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

§ 1 Applicability
(1) Admission to the Master's Programme in Sport Science takes place in accordance with these regulations.

(2) The number of places in the Master's Programme in Sport Science is limited. If there are more applicants who meet the admission requirements (§ 3) than can be accepted, a selection process (§ 6) will take place.

(3) Furthermore, the admission and enrolment requirements of the University of Konstanz as well as the provisions of the Hochschulvergabeverordnung Baden-Württemberg (HVVO) (a state law on granting admission to higher education programmes with admission restrictions) apply as amended.

§ 2 Deadlines
New students can start in the winter semester only. The application for admission, including all required documents, must have been received by the University of Konstanz by 15 April at the latest (cut-off date).

§ 3 Admission requirements
The admission requirements for the Master's Programme in Sport Science (MSc) are:

1. A qualifying degree with the grade "good" or better (Bachelor of Arts/of Science or equivalent) of a three-year (or more) study programme in Sport Science or equivalent at a state, or officially recognised, institution of higher education or Berufsakademie. In individual cases, applicants with a qualifying degree (grade "good" or better) in another subject may fulfil the admission requirements if the programme provides sufficient preparation for the Master's Programme in Sport Science. When recognising degrees completed outside of Germany, the following have to be considered:
   - Recommendations of the Kultusministerkonferenz, Zentralstelle für ausländisches Bildungswesen (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, Central Office for Foreign Education)
   - Agreements on Equivalence of the Federal Republic of Germany
   - Agreements with partner universities.

   The admissions committee (§ 5) decides whether the applicant meets the requirements stated above.

2. If applicants cannot present their examination/degree certificate by the application deadline, they will have to prove that they will probably meet the admission requirements (paragraph 1) by submitting a document issued by the corresponding
university stating the current overall grade. Applicants have to submit the examination/degree certificate no later than two months after the start of the semester they have applied for. Admission and enrolment can be granted on condition that the applicants prove their academic qualification (degree completed with the minimum grade stated above) within this time limit.

3. The language of the study programme is English. Required language skills: English skills, minimum level B2 of the Common European Framework of Reference for Languages, documented by either:
   a. the TOEFL-test (Test of English as a Foreign Language), minimum 90 points (internet based), or
   b. the Cambridge First Certificate in English (FCE), minimum grade C, or
   c. the IELTS (International English Language Testing System), minimum result: band scale 6.0, or
   d. five years of continuous English lessons in secondary education at a German or international English-speaking school with a minimum grade of 7 points or 'befriedigend/satisfactory' (usually certified by the higher education entrance qualification) or
   e. successful completion of a minimum of three courses held in English in a previous study programme.

Applicants who are nationals of one of the following countries, or have completed their higher (secondary) school degrees or bachelor’s degrees there, do not have to document their language skills: USA, Canada, Great Britain, Ireland, Australia, New Zealand, South Africa.

4. In individual and justified cases, the English skills stated by the applicant may be tested here at the University of Konstanz. In such cases, enrolment depends on the result of the test.

§ 4 Application for admission

(1) The application for admission has to be made in the format requested by the university.

(2) Copies of the following documents have to be attached to the application (in German or English):
   1. Curriculum vitae
   2. Title and grade of the thesis required to complete the study programme that is a pre-requisite for this master’s programme. If no thesis exists yet, or was not required: documentation of the title and grade of a paper written in that study programme (certified copy, e.g. letter by the university, transcript of records).
   3. Detailed documentation of the performance assessments (including grades and ECTS credits) completed in the study programme that is a pre-requisite for this
master's programme (certified copy of the original in German or English or certified translation into German or English).

4. Documentation of the completed academic degree (minimum degree "good" or equivalent) if the examination/degree certificate has already been issued (certified copy of the original and certified translation into German or English). If an applicant cannot present his/her examination/degree certificate by the application deadline, he/she will have to prove that he/she will probably meet the admission requirements by submitting a document issued by the corresponding university stating the current overall grade. In this case the following information needs to be attached to the application for admission:
   - certification of the preliminary overall grade
   - overview of the performance assessments and ECTS credits achieved so far
   - declaration by the applicant stating which performance assessments still need to be completed.

5. Documentation of English language skills (original or certified copy).

6. Description of the applicant's educational/career background on one or two pages (in English) with regard to the intended career goal.

7. Applicants from China, Vietnam and Mongolia: APS certificate (original) issued by the German Embassy of the applicant's home country.

If applicable:

8. Documentation of scientific and professional achievements that are relevant for the subject sport science (training, work experience, activities in physical education, research activities and research stays at other institutions (certified copy)).

9. Documentation of achievements in sport (participation in competitions, national teams, A-teams)

(3) The university may require that the applicant present original versions of the documents mentioned above when he/she arrives at the University of Konstanz.

(4) Admission must be denied if the application for admission, including the required documents, has not been submitted by the deadline or is incomplete.

§ 5 Competencies

(1) The admissions committee decides whether an applicant meets the admission requirements (§ 3). It also is responsible for the selection process (§§ 6 ff). The Examination Board Sports Science acts as admissions committee.

(2) After the admission process has ended, the admissions committee informs the Departmental Council about the process and makes suggestions for the further development of the selection process.

(3) The rector decides whether to accept or reject an application for admission based on the recommendations of the admissions committee.
§ 6 Selection process

(1) Applicants can take part in the selection process if
   a) they fulfil the admission requirements according to § 3 and
   b) have applied for admission in due form and on time.

(2) Initially, 5% of admissions, (minimum: 1), are reserved for cases of exceptional personal hardship (§ 20 para. 6 in connection with § 9 para. 1 no. 1 and § 12 of the law Hochschulvergabeverordnung (HVVO).

(3) A ranking list (§ 8) based on the selection criteria (§ 7) is compiled to grant any remaining study placements and those not required for cases of personal hardship.

§ 7 Selection criteria

The ranking list in the selection process is based on the following criteria:

1. **Grade of the academic degree qualifying the applicant for the master's programme** (criterion 1).
   If the examination/degree certificate has not been issued by the application deadline, the preliminary overall grade as stated by the corresponding university is taken into account instead. If no preliminary overall grade is submitted in the application process, the preliminary overall grade will be calculated as an arithmetic mean from the grades of the performance assessments completed so far. It will be calculated to one decimal place without rounding. If the result for a performance assessment was "passed" instead of a grade, this is considered as grade 4.0 (sufficient).

2. **Scientific and professional achievements** (criterion 2)
   Training, work experience, activities in physical education, research activities and research stays at other institutions that are relevant for the subject sport science

3. **Field of first degree studies** (criterion 3)

4. **Achievements in sports** (criterion 4)
   Participation in competitions, member of national teams or A-teams
§ 8 Ranking list for the selection process

(1) The ranking list is compiled based on the following criteria:

1. Assessment of (the previous) academic degree (criterion 1):

Points for the final grade (§ 2 para. 1 no. 1) or the preliminary average grade are granted according to the following table:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 - 1.24</td>
<td>15</td>
</tr>
<tr>
<td>1.25 - 1.49</td>
<td>13</td>
</tr>
<tr>
<td>1.50 - 1.74</td>
<td>10</td>
</tr>
<tr>
<td>1.75 - 1.99</td>
<td>8</td>
</tr>
<tr>
<td>2.00 - 2.24</td>
<td>6</td>
</tr>
<tr>
<td>2.25 - 2.49</td>
<td>4</td>
</tr>
</tbody>
</table>

International grades will be converted to German grades in accordance with the guidelines of the Kultusministerkonferenz.

2. Scientific and professional achievements (criterion 2):

**Professional achievements**, in addition to the academic degree (BA or equivalent), are:

- completed professional training (e.g. administrative employee, sports manager, social pedagogue, physiotherapist, technician, laboratory assistant, technical assistant in the field of biology, medicine, pharmacy etc.).
- practical work relevant for the subject sport science (trainer, exercise instructor etc.).

**Scientific achievements** are: relevant publications, outstanding scientific work, research activities and research stays in scientific or business institutions etc.

A maximum of 15 points (in total) can be reached for professional achievements and activities in physical education. Points up to the stated maximum are awarded for:

<table>
<thead>
<tr>
<th>Scientific and professional achievements /activities</th>
<th>max. points</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Publications, scientific papers</td>
<td>15</td>
</tr>
<tr>
<td>• Research activities, research stays</td>
<td>15</td>
</tr>
<tr>
<td>• Scientific activities in research institutes or businesses</td>
<td>12</td>
</tr>
<tr>
<td>• Completed vocational training (relating to sports)</td>
<td>10</td>
</tr>
<tr>
<td>• Coach or comparable qualification and activities</td>
<td>5</td>
</tr>
</tbody>
</table>

Selection criteria:

1. Quality of the publications and scientific papers (expert journals, international reputation etc.)
2. Relevance for a career in sports science
3. Active involvement
4. Characteristics of the activities and level (e.g. regional, national)
3. Field of first degree studies (criterion 3)
The field of first degree studies and the resulting qualification of the applicant for the Master’s Programme in Sport Science will be assessed based on the submitted documents on a grading scale from 0-15 points.

4. Assessment of the achievements in sports (criterion 4)
Achievements in sports are championships, prizes and awards (e.g. success on the regional, national or international level). A maximum of 15 points can be reached for achievements in sports. The admissions committee assesses the achievements based on the following criteria:

<table>
<thead>
<tr>
<th>Sport</th>
<th>School pupil (up to 14 years)</th>
<th>Youth (15-21 years)</th>
<th>Adult (21 or above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A (Olympic sports)</td>
<td>4-7 points</td>
<td>8-11 points</td>
<td>12-15 points</td>
</tr>
<tr>
<td>Group B (other sports)</td>
<td>1-4 points</td>
<td>5-8 points</td>
<td>9-12 points</td>
</tr>
</tbody>
</table>

Criteria:
1. Relevance of the sport (group A or B)
2. Age when the success was achieved

(2) The points awarded will count towards the overall sum of points as follows:
- academic degree (para. 1 no. 1) 30 %
- professional and scientific achievements (para 1 no. 2) 25 %
- field of first degree studies (para 1 no. 3) 30 %
- achievements in sports (para. 1 no. 4) 15 %

A ranking list is compiled based on the points the applicants have been awarded.

(3) In case of a tie, § 16, para. 3 of the law Hochschulvergabeverordnung HVVO applies.

§ 9 Coming into effect
These regulations come into effect the day after their publication in the "Amtliche Bekanntmachungen" (official announcements) of the University of Konstanz. They apply for the first time to the admission process for the winter semester 2016/17.

Note:
These regulations were published in the “Amtliche Bekanntmachungen” (official announcements) of the University of Konstanz No. 91/2015 of 10 December 2015.