

**Program-Specific Entry and Admission
Regulations for the Continuing
Education Master's Degree Program in
Intercultural Communication and
Management at the University of
Potsdam
Dated November 20, 2024**

In accordance with Section 10 (5) sentence 2 in conjunction with Section 81 (2) no. 1 of the Brandenburg Higher Education Act (BbgHG) of April 9, 2024 (GVBl.I/24, [no. 12], amended by Article 2 of the Act of June 21, 2024 (GVBl.I/24, [no. 30], p.32) and in accordance with Art. 21 (2) no. 1 of the Basic Regulations of the University of Potsdam (GrundO) of December 7, 2009 (Bulletin UP no. 4/2010 p. 60) in the version of the Seventh Statute Amending the Basic Regulations of the University of Potsdam (GrundO) of December 14, 2022 (Bulletin UP no. 8/2023 p. 318), the Faculty Council of the Faculty of Arts at the University of Potsdam has adopted the following statute on November 20, 2024:¹

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Sec. 1 Scope of Application

These regulations govern the admission requirements pursuant to Section 10 (5) BbgHG and the selection procedure for allocating admission slots in the continuing education, non-teaching-oriented master's degree program in Intercultural Communication and Management at the University of Potsdam. The admissions and selection procedure is not an admissions procedure within the meaning of state law.

Sec. 2 Responsibility; Assignment of Tasks in the Procedure

(1) The Examining Board is responsible for deciding whether the admission requirements have been met and for carrying out 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) in the currently valid version shall apply accordingly.

(2) In order to conduct the admissions and selection procedure, the Examining Board may assign tasks of a purely administrative nature to qualified employees of the degree program who are not members of the Examining Board.

Sec. 3 Admission Requirements

(1) The following special admission requirements apply to the master's degree program in Intercultural Communication and Management:

- a) A first professionally qualifying university degree in a degree program with at least 180 credit points (CP).
- b) English language proficiency corresponding to at least level B2 of the Common European Framework of Reference for Languages. The required language proficiency shall be demonstrated by submitting one of the certificates listed in Section 4 (1) of the Admission Regulations (ZuO).
- c) At least one year of professional experience.

(2) Knowledge of the German language is not required.

Sec. 4 Application Deadlines and Materials

(1) Applications for the first semester of study in the master's degree program in Intercultural Communication and Management can be submitted for the winter and summer semesters. Applications for advanced semesters of study in the master's degree program in Intercultural Communication and Management can be submitted for the winter and summer semesters. The deadline for applications for the winter semester is August 31 and for the summer semester February 28.

(2) The completed application form for the master's degree program in Intercultural Communication and Management, which is available on the homepage of the degree program, must be received by UP Transfer GmbH in full, including all required materials, by the end of the application deadline. Applications can be submitted digitally by email. In the case of an application by post, the date of receipt of the application is decisive, not the date of the postmark. If the deadline falls on a Sunday, a public holiday or a Saturday, the deadline shall not be extended to the end of the next working day (Section 1 (1))

¹ Approved by the President of the University of Potsdam on December 17, 2024.

of the Administrative Procedure Act for the State of Brandenburg in conjunction with Section 31 (3) sentence 2 of the German Federal Administrative Procedure Act).

(3) The following application materials must be submitted:

- a) A completed application form in accordance with Section 2.
- b) A copy of the degree certificate of the first professionally qualifying university degree on which the intended master's degree program is based, or, in the absence of a first professionally qualifying degree, suitable provisional proof of the grades achieved up to the time of application (transcript of records). In the case of foreign qualifications, a simple, non-certified copy of the recognition of the equivalence of the qualification by a designated body must also be submitted.
- c) A Diploma Supplement or other suitable proof from the institution of higher education of all achievements up to the first professionally qualifying degree. The proof must contain the relevant grading and credit point information. If the credits were earned at an institution of higher education other than the University of Potsdam, information on the form, content and examination modalities of the examination processes in which the credits were earned must be included.
- d) Proof of professional activity in accordance with Section 3 (1), including details of the duration.
- e) Proof of English language skills in accordance with Section 3 (1)
- f) A curriculum vitae in tabular form in German or English.
- g) If applicable, notification of placement if applying for an advanced semester of study.
- h) If applicable, proof of the change of name (by submitting a copy of the certificate of the change of name).

(4) If admission to the degree program is restricted, the following materials must be submitted in addition to the materials specified in (3):

- Proof of additional qualifications (in particular certificates, continuing education, awards, prizes) related to the content of the degree that were acquired outside of a university degree program.

(5) In the case of proof not issued in German or English, a German or English translation must be provided at the applicant's expense. The accuracy of this translation must be confirmed by a sworn interpreter or translator.

Sec. 5 Admissions Procedure

(1) Only applicants who

- a) have applied for admission to the program in due time and in the correct form and
- b) who meet the admission requirements specified in Section 3 are eligible to participate in the admissions procedure.

(2) If an admission restriction has been set for the degree program, fulfilling the admission requirements according to Section 3 does not entitle the applicant to admission.

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

(4) If, for reasons for which the applicant is not responsible, proof of completion of studies in accordance with Section 3 (1) cannot be provided by the application deadline, admission may be granted on condition that proof of completion of studies is provided at the latest upon enrollment. In this case, the admission decision for students seeking a bachelor's degree is made on the basis of appropriate proof of study (transcript of records) showing the course of studies to date to the extent of the credit points required for the respective bachelor's degree minus 40 and the average grade achieved up to that point. If proof of the achievements specified in sentence 2 or sentence 3 is not provided within the application deadlines, a rejection notification will be issued.

Sec. 6 Selection Procedure

(1) A selection procedure shall only take place if the number of applications that fulfill the requirements for participation in the admissions procedure exceeds the number of available admission slots for the program. The admission capacity and the procedure for determining it are regulated in the cooperation agreements between the institutions offering the degree program. The number of slots in each case is announced on the homepage of the degree program. The determination of admission capacity and the selection procedure do not follow the state regulations on the admission procedure in degree programs with restricted admission.

(2) If the number of applications that meet the admission requirements under Section 3 exceeds the number of places available on the degree program, a ranking will be drawn up to allocate the slots. Applicants will be ranked according to the points value assigned to their application. Admission slots will be allocated in the order of the highest score. The number of points allocated is based on (3) and (4). 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 slots in the relevant degree program, for each of which the maximum points specified are awarded:

- a) Final grade of the first professionally qualifying university degree – up to 40 points,
- b) Proof of the duration of relevant practical professional experience/qualifications acquired after completion of the first professionally qualifying university degree – up to 40 points,
- c) Proof of additional qualifications (in particular certificates, continuing education, awards, prizes) related to the program content that were acquired outside of a university degree program – up to 20 points,
- d) Criteria that are not or insufficiently proven are awarded 0 points in the procedure.

(4) The point values for the criteria in (2) b) and c) are listed in detail in Appendix 1 to these regulations.

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

Sec. 7 Admission Notification; Conclusion of the Procedure

(1) Applicants who can be admitted will receive an admission notification.

(2) After admission has been granted, a deadline for acceptance of the admission must be set in the admission notification if a selection procedure pursuant to Section 6 is conducted. Failure to accept the admission in due time will result in the admission and the right to enroll being revoked. This legal consequence must be pointed out in the admission notification.

(3) Applicants must enroll with the Student Administration Center/Office of Student Affairs at the University of Potsdam within the deadlines stipulated in the Enrollment Regulations of the University of Potsdam.

If enrollment is not completed on time, the admission notification shall become invalid. This legal consequence must be pointed out in the admission notification.

(4) Applicants who cannot be admitted after the selection procedure has been carried out will receive a rejection notification stating the rank achieved and the rank of the last admitted applicant. Applicants who do not meet the admission requirements or have not submitted their application in due time and in proper form will also receive a rejection notification. The rejection notification must include information on the right to appeal.

(5) The admissions procedure is completed when the wait lists have been exhausted or all available slots in the program have been filled by enrollment or if a further wait list procedure no longer appears reasonable due to the advanced stage of the lecture period.

Sec. 8 Admission for Advanced Semesters of Study

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

(2) Applications for advanced semesters of study require determination of creditable periods of study (placement into an advanced semester of study) by the Examining Board appointed for the degree program. An application is only possible for the semester specified in the placement decision. Section 1 (5) of the Enrollment Regulations shall apply.

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

Sec. 9 Entry into Force

(1) The regulations enter into force on the day after publication in the Official Announcements of the University of Potsdam.

Appendix 1

The individual point values for the selection criteria pursuant to Section 6 (3) are shown in the following tables:

1. Selection criterion Final Grade pursuant to Section 6 (3) a):

Final grade	Points
Average grade 1.0 – 1.3	40
Average grade 1.4 – 1.7	36
Average grade 1.8 – 2.0	32
Average grade 2.1 – 2.3	28
Average grade 2.4 – 2.7	24
Average grade 2.8 – 3.0	20
Average grade 3.1 – 3.3	16
Average grade 3.4 – 3.7	12
Average grade 3.8 – 4.0	8

2. Selection criterion Professional Experience pursuant to Section 6 (3) b):

Relevant professional experience	Points
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 pursuant to Section 6 (3) c):

Number of relevant additional qualifications	Points
4 and more	20
3	15
2	10
1	5
0	0