

Admissions Regulations for the Joint Master's Degree Program in Global History at Freie Universität Berlin and Humboldt-Universität zu Berlin

Disclaimer: Please note that only the German versions of these documents are legally binding. This translation is intended for the convenience of the non-German-reading public and is for information purposes only.

Preamble

On the basis of Section 10 of the Law on Admissions to Higher Education in the Federal State of Berlin for Programs with Admission Requirements (*Berliner Hochschulzulassungsgesetz, BerlHZG*) in the version of the announcement of the amended version from June 18, 2005 (GVBl., p. 393), last amended May 20, 2011 (GVBl., p. 194) in conjunction with Section 10.5.2 and Sections 74.1 and 74.4 of the Berlin Higher Education Act (*Berliner Hochschulgesetz, BerlHG*) in the version of the announcement of the amended version from July 26, 2011 (GVBl., p. 378), the joint commission (*Gemeinsame Kommission*) appointed for the master's degree program "Global History" offered jointly by Freie Universität Berlin and Humboldt-Universität zu Berlin, issued the following regulations on July 26, 2012:*

Section 1 Scope

These regulations govern admissions to the study program in accordance with Section 10.5.2 of BerlHG and the selection procedure for the allocation of places in accordance with Section 10.1.1 of BerlHZG for the joint master's degree program in Global History at Freie Universität Berlin and Humboldt-Universität zu Berlin (master's program). This is a consecutive master's degree program as defined under Section 23.3.1.a BerlHG.

Section 2 Number of Available Places and the Application Process

- (1) The number of places available for the master's degree program stipulated in Section 1 is determined for each admissions cycle in accordance with Freie Universität Berlin's admissions regulations under Section 1.
- (2) The application for admission must be submitted in writing to the chairperson of the joint commission for the degree program stating at which of the two universities offering the joint degree they wish to be enrolled, in order of preference.
- (3) The application deadline is May 31 of each year. For the application and selection process for the 2012/13 winter semester, the application deadline is August 15, 2012.
- (4) The application for admission must be accompanied by an officially certified copy of the applicant's first university degree (or equivalent professional certification) as described under Section 3.1.
- (5) Applicants can submit their application to the master's degree program even if they do not have the university degree referred to below in Section 3.1 because certain assessment results are not yet

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available, as long as there is reason to believe, based on the applicant's record and in particular their academic achievements in examinations up to now, that the university degree referred to in Section 3.1 will be obtained before the master's degree program begins and that the requirements stipulated in Section 3.2 are also fulfilled by the relevant deadline. This expectation is fulfilled in particular where at least two-thirds of the total coursework has been evaluated, the application for the final thesis project has been submitted, and the work schedule for the thesis has been set so that it can be completed in due time before the start of the master's program. The applicant's grade point average will be considered as part of the application and factors into the selection process. The grade point average is based on the applicant's previous examination results as reflected in their current transcript, which they should submit with the application. In this case, the result of the university degree is irrelevant.

- (6) The joint commission for the master's degree program has no obligation to investigate the facts of a case on its own initiative (*ex officio*).

Section 3 Admission Requirements

- (1) The admission requirement for the master's program is a first university degree or an equivalent degree from an institution of higher education within or outside of Germany. The said degree must be equivalent to at least 60 credit points (CP) or ECTS in modules whose content is relevant to historical or regional studies.
- (2) Applicants who have completed their university degree at an institution where English was not the teaching language must demonstrate proficiency in English to a level equivalent to at least C1 level of the Common European Framework of Reference for Languages (CEFR).
- (3) The examinations committee is responsible for determining the equivalence of any documents submitted under Sections 3.1 and 3.2 above. Upon request, documents to be evaluated for equivalence can also be submitted outside of an ongoing application process and the examinations committee can advise if further proofs are required.

Section 4 Quotas, Selection Criteria, Organizational Aspects

- (1) From the 2012/13 winter semester, 80 percent of the study placements that are still available after the preliminary quotas have been fulfilled will be allocated according to the selection process as outlined in this document (higher education quota). 20 percent of the study placements will be allocated under Section 10.1.1.2 BerlHZG. 5 percent of the study placements are reserved for the quota stipulated in Section 10.1.3 BerlHZG.
- (2) Candidates are selected for the master's degree program in accordance with the following criteria:
 1. The level of qualification as demonstrated by the applicant's academic performance in their previous degree program (Section 10.2.1 BerlHZG)
 2. Other qualifications acquired outside of a university degree program (Section 10.2.5 BerlHZG).
- (3) For the selection of candidates under Section 4.2.1, 85 percent of the study places available under the higher education quota will be allocated based on the grade awarded for the university degree previously obtained as defined under Section 3.1.
- (4) For the selection of candidates under Section 4.2.2, the remaining 15 percent of places available

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under the higher education quota will be allocated under the criteria set out in Section 4.2.2.

- (a) Qualifications from non-university contexts must be relevant to the proposed area of study and indicate the candidate's suitability for the relevant master's degree. Qualifications shall be deemed especially relevant that have been obtained in the context of activities related to regional specialisms or in a corresponding linguistic context. They must have required at least six weeks of employment, study, or equivalent, and each qualification must be accompanied by an officially certified document demonstrating it meets the stated criteria.
 - (b) Candidates will be ranked according to the grade awarded for their previous degree. Candidates who have not demonstrated their qualification as set out in letter (a) will be removed from the list of eligible candidates.
- (5) An admissions commission comprising at least two members will be appointed to carry out the selection process. The commission is appointed by the chairperson of the joint commission for the master's degree. All appointed members of the admissions commission must be authorized examiners for the master's degree program and must be employees of Freie Universität Berlin or Humboldt-Universität zu Berlin as their main employer.

Section 5 Ranking of Candidates

Following completion of the selection process, candidates will be ranked according to the outcome of the process. If the same position in the ranking list is held by more than one candidate, then those candidates will be selected by lot.

Section 6 Admission Decision

- (1) Decisions on admission are made by the joint commission for the master's degree on the basis of the ranking list.
- (2) The selected candidates shall receive formal notification of admission stating the deadlines for their written acceptance and enrollment. The preference expressed by each candidate in relation to the university where they wish to be enrolled (see Section 1) will be taken into consideration as far as possible. If the deadlines stated in the admission letter are not met, the study place will be reallocated to the next candidate on the ranking list drawn up as described under Section 5.
- (3) Candidates selected on the basis of a transcript receive a conditional admission and can enroll initially for the first semester only. Generally speaking, they may enroll permanently thereafter provided that they submit proof that they have completed their first degree as set out in Section 3.1 by the end of the first semester together with proof of meeting any further requirements in relation to said degree. If such proofs are not furnished by the stated deadline, their admission to the program will lapse.
- (4) Candidates who are not admitted to the program will receive notification that they have not been selected together with the grounds for the decision.

Section 7 Retention of Documents and Right to View Information Held

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- (1) All documents submitted as part of the application process must be retained until the admission decision is finalized. Should any legal proceedings ensue in relation to the application and decision process, the documents must be retained until a legally binding decision has been made.
- (2) Candidates have the right to view the ranking list, whereby the names of the other candidates must not be disclosed.

Section 8

Entry into force

These regulations shall enter into force on the day of its publication in the official bulletin of Freie Universität Berlin (*FU-Mitteilungen, Amtsblatt der Freien Universität Berlin*) and the official bulletin of Humboldt-Universität zu Berlin.

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