§ 1 Applicability

(1) Admission to the master's programme in "Political Economy" takes place in accordance with these regulations. The number of students accepted to the master’s programme is limited. This applies to both first-semester students as well as students in higher semesters.

(2) 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. Selection decisions are made based on who has the greatest potential to meet the demands of the curriculum.

(3) The selection process for admission to a higher semester is based on the admission regulations of the University of Konstanz "Satzung der Universität Konstanz über die Zulassung und Immatrikulation von Bewerberinnen und Bewerbern in ein höheres Fachsemester" as amended.

(4) The master's programme in Political Economy offers two study tracks:
   - Track A fast track doctoral studies.
   - Track B (general orientation): general master's studies in Political Economy.

(See attachments 1 and 2 of the University of Konstanz study and examination regulations for the master's programme in Political Economy.)

The study track will be selected after starting the master's programme.

§ 2 Application

(1) First-semester students can start in the winter semester only. The application for admission must have been received by the University of Konstanz by 15 May at the latest (cut-off date) and contain the name of the chosen programme.

(2) Admission must be denied if the application for admission, including the required documents (see §§ 2 and 4), is not submitted by the due date or is incomplete.
§ 3 Admission requirements

(1) The admission requirements for the master's programme in "Political Economy" are (corresponding documentation must be submitted):

a) Degree completed with the grade "good" 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 economics, or a subject related to the bachelor's programmes in "Politics and Public Administration" or "Economics" at the University of Konstanz. A subject is considered related if the acquired competencies are similar to those that would have been acquired in the study programmes at the University of Konstanz mentioned above. There is no significant difference if contents, learning objectives and examinations largely correspond to the requirements of the study programme at the University of Konstanz.

b) Adequate English language skills (active and passive) of at least level B2 of the Common European Framework of Reference for Languages proved by one of the following language tests (or equivalent):

- Five years of continuous English lessons in secondary education with a minimum grade of 9 points or "befriedigend" (satisfactory) or better (usually certified by the higher education entrance qualification)
- Successful completion of four or more courses taught in English in a previous study programme
- Cambridge First Certificate in English; (grade C or better)
- IELTS test result (International English Language Testing System), score 5.5 or better
- TOEFL test result (Test of English as a Foreign Language) of at least 87 points (internet-based), 227 points (computer-based) or 567 points (paper-based).

(2) If applicants cannot present their examination certificate until the end of the application deadline, they have to proof that they will probably meet the admission requirements (as per para. 1) by documenting all performance assessments completed so far that are relevant for the final grade. 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 with the provision that applicants prove their qualifying academic degree within this time limit.

(3) When recognising bachelor's degrees or equivalent 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)
- Agreements on Equivalence of the Federal Republic of Germany
- Agreements with partner universities.

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

§ 4 Form and components of application

(1) The application for admission must be submitted in the form requested by the university.

(2) Copies of the following documents have to be attached:

   a) Documentation of a bachelor’s degree in economics or political science completed with the grade “good” or better at a state or state-recognised institution of higher education or equivalent institution in Germany or abroad or a German Berufsakademie. 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 and are relevant for the final grade.

   b) Curriculum vitae

   c) Application letter in English (1 page) showing the applicant’s aptitude and motivation for participating in the programme

   d) Two letters of recommendation written by academic teachers, stating the applicant’s aptitude and motivation for participating in the programme

   e) Documentation of adequate English language skills (see § 3 para. 1 b)

   f) Result of the GRE-test (Graduate Record Examination), if completed

(3) The university may require that students present original copies of the documents mentioned above when they enrol.

§ 5 Admissions committee

(1) The Faculty Council appoints an admissions committee. The committee consists of the heads of department, the deans of studies of the departments involved, the head of the Examination Board of the master’s programme and, in an advisory capacity, the secretary of the Examination Board of the master’s programme. The admissions committee decides whether applicants meet the admission requirements (as per § 3) and prepares the admission decision (as per § 6).

(2) The admissions committee may suggest to the Departmental Council further steps to develop the selection process.

§ 6 Selection process and criteria

(1) If there are more applicants who meet the admission requirements than places, a selection process will take place.
(2) Applicants will only be considered in the selection process if they meet the admission requirements as per § 3 and have applied in due form and in due time (see § 2 and § 4).

(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)). The remaining places and those not required for cases of hardship are allocated according to a ranking list of all applicants.

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

1. Type and overall grade of the final examination that is the admission requirement as per § 3; if the degree has not been completed yet, the average grade (arithmetic mean) of the performance assessments completed so far that are relevant for the final grade (0 - 4 points)
2. Result of the English language test (admission requirement as per § 3) (0-1 points)
3. The application letter in English as per § 4c (0 -1.5 points)
4. The letters of recommendation by two academic teachers as per § 4d (0-1 points)
5. Result of the GRE test as per § 4f (0-0.5 points)

(5) The sum total results from adding up the points reached in the individual criteria.

(6) In cases of parity, § 20, para. 3 Hochschulvergabeverordnung Baden-Württemberg applies.

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

§ 7 Hochschulvergabeverordnung

Furthermore, the provisions of the admission and enrolment regulations of the University of Konstanz as well as of the Hochschulvergabeverordnung Baden-Württemberg (HVVO) (regulation on university admission) apply as amended.

§ 8 Coming into effect

These admission regulations come into effect the day after their publication in the "Amtlichen Bekanntmachungen" (official announcements) of the University of Konstanz. They apply for the first time to the admission procedure for the winter semester 2013/2014.

Note:
These regulations were published in the Amtliche Bekanntmachungen (official announcements) of the University of Konstanz No. 49/2013 on 17 July 2013.

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