

Discipline-Specific Admission Regulations for the Master's Degree Program in *Linguistics: Empirical and Theoretical Foundations* at the University of Potsdam¹

Dated February 12, 2020

The Faculty Council of the Faculty of Human Sciences at the University of Potsdam has approved on February 12, 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 Ordinance (HZV) of February 23, 2016 (GVBl. II/16, [no. 6]), last amended by the ordinance of November 19, 2019 (GVBl. II/19, [no. 99]), 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 Rules and Regulations on Access and Admission to Non-Teaching-Oriented Master's Degree Programs (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

Overview:

- § 1 Applicability
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- § 5 University Selection Process
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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.

§ 1 Applicability

These admission regulations, combined with the General Rules and Regulations on Access and Admission to Non-Teaching-Oriented Master's Degree Programs (Zulassungsordnung – ZulO), govern the admission requirements and the university selection process for the non-teaching-oriented master's degree program in *Linguistics: Empirical and Theoretical Foundations* at the University of Potsdam. In all other respects, the 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 degree 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 *Linguistics: Empirical and Theoretical Foundations*:

- a) A first professional qualification with a scope of 180 CPs from an institution of higher education in a linguistic discipline that is relevant to the master's degree program, such as Linguistics, General/Theoretical Linguistics, Clinical/ Patholinguistics, Computational Linguistics, Linguistics of individual languages; or a different degree program including linguistic components with a scope of at least 90 CPs (or 50% of the respective total number of points). In justified exceptional cases, admission to the master's degree program may also be granted if the student holds a Bachelor's degree with linguistic components amounting to less than 90 CPs. As a rule, the exception is based on proof of successful participation in at least 10 courses, or the earning of at least 60 CPs in the core subjects Theoretical Linguistics, Psycholinguistics and Computational Linguistics, or on equivalent achievements in terms of scope.
- b) Applicants who have obtained their first professional qualification in a linguistic discipline relevant to the master's degree program at an institution of higher education without a credit point system must provide proof of successful participation in at least 10 courses in the core subjects Theoretical Linguistics, Psycholinguistics and Computational Linguistics, or of equivalent achievements in terms of scope.

- c) 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 listed in Section 4 subsection 1 of the ZulO.

(2) In a deviation from Section 4 subsection 4 of the ZulO, German language skills are not required.

§ 4 Application Deadlines and Documents

(1) Applications for the first semester of the master's degree program in *Linguistics: Empirical and Theoretical Foundations* are only possible for admission in the winter semester. Applications for a more advanced semester of the master's degree program in *Linguistics: Empirical and Theoretical Foundations* are possible for admission in the winter or summer semester.

(2) Section 6 of the ZulO governs application deadlines.

(3) If the degree program has restricted admissions, the following documents must be submitted in addition to the documents listed in Section 5 subsection 3 of the ZulO:

- a) Evidence of time spent abroad as a student and/or researcher
- b) A letter of motivation in German or English,
- c) Evidence of special subject-specific achievements that are relevant to the intended degree program.

§ 5 University Selection Process

(1) If the degree program is subject to admission restrictions, a university selection process 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 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 follows:

- a) Average grade or current average grade: 51%,
- b) Evidence of time spent abroad as a student and/or researcher: 14%
- c) Letter of motivation with a maximum of 5000 characters, in which the applicant's motives and goals regarding the choice of the intended master's degree program and

the University of Potsdam as a location of higher education are described. In the letter, the applicant is expected to highlight the specific skills that qualify him or her, in particular, for the chosen master's degree program: 21%

- d) Evidence of special discipline-specific achievements that are relevant to the intended degree program and that give reason to expect an exceptional academic performance: 14%. These can include: Awards, prizes, (co-)publications in specialist media, work as a graduate assistant in a linguistic context.

(3) 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 as follows:

- 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
- unpersuasive or missing letter of motivation: 5.0

The degree of persuasiveness of the letter of motivation is based on the criteria mentioned in subsection 2, letter c).

(4) The criteria mentioned in letter b) and d) can be graded as follows: "existent / fulfilled" or "non-existent / not fulfilled". If documentary evidence of any of the selection criteria is not provided within the application deadline according to Section 4 subsection 2, the criterion is graded as "non-existent".

§ 6 Entry into Force

(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 *Linguistics: Empirical and Theoretical Foundations* carried out for the winter semester 2020/21.