

## **Discipline-Specific Admission Regulations for the Master's Degree Program in "General Management" at the University of Potsdam**

**Dated May 17, 2023**

The Faculty Council of the Faculty of Economics and Social Sciences at the University of Potsdam has approved on May 17, 2023, the following regulations on the basis of Section 9 subsection 5 sentence 2 in conjunction with Section 12 subsection 2 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 the Act of September 23, 2020 (GVBl. I/20, [no. 26], p. 1) 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 Sixth Amended Version of the Basic Constitution of the University of Potsdam (GrundO) of October 20, 2021 (Bulletin UP no. 13/2022 p. 467):<sup>1</sup>

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### **Section 1 Applicability**

These regulations govern the admission requirements under Section 9 subsection 5 of the Brandenburg Higher Education Act (BbgHG) and the Selection Procedure for allocating admissions slots in the continuing education master's degree program (not related to teacher education) in "General Management" at the University of Potsdam. The admission and selection procedure is not an admission procedure within the meaning of federal state law.

### **Section 2 Responsibilities, Assignment of Tasks in the Procedure**

(1) The respective Examining Board is responsible for decisions regarding the fulfillment of admission requirements and for the execution of the selection procedure. Section 2 of the Revised Version of the General Study and Examination Regulations for Bachelor's and Master's Degree Programs (non-teaching-oriented) at the University of Potsdam (BAMA-O) applies as amended.

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

### **Section 3 Admission Requirements**

(1) The following access requirements apply for the continuing education program in "General Management":

- a first higher education degree qualifying for a profession with a scope of at least 180 credit points,
- professional experience of at least two years,
- English language skills that correspond at least to level B2 of the Common European Framework of Reference for Languages.

The required English-language proficiency is to be proven by one of the certificates or credentials listed in Section 4 subsection 1 of the General Entrance and Admission Regulations for Master's Degree Programs not Related to Teacher Education at the University of Potsdam (ZulO) as amended.

(3) Other certificates or credentials recognized as equivalent will be published on the website of the University of Potsdam in accordance with the Commission for Teaching and Studies' (LSK) decision before the start of the application process.

(4) The Examining Board may determine in individual cases whether another submitted certificate or credential is comparable to the certificates and credentials named in subsection 1 c) and also guarantees the linguistic proficiency for studies at the specified level.

(5) Proof of German language skills is not required.

### **Section 4 Application Deadlines and Documents**

(1) Applications for the first semester of study in the continuing education master's degree program in "General Management" are possible for admission in the winter and summer semester. Applications for

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<sup>1</sup> Approved by the President of the University of Potsdam on June 28, 2023.

a more advanced semester of study in the master's degree program in "General Management" are possible for admission in the winter and summer semester. The application deadline is August 15 for the following winter semester and February 15 for the following summer semester.

(2) The completed application form for the continuing education master's degree program in "General Management", which is available on the homepage of the aforementioned degree program, including all required documents, must be received in full by UP Transfer GmbH at the University of Potsdam by the end of the application deadline. Applications can be submitted digitally via e-mail. In the case of an application sent via traditional mail, the date of receipt of the application letter is decisive, not the date of the postmark. If the deadline falls on a Sunday, a legal holiday, or a Saturday, then the deadline is not extended to the end of the next working day (Section 2 subsection 3 of the Brandenburg Administrative Procedure Act in connection with Section 31 subsection 3 sentence 2 of the National Administrative Procedure Act).

(3) The following documents must be included in the application:

- a) a completed application form in accordance with subsection 2,
- b) a copy of the degree certificate of the first higher education degree qualifying for a profession, which must have relevance to the chosen master's degree program, or if no first higher education degree certificate or equivalent is available, a suitable provisional record of the grades achieved up to the time of application (transcript of records). In the case of foreign degrees, a simple, non-certified copy of the recognition of the equivalence of the degree by a body designated for this purpose must also be submitted.
- c) a copy of the Diploma Supplement or other suitable proof of all academic achievements completed up to the first higher education degree from the institution of higher education. This document must include information about grading and credit points. If these academic achievements were completed at an institution of higher education other than the University of Potsdam, then information must be provided regarding the form, content, and examination modalities of the courses in which the credit points were attained.
- d) proof of professional activities in accordance with Section 3 subsection 1 b), including information on the duration,
- e) proof of English language skills in accordance with Section 3 subsection 1 c),
- f) a curriculum vitae in tabular form in English,
- g) proof of additional qualifications (in particular certificates, further training, awards, prizes) related to the course content that were acquired

outside of a higher education degree program.

(4) The application documents (with the exception of the CV) can be submitted in German or English. 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.

## **Section 5 Admission Procedure**

(1) Participation in the admission procedure is only possible for those who

- a) applied for the program in due time and form and
- b) fulfill the admission requirements according to Section 3.

(2) If admission restrictions have been defined for the degree program, fulfillment of the admission requirements in accordance with Section 3 does not lead to any entitlement to admission.

(3) If a minimum number of applicants who meet the admission requirements has been set as a condition for the degree program to be carried out and this number has not been reached by August 15, the Examining Board may decide, in consultation with UP Transfer GmbH, not to carry out the degree program. In this case, the admission forms submitted by way of the applications received shall be deemed not to have been submitted. Applicants will be informed accordingly. The minimum number of applications and the relevant date must be announced on the homepage of the degree program by June 15 at the latest.

(4) If proof of graduation in accordance with Section 3 subsection 1 has not been submitted by the application deadline due to reasons for which the applicant is not responsible, admission may be granted on the condition that proof of graduation is presented no later than at the time of enrollment. The admission decision for students seeking a bachelor's degree is made on the basis of a suitable transcript of records for the degree program in this case, with credit points amounting to the number of credit points necessary for the respective bachelor's degree minus 40, and the grade point average attained up to this point. If no documentation of the achievements specified in sentence 2 or 3 is submitted before the application deadline, a notification of rejection will be issued.

## **Section 6 Selection Procedure**

(1) A selection procedure shall only take place if the number of applications that meet the requirements for participation in the admission procedure exceeds the maximum number of admission slots. The admission capacity and the procedure for determining

it are regulated in the cooperation agreements between the institutions offering the degree program. The respective number of admission slots is published on the homepage of the degree program. The determination of admission capacity and the selection procedure do not follow the federal state regulations on the allocation of admission slots in admission-restricted degree programs.

(2) If the number of applications that meet the admission requirements according to Section 3 exceeds the number of admission slots in the respective program, a ranking list will be created for the allocation. Applicants are ranked according to the point values assigned to their application. Admission slots in the program are allocated in that order starting with the highest score. The number of points allocated is based on subsections 2 and 3. If the point value is identical for several applicants, the ranking is determined by drawing lots.

(3) The following selection criteria apply to the allocation of admission slots in the master's degree program in "General Management" for each of which the maximum specified points are awarded:

- a) final overall grade of the first higher education degree qualifying for a profession - up to 40 points,
- b) proof of duration of practical professional experience/qualifications acquired after completion of the first higher education degree qualifying for a profession - up to 40 points,
- c) proof of additional qualifications (in particular certificates, further training, awards, prizes) related to the course content that were acquired outside of a higher education degree program - up to 20 points,  
Additional qualifications that can be recognized include:
  - performance-based scholarship/grant (with a funding period of at least 6 months),
  - honorary posts/volunteer work (with a duration of at least 12 months),
  - specialized further education qualifications related to the course content (with a duration of at least 3 months),
  - experience abroad with relevance for subject-specific aspects of the degree program (with a duration of at least 3 months).
- d) Criteria that have not been proven or have not been sufficiently proven are given 0 points in the procedure.

(4) The point values for the criteria in subsection 3 are listed in detail in the appendix to these regulations.

(5) Admission slots to be filled in a wait list procedure by the Examining Board will exclusively be filled according to the position in this ranking.

## **Section 7 Notification of Admission, Conclusion of the Procedure**

(1) Applicants who can be admitted receive a notification of admission.

(2) After admission is granted, the notification of admission must set a deadline for accepting the offer of admission in cases where a selection procedure is carried out in accordance with Sections 5 and 6. If the offer of admission is not accepted by the deadline, then the offer of admission is no longer valid and the right to enrollment expires. The notification of admission must provide information regarding these legal consequences.

(3) Applicants must enroll at the Student Administration Center/Office of Student Affairs of the University of Potsdam within the deadlines stipulated in the University of Potsdam's Enrollment Regulations. If enrollment is not completed before the deadline, then the notification of admission becomes invalid. The notification of admission must provide information regarding these legal consequences.

(4) Those applicants who are not admitted after the completion of the selection procedure receive a notification of rejection that lists the applicant's attained ranking and the ranking of the last applicant to be admitted. Applicants who do not meet the admission requirements or have not submitted their application in the correct form and on time will also receive a notification of rejection. The notification of rejection must include information on available legal remedies.

(5) The admission procedure is closed when the waiting lists are empty, when all available admissions slots are occupied by means of enrollment or when the semester has already progressed to a point where it makes no sense to take up studies, even though admission slots would still be available.

## **Section 8 Admission to More Advanced Semesters of Study**

(1) For admission to an advanced semester of study, the provisions of these regulations shall apply with the exception of Section 6.

(2) Applications for an advanced semester of study require a decision on creditable periods of study (placement in an advanced semester of study) by the Examining Board appointed for the degree program. An application is only possible for the semester of study specified in the placement decision. Section 1 subsection 5 of the Enrollment Regulations applies *mutatis mutandis*.

(3) Applications for an advanced semester of study must be submitted in writing to UP Transfer GmbH.

Unofficial translation of the German original. In case of discrepancies between the two versions, the German-language version shall prevail.

## **Section 9   Entry into Force**

These regulations take effect on the day after their publication in the Official Bulletin of the University of Potsdam.

**Appendix:**

The individual point values for the selection criteria pursuant to Section 6 subsection 2 are shown in the following tables:

1) Selection criterion “final overall grade” in accordance with Section 6 subsection 2 a):

<b>Final overall grade</b>	<b>Points</b>
Average grade of 1.0 - 1.3	40
Average grade of 1.4 - 1.7	36
Average grade of 1.8 - 2.0	32
Average grade of 2.1 - 2.3	28
Average grade of 2.4 - 2.7	24
Average grade of 2.8 - 3.0	20
Average grade of 3.1 - 3.3	16
Average grade of 3.4 - 3.7	12
Average grade of 3.8 - 4.0	8

2) Selection criterion “professional experience” in accordance with Section 6 subsection 2 b):

<b>Relevant professional experience</b>	<b>Points</b>
More than 9 years	40
8 years	34
5 years	28
4 years	22
3 years	16
2 years	10
1 year	4
Less than 1 year	0

3) Selection criterion “additional qualifications” in accordance with Section 6 subsection 2 c):

<b>Number of additional qualifications</b>	<b>Points</b>
4 and more	20
3	15
2	10
1	5
0	0