THE UNIVERSITY OF KONSTANZ

Admission regulations for the master’s programme
Studies in European Culture

Index number
MA 21.3

(as of 14 March 2013, and amended on 22 March 2016)

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

§ 1 Admission restrictions

The number of students accepted to the master's programme Studies in European Culture is limited. If more applicants meet the admission requirements as per § 3 than there are places, there will be a university-internal selection process as per § 6.

§ 2 Application

(1) Students can be admitted to the master's programme Studies in European Culture in the winter semester only. The application for admission, including all required documents, must have been received by the University of Konstanz by 30 June at the latest (cut-off date).

(2) If applicants cannot present their examination certificate until the end of the application deadline, they have to prove that they will probably meet the admission requirements (as per § 3) by documenting all performance assessments completed so far. The examination certificate has to be submitted no later than two months after the start of the semester that was applied for. Admission and enrolment can be granted provisionally on the condition that the student documents the qualifying degree within this time limit.

§ 3 Admission requirements

(1) The admission requirements for the master's programme Studies in European Culture are:

(a) BA degree or recognised equivalent (also from abroad) in a subject related to the master's programme with the grade "good" (2.0) or better completed at a state or state-recognised university.

(b) Letter of motivation that shows the applicant's intense interest in European cultural theory and was assessed with at least 3 points (see § 6 para. 4b)

(c) For German native speakers: documentation of advanced skills in English and at least another modern foreign language level B2, spoken and written, of the Common European Framework of Reference for Languages

(d) For applicants who are not German native speakers:
- adequate skills in German (DSH level 2, or a minimum of 4 points in all four areas of the TestDaF or a recognised equivalent test)
- advanced skills in English level B2, spoken and written, of the Common European Framework of Reference for Languages

(2) If applicants cannot present their examination certificate until the end of the application deadline, they have to prove that they will probably meet the ad-
mission requirements (as per para. 1a) by documenting all performance assessments completed so far that are relevant for the final degree.

(3) When recognising academic 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)
- Equivalence agreements of the Federal Republic of Germany
- Agreements with partner universities.

(4) The admissions committee for the master's programme Studies in European Culture decides whether the applicant meets the requirements stated above.

(5) Admission must be denied if the documents are not submitted by the due date or are incomplete.

(6) The general provisions of the Admission and Enrolment Regulations of the University of Konstanz that apply to the admission procedure remain unaffected.

§ 4 Form and components of application

(1) Candidates must apply for admission in the form requested by the university. They have to select one of the four specialization areas of the master's programme for the application. This selection is non-binding.

(2) Copies of the following documents have to be attached:
   (a) Documentation of a BA degree or recognised equivalent (also from abroad) in a subject related to the master's programme with the grade "good" (2.0) or better completed at a state or state-recognized university. If the bachelor's degree has not yet been completed, applicants have to attach documentation certifying all performance assessments that have been completed so far.
   (b) Letter of motivation showing the applicant's intense interest in European cultural theory
   (c) Curriculum vitae, including documentation, especially of relevant additional qualifications as per § 6 para. 3c
   (d) Documentation of advanced skills in English and at least another modern foreign language level B2 (spoken and written) of the Common European Framework of Reference for Languages
   (e) For applicants who are not German native speakers:
      - documentation of adequate skills in German (DSH level 2, or a minimum of 4 points in all four areas of the TestDaF or a recognised equivalent test)
(3) The university may request that students present the original documents mentioned above when they enrol.

§ 5 Admissions committee

To initiate the selection process, the Study Commission appoints an admissions committee, consisting of two professors representing the master’s programme, and the coordinator of the study programme.

§ 6 Selection process

(1) Applicants will only be considered in the selection process if they have applied in due form and in due time and can document performance assessments with an overall grade of "2.0" or better (as per § 3 para. 1a)

(2) The admissions committee selects candidates from among all received applications that fulfil the admission requirements. The selection is made according to a ranking list, which is based on the criteria listed in para. 3

(3) 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 'Hochschulvergabeverordnung HVVO' (regulation on university admission)).

(4) The ranking list for the places not allocated as per para. 3 is based on the following criteria:

(a) The grade of the higher education degree, or, if the degree has not yet been completed, the average grade of the performance assessments completed so far that are relevant for the final degree

(b) Assessment of the letter of motivation

(c) Assessment of additional qualifications such as relevant internships, stays abroad or training programmes

(5) The ranking list for the selection process is created as follows:

(a) Assessment of the academic degree (criterion 1)

Points for the final grade as per § 3 para. 1a, or for the average grade of the performance assessments completed so far (as per § 3 para.2), are granted according to the following table:
Grades  | 1.0 - 1.24 | 1.25 – 1.49 | 1.50 – 1.74 | 1.75 – 2.00 |
Points  | 15         | 13          | 11          | 9           |

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

(b) Assessment of the letter of motivation (criterion 2)
1 to 15 points can be granted for the letter of motivation, depending on the quality of the form and content. A minimum of 3 points must be achieved. If all the members of the admissions committee award less than 3 points for the letter of motivation, admission must be denied. The reason for the rejection must be stated in writing.

(c) Assessment of additional qualifications (criterion 3)
All additional qualifications that are relevant for the master's programme can be recognised. This includes: relevant internships, stays abroad, training programmes, experience in the field of interculturality, volunteer work, publications and so on. 1 to 15 points can be awarded for these qualifications.

(d) Calculation of the overall sum of points:
The points granted for each criterion are weighted as follows:
the academic degree: 50 %
the letter of motivation: 30 %
additional qualifications: 20 %
A ranking list is compiled based on the total sum of points the applicants have been awarded. In case of point equality, § 16 Hochschulvergabeverordnung HVVO applies.

(6) The rector decides on admissions and rejections based on the recommendations of the admissions committee.

§ 7 Other provisions
The provisions of the Hochschulvergabeverordnung (regulations on university admission) of the state of Baden-Württemberg apply as amended.
§ 8 Coming into effect

These admission 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 procedure for the winter semester 2013/14. At the same time, the previous regulations as of 10 March 2009 (Amtliche Bekanntmachungen 12/2009) become invalid.

Note:
These regulations were published in the Amtliche Bekanntmachungen (official announcements) of the University of Konstanz No. 25/2013 on 14 March 2013.

The amendments to these regulations were published in the Amtliche Bekanntmachungen of the University of Konstanz No. 13/2016 on 22 March 2016.