

UNIVERSITY OF KONSTANZ

University of Konstanz Regulation on the Selection Procedure for Admission to the Master's Programme European Master in Government

Index number

MA 22.3

(as of 15 March 2013, amended 13 July 2015)

The German version of this document is the only legally binding version. This English translation is for your convenience only.

§ 1 Applicability

(1) The University of Konstanz and the Universitat Pompeu Fabra (hereinafter: UPF) offer places in the Master 's Programme European Master in Government (MA) with the specialist fields

- Political Behaviour (PB)
- International Relations and European Integration (IREI)
- Public Policy and Comparative Politics (PPCP)

in accordance with this regulation. The number of places is limited. If more students who meet the entrance requirements (according to § 3) apply than there are places there will be a university-internal selection process according to §6. Selection decisions are made based on who has the greatest potential to meet the demands of our curriculum. The University of Konstanz allocates one half of places according to this regulation, the UPF selects the other half in their own selection process in line with the cooperation agreement.

(2) The selection process for admission to a higher semester is based on the admission regulation of the University of Konstanz "*Satzung der Universität Konstanz über die Zulassung von Bewerbern zu einem höheren Fachsemester*" as amended.

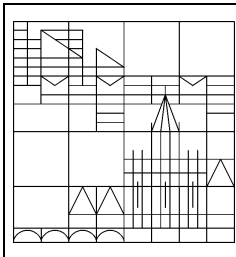
§ 2 Deadlines

New students can start in the winter semester only. Your application for admission must have been received by the University of Konstanz or the UPF by 1 April at the latest (cut-off date).

§ 3 Entrance requirements

(1) Entrance requirements for the Master's Programme European Master in Government are

- a) degree with the grade "good" (2.5) or better of a three-year (or more) study programme at a state, or officially recognised, institution of higher education or *Berufsakademie* in the subject politics and/or public administration, or a subject related to the Bachelor's Programme Politics and Public Administration of the University of Konstanz. A study programme is considered related if the acquired competencies are similar to those that you would have acquired in the subject



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Politics and Public Administration at the University of Konstanz. The competencies are considered similar if contents, learning objectives and examinations largely correspond to the study programme at the University of Konstanz mentioned above.

- b) if you are not a native speaker of English: Advanced English language skills (spoken and written English), level C1 of the Common European Framework of Reference for Languages.

(2) Admission must be denied if the application for admission, including the required documents, is not handed in at the due date or is incomplete (§ 4).

(3) When applying for credit for a B.A., or equivalent academic degree acquired outside of Germany, we have to observe the recommendations of the *Kultusministerkonferenz, Zentralstelle für ausländisches Bildungswesen*, (Standing Conference of the Ministers of Education and Cultural Affairs, Central Office for Foreign Education), the equivalency agreements of the Federal Republic of Germany, and agreements with partner universities.

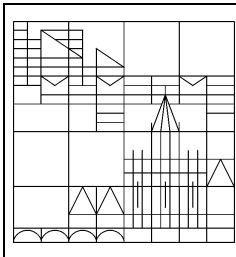
(4) The selection committee decides whether you meet the requirements stated above.

§ 4 Format of Application

(1) You have to apply for admission in the prescribed format. You have to state your selected specialist field in the application for admission.

(2) Please attach copies of the following documents:

- a) proof of your BA degree with the grade "good" (2.5) or better in the German grade system, or the grade 7.0 in the Spanish grade system. You must have completed your degree in a subject related to the Master's Programme at an institution of higher education, or a state or officially recognised *Berufsakademie*, or equivalent institution abroad.
- b) two recommendation letters by university teachers,
- c) a signed letter of motivation,
- d) a CV including documentary evidence,
- e) documentary evidence on relevant professional/practical experience (if you have any)



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f) if you are not a native speaker of English: proof of advanced English language skills (spoken and written English), level C1 of the Common European Framework of Reference for Languages.

(3) If you cannot present your degree certificate at that time, you have to prove that you will probably meet the entrance requirements according to § 3 no. 1 by documenting your exam performance so far. The degree certificate has to be handed in no later than two months after the start of the semester you have applied for. Admission and enrolment can be granted with the provision that you prove your academic qualification within this time limit.

(4) The university may require that you present original copies of the documents mentioned above when you enrol (register).

§ 5 Selection Committee

(1) In line with the cooperation agreement, a selection committee is set up. The committee consists of: the head of the department and the dean of studies (Department of Politics and Public Administration, University of Konstanz), two professors appointed by the UPF, as well as the two non-voting coordinators of the master's programme.

(2) The selection committee informs the department council on its findings after the first selection stage and suggests the next steps.

(3) The selection committee can decide in an electronic circulation procedure or in a video conference.

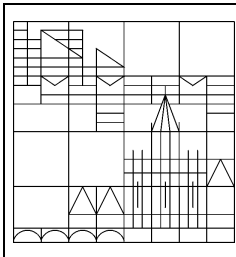
§ 6 Selection process and criteria

(1) Only applications in the right format and that have arrived in time are considered in the selection process.

(2) Initially, 5 % of places, (minimum: 1 place), have to be provided for cases of hardship (§ 20 para. 6 in connection with § 9 para. 1 no. 1 and § 12 of the act '*Hochschulvergabeverordnung (HVVO)*').

(3) The selection committee allocates the remaining places based on the following criteria:

1. grade of your BA degree or equivalent; in case you have not completed your degree yet: your exam performance so far,
2. relevant professional/practical experience (if you have any),
3. the recommendation letters by university teachers, your English-language skills, your letter of motivation.



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(4) For each criterion you are given points as follows:

1. overall grade of your BA degree or equivalent (including decimal places). The grade is converted into a scale from 0 to 10. In case you have not completed your degree yet, your exam performance so far is considered. Ungraded course and examination achievements are graded with the minimum passing grade.
2. every member of the selection committee individually assesses the other selection criteria (para. 3) on a scale from 0 to 10. Only full points are given.
3. the arithmetic mean of the sum of points given by all the committee members is calculated to one decimal place. The number is not rounded.
4. the points given in step 1 and step 3 are added up.

(5) A ranking list is compiled based on the points the applicants have reached.

(6) In case of point equality, § 20, para. 3 *HVVO* applies.

(7) The rector decides on admissions based on the recommendations of the selection committee.

§ 7

Furthermore, the Admission and Enrolment Requirements of the University of Konstanz as well as the provisions of the act *Hochschulvergabeordnung Baden-Württemberg (HVVO)* apply as amended.

§ 8 Coming into effect

This regulation comes into effect the day after its publication. It shall apply for the first time to the admission procedure for the winter semester 2013/2014. The hitherto effective regulation for the Master's Programme "European Master in Government" in the version of 12 September 2008 (*Amtliche Bekanntmachungen* (official bulletin) 42/2008) as amended on 24 February 2010 (*Amtl. Bekm.* 6/2010) shall expire at the same time.

Note:

This regulation was published in the *Amtlichen Bekanntmachungen* (Official Bulletin) of the University of Konstanz No. 28/2013 of 15 March 2013.

The amendment of this regulation was published in the *Amtlichen Bekanntmachungen* (Official Bulletin) of the University of Konstanz No. 51/2015 of 13 July 2015.