

**First Amendment to modify the
General Entrance and
Admission Regulations for
Master's Degree Programs unrelated to
Teacher Education at the University of
Potsdam
(Admissions Regulations - ZulO)**

Dated May 15, 2019

The Senate of the University of Potsdam has approved, on the basis of Section 9 subsections 5 and 6, in conjunction with Section 12 subsection 2 sentence 2 in conjunction with Section 23 in conjunction with Section 64 subsection 2 no. 1 of the Brandenburg Higher Education Act (BbgHG) of April 28, 2014 (Law and Ordinance Gazette [GVBl.I/14, [no. 18]], most recently amended by Article 2 of the Act on September 20, 2018 (GVBl.I/18, [no. 21], p.2), in conjunction with Section 5 subsection 4, Sections 7, 8, 16 subsection 2 of the Brandenburg University Admissions Act (BbgHZG) of July 1, 2015 (GVBl.I/15, [no. 18]), most recently amended by Article 1 of the Act from September 20, 2018 (GVBl.I/18, [no. 21]) in conjunction with Sections 2, 19, 20 of the Higher Education Admissions Regulation (HZV) (GVBl.II/16, [no. 6]), most recently amended by Article 7 of the Act from September 20, 2018 (GVBl.I/18, [no. 21], p. 6) and according to Art. 14 subsection 1 no. 2 of the Basic Constitution of the University of Potsdam from December 17, 2009 (AmBek. UP no. 4/2010 p. 60) in the Fifth Amended Version of the Basic Constitution of the University of Potsdam (GrundO) from February 21, 2018 (AmBek. UP Nr. 11/2018 p. 634), on May 15, 2019, the following ordinance:¹

Article 1

The General Entrance and Admissions Regulations for non-teacher-training-related Master's Degree Programs at the University of Potsdam (Admissions Regulation – ZulO) of February 24, 2016 (AmBek. UP No. 3/2016 p. 76) shall be changed as follows:

1. Section 1 subsection 4 shall be changed as follows:

a) the words "(cooperative study program)" shall be inserted after the word "institutions".

b) The half-sentence "so far as these regulations provide concrete possibilities for deviations" shall be added.

2. Section 2 shall be changed as follows:

a) In subsection 1 the following sentence shall be added:

"In the case of cooperative study programs, the subject-specific entrance and admissions regulations may stipulate that, in place of the Examination Board, another joint body of all cooperation partners be responsible for deciding whether the admission requirements have been met and for carrying out the selection procedure."

b) In subsection 2, the punctuation mark "/" shall be replaced by the word "and".

3. Section 3 shall be changed as follows:

a) In subsection 1(a) the word "German" shall be placed before the words "institution of higher education".

b) In subsection 2 the following sentences shall be added:

"Special language skills should only be required if the respective degree program is offered exclusively or partially in a language other than German or if the scientific literature or sources, in particular, are typically provided to a substantial extent in the respective foreign language. If the completion of an essential subject is required for a master's degree, that subject must be specified in the subject-specific entrance and admissions regulations."

4. Section 4 shall be changed as follows:

a) Sections 1–4 will be changed as follows.

"(1) If the subject-specific entrance and admissions regulations for a master's degree program require English language skills that correspond to at least the B2 level of the Common European Framework of Reference for Languages (CEFR), such skills shall be documented by means of the following certificates or credentials:

- Certificate of general higher education entrance qualification with documentation of English as a foreign language, also in the qualification phase, or a certificate of a higher education entrance qualification with confirmation of the B2 level,
- Certificate UNICert® II or higher,
- TOEFL Internet-Based Test with at least 75 points,
- First Certificate in English with a grade of at least B,
- IELTS with a overall band score of at least 6 points, including at least 5.0 points in each linguistic skill,
- Certificate of a degree from an English-language degree program at an accredited institution of higher education.
- Certificate of a higher education entrance qualification obtained in an English-language course of education in a country with English as an official language.

The subject-specific entrance and admissions regulations determine whether and which additional

¹ Approved by the President of the University of Potsdam on May 20, 2019.

certificates can be accepted as proof of language skills.

(2) If the subject-specific entrance and admissions regulations for a master's degree program require English language skills that correspond to at least the C1 level of the Common European Framework of Reference for Languages (CEFR), then the following certificates or credentials qualify as proof of the C1 level:

- Certificate UNICert® III or higher,
- TOEFL Internet-Based Test with at least 95 points,
- Cambridge Certificate of Advanced English with a grade of at least B,
- IELTS with a overall band score of at least 7 points, including at least 6.5 points in each linguistic skill,
- Certificate of a degree from an English-language degree program at an accredited institution of higher education,
- Certificate of a higher education entrance qualification obtained in an English-language course of education in a country with English as an official language.

The subject-specific entrance and admissions regulations determine whether and which additional certificates can be accepted as proof of language skills.

(3) If other foreign language skills are required, then the subject-specific entrance and admissions regulations determine the level according to the Common European Framework of Reference (CEFR) as well as which certificates or credentials must be submitted, as well as any relevant equivalency regulations if applicable.

(4) For degree programs in which the language of instruction is German or in which modules taught in German must be successfully completed to obtain a degree, any non-German applicants must prove their German-language skills to a level equivalent to at least Level C1 of the Common European Framework of Reference for Languages (CEFR). This proof is provided by the Deutsche Sprachprüfung für den Hochschulzugang (DSH, at least DSH-2) or by proof of German language skills equivalent to the DSH-2; a list of certificates recognized as equivalent is published on the website of the University of Potsdam prior to the start of the application process. Exceptions with regard to the level of language skills are regulated by the subject-specific entrance and admissions regulations."

b) In subsection 5, the phrase "whose mother tongue is not German" shall be replaced by the phrase "who are not German".

5. Section 5 shall be changed as follows:

a) In subsection 1 the following sentence shall be added:

"Whoever applies for a further (second) master's degree program after having obtained a master's degree may only submit one application for admission."

b) In subsection 2 the phrase "as well as a copy of the proof in accordance with subsection 3(b)" will be deleted and the following sentence added:

"For cooperative degree programs, the subject-specific entrance and admissions regulations can govern a deviating form of application."

c) In subsection 3(b) the phrase in sentence 1 "with specification of the current grade point average" shall be deleted and in sentence 2 the word "certified" shall be replaced with the word "confirmed".

a) In subsection 3(c) the following sentence shall be added:

"If credentials are in a language other than German or English, then a German or English translation, certified as accurate by a sworn translator, must be provided at the applicant's cost.

e) In subsection 3, the section (d) shall be deleted, and (e) shall become (d) and (f) shall become (e).

f) Subsection 4(a) shall be replaced as follows:

"Proof of final grade or current grade point average."

g) In subsection 4, the section (f) shall be deleted, and (g) shall become (f), section (h) shall become (g) and section (i) shall become (h).

h) In subsection 4 the following section (i) shall be added:

"i) in the case of an application for a higher semester, proof of the current grade point average of the previous studies, which is the basis for the placement in a higher semester, as well as, if applicable, proof of academic and social reasons for admission to the higher semester at the University of Potsdam."

i) In subsection 4 the following section (j) shall be added:

"if applicable, proof of membership in the National Squad of a Federal Sports Association of the German Olympic Sports Federation through the Olympic Training Center Brandenburg."

j) Subsection 5 shall be deleted and subsection 6 shall become subsection 5, and subsection 7 shall become subsection 6.

6. Section 6 shall be changed as follows:

a) In subsection 2 the date "March 1" shall be replaced by "February 15" and the date "September 1" shall be replaced by "August 15."

b) In subsection 3, in sentence 1 the phrases "or July 15" and "or January 15" shall be deleted; sentences 2 and 3 shall be deleted.

7. Section 8 shall be changed as follows:

a) Subsection 2 shall be replaced as follows:

"(2) The total number of admissions per degree program or subject shall be reduced before the university selection procedure referred to in subsection 3 is carried out, in the following order:

- a) by the number of those selected after service, on the basis of a previous claim to admission according to Section 12 of the Brandenburg University Admissions Act (BbgHZG), Section 9 University Admissions Act (HZV),
- b) by the number of those selected due to their membership in the National Squad of a Federal Sports Association of the German Olympic Sports Federation according to Section 12a of the Brandenburg University Admissions Act (BbgHZG),
- c) by the advance quotas according to Section 4 of the Brandenburg University Admissions Act (BbgHZG) and Section 19 of the University Admissions Act (HZV).

Up to 90% of the remaining admission slots shall be awarded as the result of a university selection procedure under Section 9, with the remaining 10% of admission slots awarded after the waiting period. Proof of membership in the National Squad shall be provided by a certificate issued from the Olympic Training Center Brandenburg.

b) In subsection 3 sentence 1 the phrase "current final grade" shall be replaced by the phrase "current grade point average".

c) Subsection 5 shall be deleted.

d) Subsection 6 shall become subsection 5 and be replaced as follows:

"The admission slots remaining after subtraction of the quotas under Section 19 of the University Admissions Act (HZV) and of those whose admissions procedure is based upon an earlier claim to admission or due to membership in the National Squad of a Federal Sports Association of the German Olympic Sports Federation, according to Section 12a of the Brandenburg University Admissions Act (BbgHZG), shall be awarded on the basis of a compiled ranking list (main proceedings)."

e) Subsection 7 shall become subsection 6 and be amended as follows: In sentence 1 the phrase "under Section 5 of the University Admissions Act (HZV)" shall be inserted after the phrase "clearing procedure"; sentence 2 shall be deleted.

8. In Section 9, the subsections 3 and 5, as well as subsection 4 sentence 2, shall be deleted; subsection

4 shall become subsection 3 and subsection 6 shall become subsection 4. In subsection 3 sentence 2, the number "3" shall be replaced with the number "2".

9. Section 10 subsection 3 sentence 1 shall be replaced as follows:

"Applicants must also enroll at the Office of Student Affairs/Registrar's Office within the deadlines set out in the enrollment regulations of the University of Potsdam."

10. Section 11 shall be amended as follows:

a) In subsection 1 sentence 1 the phrase "require a determination of transferable credits from periods of study (placement in a higher semester) by the Examination Board and" shall be inserted after the word "semester", and after sentence 1 the following sentence shall be inserted:

"An application is possible only for the semester specified in the placement decision."

b) In subsection 2 sentence 2 shall be replaced by the following sentences:

"Available places shall be awarded on the basis of the current grade point average(s) awarded by the previous higher education institution for the previous higher education course(s); if the applicant has more than one grade point average from previous studies, the best shall be used. Without proof of a current grade point average, a grade of 4.5 shall be applied. If there is evidence of academic or social reasons for doing so, the current grade point average shall be improved by 0.1 grade points in each case. For applicants who belong to a National Squad of a Federal Sports Association of the German Olympic Sports Federation, the current grade point average is additionally improved by 0.7 points due to the special consideration of the interests of this applicant group. Proof of membership in the National Squad shall be provided by a certificate issued from the Olympic Training Center Brandenburg. Otherwise, the Brandenburg University Admissions Act (BbgHZG) applies."

11. In Section 12 subsections 2 and 4 shall be deleted and section 3 shall become section 2.

12. The heading "Appendix 1" shall be replaced with the heading "Appendix". Appendix 2 shall be deleted.

Article 2

(1) Article 1 no. 9 of these regulations takes effect on the day of their publication in the Official Announcements of the University of Potsdam. Otherwise these regulations shall take effect on November 1, 2019.

(2) The President of the University of Potsdam shall be tasked with publishing the General Entrance and Admissions Regulations for Master's Degree Programs at the University of Potsdam not related to the teaching profession in the version for amendments of Official Announcements of the University of Potsdam.

(3) From the summer semester 2020 onwards, if, on the basis of these statutes, there is a subject-specific entrance and admissions regulation applying to the allocation of places for a master's degree program that governs the inclusion of a relative grade in the allocation procedure, the weight shown for the relative grade in the subject-specific admission regulation is added to the weight of the final grade or current grade point average.

(4) If a subject-specific entrance and admissions regulation issued before the entry into force of these statutes regulates an application deadline that deviates from Article 1 no. 6, the provisions according to Art. 1 of these statutes take precedence.