

**General Admission Regulations for  
Master's Degree Programs  
not related to teacher education at the  
University of Potsdam  
(Zulassungsordnung - ZulO)**

**dated February 24, 2016**

The Senate of the University of Potsdam has approved, in accordance with Section 9 subsections 5 and 6, in combination with Section 23 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 Article 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 14 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) of February 24, 2016, the following ordinance:<sup>1</sup>

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**§ 1 Applicability**

(1) These regulations govern the admission requirements under Section 9 subsection 5 of the Brandenburg Higher Education Act (BbgHG) and the admissions procedure for allocating admissions

slots in the master's degree programs (not related to teacher education) at the University of Potsdam.

(2) The Faculty Councils promulgate discipline-specific admissions regulations in accordance with the following provisions. These govern

- a) Admissions requirements under Section 9 subsection 5 of the BbgHG, and
- b) The university admissions selection process which applies to the allocation of admissions slots in restricted-admission degree programs.

(3) In the event that these regulations contradict the respective subject- or degree-specific regulations, then the provisions of these regulations supersede those of the respective subject- or degree-specific regulations.

(4) For post-graduate master's degree programs, and master's degree programs conducting in cooperation with other institutions of higher education or scientific institutions, discipline-specific regulations can be set that deviate from these general regulations.

**§ 2 Responsibility**

(1) The respective Examining Board is responsible for decisions regarding the existence of admission requirements and for the execution of the selection procedure. Section 2 of the revised version of the General Regulations for Study and Examinations for Bachelor's and Master's Degrees (not for teacher education) at the University of Potsdam (BAMA-O), dated January 30, 2013, applies in its latest version.

(2) The degree-specific admissions regulations can establish that the Examining Board can assign, if necessary, specific administrative tasks to professors and qualified staff in the faculty who are not members of the Examining Board to conduct admissions procedures under Sections 6ff.

**§ 3 Admission requirements**

- (1) The general admission requirements are:
- (a) a bachelor's degree or its equivalent from a degree-granting institution or similar institution of higher education, or
  - (b) a degree equivalent to (a) from a university abroad, insofar as these degrees are not fundamentally different.

(2) The degree-specific entrance and admissions regulations can also establish aptitude and qualification requirements (especially entrance requirements) that extend beyond the general entrance requirements if this is demonstrably necessary due

<sup>1</sup> Approved by the President of the University of Potsdam on March 7, 2016.

to special subject-related requirements in the affected master's degree. Special entrance requirements could be language skills under Section 4, or a degree in a subject that is essential for the master's degree program.

#### § 4 Language skills

(1) If the discipline-specific entrance and admissions regulations for a master's degree program require English language skills that correspond at least to the B2 level of the Common European Framework of Reference for Languages, such skills shall be documented by means of the following certificates or credentials:

- Certificate of general higher education entrance qualification with documentation of English as a foreign language, or a certificate of a higher education entrance qualification with confirmation of the B2 level,
- UNICert: at least II,
- TOEFL Internet Based Test: at least 75 points,
- First Certificate in English: at least a grade of B,
- IELTS with at least 5.0 points in each field,
- Certificate of a degree from an English-language degree program at an accredited institution of higher education.

The discipline-specific entrance and admissions regulations determine whether and which additional certificates can be accepted as proof of language skills.

(2) If the discipline-specific entrance and admissions regulations for a master's degree program require English language skills that correspond at least to the C1 level of the Common European Framework of Reference for Languages, then the following certificates or credentials qualify as proof of C1 level language skills in the Common European Framework of Reference for Languages:

- UNICert: at least III,
- TOEFL Internet-Based Test: at least 95 points,
- Cambridge certificate of Advanced English: with at least a grade of B,
- IELTS: with at least 6.5 points and at least 6.0 in each field,
- Certificate of a degree from an English-language degree program at an accredited institution of higher education.

The discipline-specific entrance and admissions regulations determine whether and which additional certificates can be accepted as proof of language skills.

(3) If other foreign language skills are required, then the discipline-specific entrance and admissions regulations determine which certificates or credentials must be submitted, as well as any relevant

equivalency regulations if applicable. An examination to measure the required language skills can also be taken at the University of Potsdam's Center for Languages and Key Competences (Zessko). A separate statute, or the discipline-specific entrance and admissions regulations, govern the execution of such a language test.

(4) For German-language degree programs, applicants whose native language is not German must demonstrate sufficient German language skills by passing the German language proficiency test for university admissions (typically the DSH 2) or an equivalent examination. The discipline-specific entrance and admissions regulations govern exceptions.

(5) For non-German-language degree programs, the discipline-specific regulations should stipulate that applicants whose native language is not German should provide documentation of sufficient German language skills.

#### § 5 Application and application materials

(1) It is possible under these regulations to submit equally ranked applications for up to 3 degree programs.

(2) A valid application requires that the completed online application form, including all required documentation, is submitted electronically by the end of the application period to the University of Potsdam c/o uni-assist e.V., and that the signed admissions application under subsection 3 a) and a copy of the certificates under subsection 3 b) are also sent by mail and received by uni-assist e.V. by the end of the application period.

(3) The following admissions documents must be submitted:

- a) An admissions application under subsection 2.
- b) Insofar as the applicant already holds a degree relevant to the intended program of master's studies, the final certificate for this degree; if the applicant does not yet have this degree, then suitable preliminary documentation of the grades attained up to the point in time of the application (transcript of records) must be submitted, along with information regarding the current grade point average. If your credentials or preliminary documentation was documented 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. The discipline-specific entrance and admissions regulations can specify other languages in which translations may be submitted.
- c) A diploma supplement, or other relevant documentation from your university, regarding all

coursework completed for your first degree. This documentation must include information about grading and credit points. If this coursework was 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 performance evaluation process in which the credit points were attained.

- d) For applicants whose native language is not German and for whom German skills are required due to Section 4 subsection 4 or subsection 5, proof of German skills corresponding to the German Language Test for University Admissions or an equivalent qualification under Section 4 subsections 4 and 5.
- e) If applicable, documentation of the language skills required under Section 4, insofar as the discipline-specific entrance and admissions regulations requires this.
- f) If applicable, a placement decision if applying for a later semester.

(4) The following admissions documents must also be submitted if the degree program has restricted admissions:

- a) Documentation of relative grades,
- b) Current/last enrollment certificates for periods of study at a German institution of higher education after the acquisition of a first university degree,
- c) Documentation of citizenship,
- d) If applicable, a written application for immediate admission in the context of the hardship quota (hardship application) and documentation required to substantiate such an application,
- e) If applicable, documentation of an earlier offer of admission or proof of period of service,
- f) If applicable, documentation of qualification for the University of Potsdam quota (*Profilquote*),
- g) If applicable, a written application to upgrade your waiting period, as well as documentation required to substantiate such an application,
- h) If applicable, a written application to improve your average grade, as well as documentation required to substantiate such an application,
- i) If applicable, documentation regarding ongoing or completed asylum proceedings.

(5) Documentation under subsection 4 a) is only required as of the application period for the winter semester 2017/2018.

(6) The discipline-specific entrance and admissions regulations can require additional application materials insofar as these are related to admissions requirements enumerated therein and are required for conducting the university admissions selection procedure under Section 9.

(7) An application that substantiates a claim to the right of admission outside of the established admission quota must be received by March 15 for the summer semester or by September 15 for the winter semester (deadlines). Another requirement for applying for admission outside of the established admission quota is an application for admission for the selected degree program under Sections 5 and 6. If admissions outside of the established admissions quota are declared, then the awarding of admissions must be oriented towards the discipline-specific entrance and admissions regulations on the basis of the selection criteria articulated in Sections 8 and 9.

## § 6 Application deadlines

(1) The respective discipline-specific entrance and admissions regulations determine the semester (winter and/or summer semester) in which an application for the master's degree program is possible. If the discipline-specific entrance and admissions regulations do not specify a determination regarding the beginning of university studies, or if there are no discipline-specific entrance and admissions regulations, then applications are only possible for the winter semester.

(2) For master's degree programs without admission restrictions, the binding last deadline for applications is March 1 for the summer semester and September 1 for the winter semester. For post-graduate master's degree programs or cooperative degree programs, the discipline-specific entrance and admissions regulations can govern deviating application deadlines.

(3) The last application deadline for restricted-admission master's degree programs is June 1 or July 15 for the winter semester, and December 1 or January 15 for the summer semester. The discipline-specific entrance and admissions regulations govern which deadlines apply under sentence 1. If the discipline-specific entrance and admissions regulations do not specify an application deadline, or if there are no discipline-specific entrance and admissions regulations, then the last application deadline for restricted-admission master's degree programs are July 15 for the winter semester and January 15 for the summer semester. For post-graduate master's degree programs or cooperative degree programs, the discipline-specific entrance and admissions regulations can govern deviating application deadlines.

(4) The deadlines under subsections 2 and 3 are cut-off periods. The day upon which the application is received, not the date of the postal stamp, is definitive. 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 Administrative Procedure Act.

### **§ 7 Admissions procedure**

(1) Whoever misses the application deadlines under Section 6 shall be excluded from the admissions procedure. The same applies if the application is not received in proper form within the application period, if application documents required under Section 5 are missing, or if the admission requirements under Sections 3 and 4 are not satisfied. In such cases, a letter of rejection will be issued in accordance with Section 10 subsection 4.

(2) Insofar as no admission restrictions are set, a letter of admission is issued in accordance with Section 10 subsection 1, if the admission requirements under Sections 3 and 4 are met and a proper and timely application under Sections 5 and 6 was received.

(3) If the Ordinance on Setting Admission Figures of the state of Brandenburg imposed admission restrictions, the fulfillment of admission requirements under Sections 3 and 4 does not guarantee a claim to admission. In case of restricted admissions, an admission allocation procedure takes place in accordance with Section 8.

(4) If proof of a first university degree under Section 3 subsection 1 has not been provided by the application deadline, then the applicant may be admitted under the proviso that such proof of the first university degree, or proof of the completion of work required for such a degree, be provided at the latest before final enrollment (preliminary admission). The admission decision in this case is made on the basis of a suitable transcript of records for the course of studies, in the scope of the number of credit points necessary for the respective bachelor's degree, less a maximum of 40, and the grade point average attained up to this point (current average grades). If there is no documentation of the achievements governed in sentence 2 delivered before the application deadline, a letter of rejection will be issued in accordance with Section 10 subsection 4.

(5) The documentation of the special admissions requirements specified in the discipline-specific entrance and admissions regulations must be submitted before the admissions deadline. The discipline-specific entrance and admissions regulations can specify that special requirements, the content of the mandatory curriculum of the degree upon which the application is based, must be documented by the deadline for final enrollment.

### **§ 8 Admission allocation procedure**

(1) After determining that the requirements of Section 7 subsection 2 in combination with subsection 1 are met, an evaluation is conducted for restricted-admission master's degree programs to ascertain whether the number of applications in the admissions process and that meet the entrance requirements under Sections 3 and 4 exceeds the number of available spots in the program. If this is the case, then an admission allocation procedure is conducted under the requirements of Section 7 of the Brandenburg University Admissions Act (BbgHZG) in combination with the statutory ordinance based upon it.

(2) Up to 90% of the admission slots remaining after subtraction of the quotas under Section 19 of the University Admissions Act (HZV) and those whose admissions procedure is based upon an earlier claim to admission shall be awarded as the result of a university admissions selection procedure under Section 9, with the remaining 10% of admission lots awarded after the waiting period.

(3) The selection within the quota in accordance with Section 19 subsection 1 no. 1 HZV and Section 20 subsection 2 HZV is done by the degree of qualification (final grade or current final grade). Applicants who qualify under the Basic Constitutional Law of Germany for the right of asylum shall have their final grade or current final grade improved by 0.1; the improved final grade or improved current final grade shall be considered during the selection by qualifications procedure. The discipline-specific entrance and admissions regulations can specify whether special circumstances in the context of Section 5 subsection 2 BbgHZG can be taken into account.

(4) For international master's degree programs, the discipline-specific entrance and admissions regulations can specify deviations from the quota enumerated in Section 19 subsection 1 no. 1 HZV. The quote shall not exceed 50%.

(5) In accordance with Section 19 subsection 1 no. 3 HZV, a quota of one percent, or at least one admission slot, shall be set aside for applicants who are considered to be in the public interest, or who are among a group of people to receive support, and who are bound to the place of study on the basis of duly justified circumstances. This group of people is comprised exclusively of applicants who belong to the federal-level A, B or C squads of the Brandenburg Olympics Center. If the number of applicants exceeds the number of available admission slots, selection shall be done on the basis of the final grade of the first university degree or, in cases under Section 9 subsection 6 of the Brandenburg Higher Education Act, on the basis of the preliminary grade point average.

(6) The admission slots remaining after subtraction of the quotas under Section 19 of the University Admissions Act (HZV) and those whose admissions procedure is based upon an earlier claim to admission shall be awarded on the basis of a compiled ranking list (main proceedings).

(7) Admission slots not accepted under Section 10 subsection 2 sentence 2 shall be awarded in a clearing procedure. The clearing procedure pertains to all applicants who are included in the respective ranking list and have not yet been admitted.

### **§ 9 University admissions selection procedure**

(1) A ranking order is formed in order to facilitate the execution of the university admissions selection procedure. In the event of equal ranking, a decision shall be taken by drawing lots.

(2) A total point value is calculated to establish the ranking order. This calculation incorporates every selection criterion governed by the discipline-specific entrance and admissions regulations and its correlated weight (as a percentage). These are the selection criteria governed by Section 7 subsection 2 of the Brandenburg University Admissions Act (BbgHZG).

(3) A weight of 13% is assigned to a relative grade or a current relative grade (percentage ranking). A weight of 51% is assigned to a final grade or current grade point average. The discipline-specific entrance and admissions regulations can also set a weight higher than 51%. In such cases, the weighting of the relative grade must be adjusted accordingly (at least 25% in relation to the final grade).

(4) To determine the overall point value, the grade or the expression of the respective criterion shall be converted into a point value according to the instructions in Appendix 1. For a relative grade, the resulting ranking is equated to the point value (Appendix 2). The resulting point value is multiplied by the weight specified under subsection 3 (weighted point value of the respective criterion). Then the weighted point values are added up to form a sum total (total point value). For cooperative degree programs, the discipline-specific entrance and admissions regulations can govern deviating methods of forming a ranking list or determining a total point value.

(5) The relative grade will not be considered until the selection process for the winter semester of 2017/18. The relative grade is also considered in the university admissions selection procedure if all of the applicants in the university admissions selec-

tion procedure have one percentage ranking. If the relative grade is not considered, then the weight determined for the relative grade shall be applied to the weight of the final grade.

(6) The discipline-specific entrance and admissions regulations govern which version is applied and how grading is done in the context of selection criteria for both graded work and work evaluated with expressions such as “existent / fulfilled” or “non-existent / not fulfilled.”

### **§ 10 Admission decision, conclusion of the procedure**

(1) Those applicants who are admitted under Sections 7 through 9 receive a letter of admission.

(2) After admission is granted, the letter of admission for restricted-admission degree programs must set a deadline for accepting the offer of admission. 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 letter of admission must provide information regarding these legal consequences.

(3) Applicants must also enroll by November 10 or by May 10 (depending on the semester) at the Office of Student Affairs / Registrar’s Office. If enrollment is not completed before the deadline, then the letter of admission becomes invalid. The letter of admission must provide information regarding these legal consequences.

(4) Those applicants who are not admitted to a restricted-admissions master’s degree program after the completion of the university admissions selection process receive a letter of rejection that lists the applicant’s attained ranking and the ranking of the last applicant admitted. A letter of rejection is also sent to those applicants who in accordance with Section 7 subsection 1 were not admitted to the admissions procedure. The letter of rejection must include information on available legal remedies.

(5) The admissions procedure is closed when the clearing lists are exhausted, or when all available admissions slots are occupied by means of enrollment. The institution of higher education declares the procedure closed if another clearing procedure no longer seems sensible due to the advancement of the semester; the declaration must be published in the Public Notices.

### **§ 11 Admission to later semesters**

(1) Applications for later semesters must be made directly to the Examining Board with the documentation listed under Section 5. The provisions of

these regulations and the discipline-specific entrance and admissions regulations govern applications deadlines and admission requirements.

(2) If there are open admission slots for later semesters in a restricted-admission master's degree program, then these slots can be occupied by applicants who have received an appropriate semester placement, which must be determined by the responsible Examining Board. If a selection procedure is necessary, then Section 8 of the Brandenburg University Admissions Act (BbgHZG) applies.

## **§ 12 Effective date**

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

(2) These regulations first apply to all admissions processes for master's degree programs conducted in the winter semester 2016/2017.

(3) When these regulations go into effect, the new version of the General Admission Regulations for Master's Degree Programs at the University of Potsdam not related to teacher education (ZulO) of November 20, 2013 (Official Announcements UP no. 5/2012 p. 163) will cease to be in force.

(4) Insofar as an allocation procedure for the winter semester of 2016/2017 based on these regulations is not yet in force in the discipline-specific entrance and admissions regulations for a master's degree program, then the provisions of the subject-specific regulations that were in place before the promulgation of these regulations shall apply, insofar as they govern admissions requirements.

**Appendix 1:**

*Version 1:*

*Converting grades into point values*

Grade	Point Value	Grade	Point Value	Grade	Point Value	Grade	Point Value
1.0	1.0	1.6	20.8	2.6	53.8	3.6	86.80
1.1	4.3	1.7	24.1	2.7	57.1	3.7	90.1
1.2	7.6	1.8	27.4	2.8	60.4	3.8	93.40
1.3	10.9	1.9	30.7	2.9	63.7	3.9	96.7
1.4	14.2	2.0	34.0	3.0	67.0	4.0	100.0
1.5	17.5	2.1	37.3	3.1	70.3	> 4.0*	133
		2.2	40.6	3.2	73.6		
		2.3	43.9	3.3	76.9		
		2.4	47.2	3.4	80.2		
		2.5	50.5	3.5	83.5		

\* Pertains to cases in which a grade was not documented, or the grade was worse than 4.0.

*Version 2:*

*Converting “existent / fulfilled” or “non-existent / not fulfilled” grades into point values*

Formulation	Point Value
“existent / fulfilled”	1
“non-existent / not fulfilled”	100

**Appendix 2: Point value for relative grades**

Ranking	Point Value
1	1
2	2
3	3
...	
...	
99	99
100	100