

# **Subject-specific Admission Regulations for the Master’s Segment of the Consecutive Master’s / PhD Program in *Cognitive Science: Embodied Cognition* (CoSEC) at the University of Potsdam**

**March 03, 2017**

The Faculty Council of the Faculty of Human Sciences of the University of Potsdam has approved, in accordance with Section 9 subsections 5 and 2, in combination with Section 72 and 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]), amended by Section 2 of the Law of July 1, 2015 (GVBl. I/15, [no. 18]), in combination with Section 5 subsection 4, Section 7 subsection 2, Section 8 subsection 2 and Section 16 subsection 2 of the Brandenburg University Admissions Act (BbgHZG) of July 1, 2015 (GVBl. I/15, [no. 18]), last amended by the Law of December 17, 2015 (GVBl. I/15, [no. 38]), in combination with Section 2 subsections 1-3, 5, Section 19 subsection 1 and Section 20 of the University Admissions Act (HZV) of February 23, 2016 (GVBl. I/16, [no. 6]) and under Section 14 subsection 1 no. 2 of the Basic Constitution of the University of Potsdam of December 17, 2009 (Official Notices of the University of Potsdam no. 4/2010 p. 60) as amended in the Third Statute to Amend the Basic Constitution of the University of Potsdam (GrundO) of April 22, 2015 (Official Notices of the University of Potsdam no. 6/2015 p. 235) of March 3, 2017, the following ordinance:<sup>1</sup>

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## **§ 1 Applicability**

These admission regulations, combined with the General Admission Regulations for Master’s Degree Programs at the University of Potsdam Not Related to Teacher Education (Zulassungsordnung, ZULO), govern the admission requirements and the university selection process for the master’s segment of the consecutive master’s/PhD program in *Cognitive Science: Embodied Cognition* at the University of Potsdam. Otherwise, the admission regulations (ZULO) apply.

## **§ 2 Assignment of Tasks in the Procedure**

While conducting the admission and selection procedure, the Examining Board can assign specific tasks of a purely administrative nature to qualified employees of the program who are not members of the Examining Board.

## **§ 3 Admission Requirements**

The following special admission requirements apply to the master’s segment of the consecutive master’s/PhD program in *Cognitive Science: Embodied Cognition*:

(a) A university degree in a subject relevant to the program, such as psychology, neuroscience, linguistics, cognitive science, or IT, with at least 180 credit points (CP).

(b) Evidence of sufficient basic knowledge in the field of “Experimental Psychological Training” and/or “Mathematics” (9 CP each; equivalent to the Bridge Modules BM1 and BM2 described in Section 8 of the Subject-specific Degree and Examination Regulations for the consecutive master’s / PhD program in *Cognitive Sciences – Embodied Cognition* at the University of Potsdam). This evidence is typically provided through successful participation in a total of 9 CP of coursework. Applicants who cannot demonstrate sufficient skills in “Experimental Psychological Training” or “Mathematics” are admitted and obligated to complete either the BM1 or BM2 module during their master’s studies. If applicants lack knowledge of “Experimental Psychological Training” and “Mathematics,” then they will not be admitted.

(c) Proof of English language skills that correspond at least to the B2 level of the Common European Framework of Reference for Languages. The required English-language skills are to be evidenced by one of the documents listed in Section 4 subsection 1 of the Admission Regulations (ZULO). The Examining Board issues decisions regarding equivalences on a case by case basis.

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<sup>1</sup> Approved by the President of the University of Potsdam on XX.XX.201X.

#### § 4 Application Periods and Documents

(1) It is only possible to apply for the master's degree program of the master's / PhD program in *Cognitive Science – Embodied Cognition* in the winter semester. The application for the master's program in *Cognitive Science – Embodied Cognition*, when matriculating into a later semester, can be submitted for either the winter or summer semester.

(2) The ZulO specifies admission deadlines, as long as the course of study does not have restricted admissions. If the course of study does have restricted admissions, then, in accordance with Section 6 subsection 3 of the ZulO, the application deadline for the winter semester is July 15 and for the summer semester January 15.

(3) In addition to the application materials listed in Section 5 subsection 3 letters a) through c) and f) of the ZulO, the following application materials must be submitted:

(a) Evidence of sufficient language skills according to Section 3 letter c),

(b) Evidence of sufficient basic knowledge in the field of “Experimental Psychological Training” and/or “Mathematics” (9 CP each; equivalent to the Bridge Modules BM1 and BM2 described in Section 3 letter (b)),

(4) If the degree program has restricted admissions, then, in addition to the documents listed in Section 5 subsection 4 of the ZulO, the following documents must be submitted:

- A statement of purpose, written in English, in accordance with Section 6 subsection 2 letter c).

- Evidence of international studies and/or research stays according to Section 6 subsection 2 letter d), insofar as such studies or stays are relevant to the purpose and motivation of the selected course of studies,

- Evidence of professional internships or experience in accordance with Section 6 subsection 2 letter e) (if relevant to the content of the *Cognitive Science – Embodied Cognition* program), if applicable

#### § 5 Quota of International Applicants

At variance with the quota specified under Section 19 subsection 1 of the HZV, a quota of 50% is reserved for international applicants and for stateless applicants who are not accorded rights equal to Germans.

#### § 6 University Selection Process

(1) If the master's program has restricted admissions, an admissions selection process is carried out under Section 9 of the ZulO with the

objective of ranking the applicants as part of the admission allocation procedure under Section 8 of the ZulO.

(2) To establish the ranking, a total point value is calculated under Section 9 of the ZulO. In calculating the total point value under Section 9 of the ZulO, the following criteria are weighted as follows:

(a) Grade point average or current grade point average of the university degree that qualifies the applicant for this degree program (see Section 3 subsection 1a): 51%.

(b) Relative grade of the university degree that qualifies the applicant for this degree program (see Section 3 subsection 1a): 14%.

(c) A statement of purpose, written in English, of about 5,000 characters: 25%. The statement of purpose should describe the motives and aims that the applicant hopes to achieve in the master's degree program. In their statements of purpose, applicants should emphasize the specific skills that qualify them in particular for the master's degree program. The statement of purpose should also convey an impression of the applicant's personal and social engagement.

The statement of purpose criterion is graded (on a scale from 1.0 to 5.0, with 1.0 being the best) and contributes to the total point score.

The score for the letter of purpose is given as follows:

- highly persuasive:	1.0
- good:	2.0
- average:	3.0
- weak:	4.0
- not persuasive:	5.0.

If materials to prove this selection criterion are missing at the application deadline listed in Section 4 subsection 2, the criterion is included towards the total point value at a grade of 5.0.

(d) Evidence of international studies and/or research stays according to Section 6 subsection 2 letter d), insofar as such studies or stays are relevant to the purpose and motivation of the selected course of studies: 5%.

(e) Evidence of professional internships or experience, of at least six weeks' duration in a full-time capacity, that is relevant to the content of the *Cognitive Science – Embodied Cognition* program): 5%.

The criteria named in subsection 2 letters d) and e) can be used here: ““existent / fulfilled” or “non-existent / not fulfilled.”

(3) If materials to document these selection criteria are missing at the application deadline listed in Section 4 subsection 2, then the criteria are recorded as “non-existent / not fulfilled.”

**§ 7 Taking Effect**

(1) These regulations go into effect on the day after their publication in the Official Announcements of the University of Potsdam.

(2) These regulations first apply to all admissions processes for the master’s degree conducted in the winter semester 2017/2018.