

Discipline-Specific Admission Regulations for the Master's Degree Program in Economic Policy and Quantitative Methods at the University of Potsdam¹

Dated February 26, 2020

The Faculty Council of the Faculty of Economics and Social Sciences at the University of Potsdam has approved on February 26, 2020, the following regulations on the basis of Section 9 subsection 5 sentence 2 in conjunction with Section 72 subsection 2 no. 1 of the Brandenburg Higher Education Act (BbgHG) of April 28, 2014 (Law and Ordinance Gazette [GVBl.] I/14, [no. 18]), last amended by Section 2 of the Act of June 5, 2019 (GVBl. I/19, [no. 20]), p. 3) in conjunction 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 Section 3 of the Act of June 19, 2019 (GVBl. I/19, [no. 35], p. 10) in conjunction 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. II/16, [no. 6]), last amended by Section 7 of the Act of September 20, 2018 (GVBl. I/18, [no. 21], p. 6), and according to Section 21 subsection 2 no. 1 of the Basic Constitution of the University of Potsdam (GrundO) of December 17, 2009 (Bulletin UP no. 4/2010 p. 60) in the Fifth Amended Version of the Basic Constitution of the University of Potsdam (GrundO) of February 21, 2018 (Bulletin UP no. 11/2018 p. 634) as well as the General Admission Regulations for Master's Degree Programs at the University of Potsdam Not Related to Teacher Education (ZulO) of February 24, 2016 (Bulletin UP no. 3/2016, p. 76), last amended on May 15, 2019 (Bulletin UP no. 16/2019, p. 1250):²

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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 non-teaching-oriented Master's degree program in Economic Policy and Quantitative Methods at the University of Potsdam. In all other respects, the Admission Regulations (ZulO) shall 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

(1) The following special admission requirements apply to the Master's degree program in Economic Policy and Quantitative Methods:

a) A Bachelor's degree or an equivalent first professional qualification from an institution of higher education, or an equivalent institution in the Federal Republic of Germany, in an economic sciences degree program or a thematically adjacent degree program, if this degree program

- has a standard period of study of at least six semesters,
- has a scope of at least 180 credit points (CPs), and
- if, as part of the degree program, at least 60 CPs were completed in economics, of which 18 CPs were obtained in statistics, econometrics and mathematics. If the transcript comes from a system that does not use credit points, then the Examining Board will decide about the equivalence of academic performance.
- If the applicant documents up to 3 CPs less than the required 60 CPs in economics and up to 1 CP less in statistics, econometrics and mathematics, the Examining Board shall perform a case-by-case evaluation as to whether the applicant meets the requirements despite insufficient credit points.

b) A degree from a foreign university insofar as there is no essential difference between the qualifications awarded abroad and the qualifications mentioned under a).

¹ This translation is for informational purposes only. In the event of inconsistency or discrepancy between the German and English versions of these regulations, the German-language version shall prevail.

² Approved by the President of the University of Potsdam on March 27, 2020.

c) English language skills that correspond at least to level C 1 of the Common European Framework of Reference for Languages. The required English-language proficiency is to be proven by one of the certificates listed in Section 4 subsection 2 of the General Admission Regulations (ZuLO). In addition to Section 4 subsection 2, the following certificates can be presented as proof of language proficiency:

- LCCI (London Chamber of Commerce and Industry International Qualifications), English for Business, level 4,
- GMAT (Graduate Management Admission Test), at least 600 points,
- GRE (Graduate Record Examinations), at least 152 in “Verbal Reasoning” and 4.0 in “Analytical Writing”,
- BEC (Business English Certificate) Higher C1, score of at least 175,
- University of Cambridge ESOL Examinations: Certificate in Advanced English (CAE), at least grade B, Certificate of Proficiency in English (CPE), at least grade C,
- For Chinese students: College English Test (CET): CET-6, at least 550 points,
- Pearson Test of English (PTE) Academic, at least 76 points.

The proficiency level is also considered as having been achieved if classes in the subject English as a continuing foreign language have demonstrably been taken in the last four semesters of the “Abitur” (qualification phase) in accordance with the “Uniform examination requirements for the Abitur examination in English” or the “Educational standards for the continuing foreign language (English / French) for the general entry qualification for higher education” and if an average of at least 12 grade points has demonstrably been achieved – as a subject with an advanced level of difficulty (“Leistungskurs”) – during the entire duration of the qualification phase. If the proof is not provided by means of the German “Zeugnis der Allgemeinen Hochschulreife”, the issuing institution must additionally confirm that the achievements presented have been acquired at a level of qualification comparable to the “Abitur” in the respective form (subject with advanced or basic level of requirements).

d) For applicants who are not German, a document certifying German language skills according to the German Language Proficiency Exam for Admission to a University (Deutsche Sprachprüfung für den Hochschulzugang – DSH) at the DSH 1 level or another equivalent certification.

§ 4 Application Deadlines and Documents

(1) Applications for the first semester of the Master’s degree program in Economic Policy and Quantitative Methods can only be submitted for the winter

semester. It is possible to apply for a more advanced semester in the Master’s degree program in Economic Policy and Quantitative Methods for the winter or summer semester.

(2) The General Admission Regulations (ZuLO) specify application deadlines.

(3) In addition to the application documents specified under Section 5 subsection 3–4 letters a) through d) and f) of the ZuLO, the following documents need to be handed in: Evidence of the required skills according to Section 3 subsection 1 letters c) and d).

(4) If the degree program has admission restrictions, a letter of motivation must be submitted in addition to the documents listed in Section 5 subsection 4 of the ZuLO.

§ 5 University Selection Process

(1) If the degree program is subject to admission restrictions, a university selection procedure is implemented in accordance with Section 9 of the ZuLO as part of the allocation procedure detailed in Section 8 of the ZuLO. Its objective is to rank the applicants according to the following guidelines.

(2) To establish the ranking, a total point value is to be calculated in accordance with Section 9 of the ZuLO. To calculate the total point value in accordance with Section 9 of the ZuLO, the following criteria are weighted as described:

- (a) average grade or current average grade: 50%,
- (b) average grade in quantitative subjects (statistics, econometrics and mathematics): 25%,
- (c) letter of motivation in English with a maximum length of two pages: 25%.

(3) The letter of motivation has a maximum length of two standard pages (i.e. a maximum of 3,600 characters including spaces per page) and answers the following questions: 1. Why do you want to study Economic Policy and Quantitative Methods? 2. What prior knowledge (academic or practical experience) and competences do you possess that are relevant to the Master’s degree program in Economic Policy and Quantitative Methods? 3. What is the role of evidence-based economic policy in society today?

(4) The Examining Board will evaluate the letter of motivation according to Section 5 subsection 3 based on the motivation of the applicant and the identification with the degree program on the basis of the following criteria:

- Special academic or practical experience or prior knowledge in the field of economic policy or quantitative methods which, in view of studying in the EPQM Master’s degree program, constitute a special interest in this degree program and

a meaningful previous preparation for the degree program;

- Presentation and explanation of a pronounced interest in economic policy issues and the role of evidence-based economic policy.

(5) The criterion c) receives a grade (between 1.0 and 5.0) that is included when calculating the total point value. The grade is determined based on the following list (decimal grades in between the grades listed below are permitted):

- highly persuasive letter of motivation: 1.0
- good letter of motivation: 2.0
- average letter of motivation: 3.0
- poor letter of motivation: 4.0
- letter of motivation not submitted or not satisfactory: 5.0.

(6) In the selection procedure, criterion b) is an average grade made up of module grades (average module grade) that accounts for 25%. When calculating this average module grade, all modules in which only “statistics”, “econometrics” or “mathematics” were taught will be considered. The average module grade is the mean value weighted by the respective credit points. The value is truncated after the first decimal place after the decimal point without prior rounding.

§ 6 Entry into Force, Expiration

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

(2) These regulations first apply to all admission procedures for the Master’s degree program in Economic Policy and Quantitative Methods carried out for the winter semester 2020/21.