

Subject-Specific Admission Regulations for the Master's Degree Program in National and International Administration and Policy at the University of Potsdam

July 20, 2016

The Faculty Council of the Faculty of Economics and Social 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 20 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), on July 20, 2016, the following rules and regulations:¹

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§ 1 Applicability

These Admission Regulations, combined with the General Admission Regulations for Master's Degree Programs Not Related to Teacher Education at the University of Potsdam (Zulassungsordnung – ZulO), govern the admission requirements and the university selection process for the non-teaching-oriented Master's Degree program in National and International Administration Policy 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 admission regulations apply to the Master's Degree program in National and International Administration and Policy:

- a) A bachelor's degree or its equivalent from a degree-granting institution or similar institution of higher education, or an equivalent institution in the Federal Republic of Germany, in a social-sciences 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 (CP), and,
 - as part of this degree program, a total of at least 30 CP in one of the three following key areas of political science: political theory, policy and governance in Germany and Europe, comparative political studies, international policy, and administration and public policy, as well as a total of 10 CP in empirical social research and scholarship methods in the social sciences, were earned in this degree program. If the transcript comes from a system that does not use credit points, then the Examining Board will make a decision about the equivalence of academic performance;
 - if the applicant documents up to 5% less than the required credit points (meaning 30 CP in the three key areas of political science and 10 CP in methods of empirical social research), then the Examining Board shall perform case-by-case evaluations as to whether the applicant meets the required prerequisites despite having insufficient credit points;
- b) A degree at a university abroad, insofar as there is no essential difference between the qualifications earned abroad and those qualifications mention under a),
- c) English language skills that correspond at least to Level C 1 of the Common European Framework for Languages. The required English-language skills are to be evidenced by one of the documents listed in Section 4 subsection 2 of the Admission Regulations (ZulO),

¹ Approved by the President of the University of Potsdam on October 7, 2016.

- d) At variance to Section 4 subsection 4 of ZulO, German language skills need not be demonstrated.

§ 4 Quota of International Applicants

At variance with the quota specified under Section 19, subsection 1 no. 1 of the HZV, a quota of 30% is reserved for international applicants and for stateless applicants who are not accorded rights equal to Germans.

§ 5 Application Periods and Documents

(1) It is possible to apply for the first semester of the Master's Degree program in National and International Administration and Policy in the winter or summer semester. It is possible to apply for a more advanced semester in the Master's Degree program in National and International Administration and Policy in the winter or summer semester.

(2) The ZulO specifies application deadlines as long as the degree program does not have restricted admissions. If the degree program does have restricted admissions, then in accordance with Section 6 subsection 3 of the ZulO, the latest application deadline for the winter semester is June 1 and for the summer semester December 1.

(3) In addition to the application materials listed in Section 5 subsection 3 a) through d) and f) of the ZulO, the following application materials must be submitted: Evidence of language skills according to Section 3 c).

(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: Proof of study-related stay abroad.

§ 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. To calculate the total point value under Section 9 of ZulO, the following criteria are weighted as described:

- a) Average grade or current average grade: 60%
- b) Relative grade: 30%
- c) Proof of study-related stay abroad of at least

three months: 10% The criterion can take the following forms: "exists/fulfilled" or "doesn't exist/unfulfilled."

The relative grade will not be considered until the selection process for the winter semester of 2017–18.

§ 7 Validity

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

(2) These regulations first apply to the admissions process for students seeking to enroll in the Master's Degree program in National and International Administration and Policy in the summer semester 2017.