldenburg.de/en/students/recognition/ Examinations Office Klaus Wettwer Consultation hours: Mon, Tues, Thurs 10:00 – 12:30 Tues 14:30 – 16:30</p>		