

	UNIVERSITY OF KONSTANZ University of Konstanz Regulations on the Selection Process for Admission to the Master's Programme in Politics and Public Administration	Index number MA 7.5
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(as of 3 March 2022)

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 offers admission to its master's programme in Politics and Public Administration (MA) with the following fields of specialization:

- Comparative Politics and Public Policy
- Management and Public Administration
- International Politics

Offers of admission are made based on the results of a university-internal selection process. Selection decisions are made based on who has the greatest potential to meet the demands of the curriculum.

2) The number of places in the master's programme is limited and is evenly split across the three fields of specialization. In addition to the chosen field, students may choose a second, optional specialization area. The number of admissions determined for all students per academic year applies both to first-year-students and students in higher semesters.

(3) The selection process for admission to a higher semester is based on the corresponding provisions of the Admission and Enrolment Regulations of the University of Konstanz as amended.

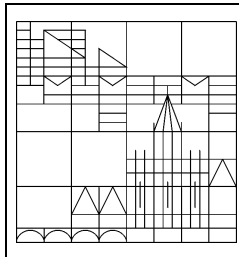
§ 2 Deadlines

First-semester students can be admitted 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).

§ 3 Admission requirements

(1) The admission requirements for the master's programme in Politics and Public Administration are:

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



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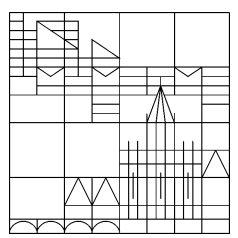
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the University of Konstanz. There is no significant difference if contents, learning objectives and examinations largely correspond to the requirements of the study programme at the University of Konstanz.

- b) If applicants are not native speakers of English: Documentation of advanced English language skills (spoken and written English),
 - c) Applicants for the field of specialization "Management and Public Administration" without German higher education entrance qualification who are not native speakers of German: Documentation of adequate German language skills through DSH level 2, or a minimum of 4 points in all 4 areas of the TestDaf or a recognized equivalent language test.
- (2) For applicants nominated by one of our partner universities in the context of a double degree option offered within the study programme, the regulations determined in the cooperation contract concluded with this university replace the corresponding provisions of paragraph 1. This particularly applies to the documentation of German and English language skills.
 - (3) When recognizing BA degrees or equivalent 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.
 - (4) The admissions committee decides whether applicants meet 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. An area of specialization must be indicated (non binding) in the application for admission.
- (2) Copies of the following documents have to be attached:
 - a) Documentation of a BA degree in a subject related to the master's programme with the grade "good" (2.5) or better completed at a university or recognized equivalent institution (abroad). If the BA 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.

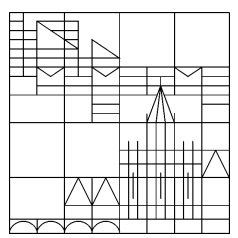
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- b) Two recommendation letters by university teachers
 - c) A letter of motivation
 - d) Documentation of a relevant internship of at least 2 months
 - e) A CV including corresponding documentation
 - f) Documentation of relevant professional/practical experience (if applicable)
 - g) Documentation of advanced English language skills (spoken and written English), level B2 of the Common European Framework of Reference for Languages
 - h) Applicants for the field of specialization "Management and Public Administration" without German higher education entrance qualification who are not native speakers of German: Documentation of adequate German language skills through DSH level 2, or a minimum of 4 points in all four areas of the TestDaf or a recognized equivalent language test.
- (3) If applicants cannot present an examination certificate at this point in time, they must prove that they are likely to meet the admission requirements as described in § 3 para. 1 by supplying documentation of their performance assessments to date. The entire final examination of the study programme which is the prerequisite for admission to the master's programme must have been completed before the start of the lecture period of the semester that was applied for. 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 have successfully completed the entire final examination and document their qualifying degree within the time limits specified.
- (4) The university may request that students present the original documents mentioned above when they enrol.

§ 5 Admissions committee

- (1) To prepare for the selection of applicants, the Departmental Council appoints an admissions committee. The committee consists of the head of department, the dean of studies, the head of the examination board of the master's programme and, as a non-voting member, the secretary of the examination board of the master's programme.
- (2) After the selection process has ended, the admissions committee informs the Departmental Council about the process and makes suggestions for the further development of the selection process.

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- (3) The members of the Departmental Council have the right to be present during the meetings of the admissions committee, but they are not eligible to vote.

§ 6 Selection process and criteria

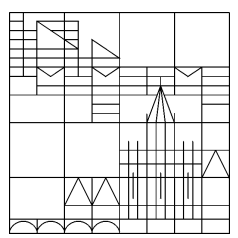
- (1) Applicants will only be considered in the selection process for the chosen programme if they meet the admission requirements as per § 3, have applied in due form and in due time and do not participate in the admission process in a special quota category.
- (2) The admissions committee selects candidates for the remaining places as per para. 1 among all other applicants according to a ranking list based on the following criteria:
1. Grade of the BA degree or equivalent; in case the degree is not yet completed: the grades of performance assessment completed so far
 2. Relevant professional/practical experience and the course of studies
 3. The recommendation letters by university teachers and the letter of motivation.
- (3) To generate the ranking list, a total of points is determined for each applicant as follows:
1. Overall grade of the BA degree or equivalent (including decimal places). The grade is converted into a scale from 0 to 10 based on the following formula:

$$P = 10 \frac{N_{erreicht} - N_{min}}{N_{max} - N_{min}}$$

P is the number of points to be calculated, N_{min} is the minimum grade required to pass, N_{max} the best grade that can be achieved and $N_{erreicht}$ is the grade that was achieved.

If the overall grade has not been completed by the time of the admission process, the average grade of the performance assessments completed so far is taken into account. The minimum grade required to pass is used for ungraded performance assessments.

2. Every member of the admissions committee individually assesses the other selection criteria (as per para. 2) 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 calculated in step 1 and step 2 are added up.
- (4) A ranking list is compiled based on the points the applicants have reached.

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- (5) Admission must be denied if the application for admission, including the required documents (see § 4 para. 2), was not submitted by the due date or is incomplete.
- (6) If two applicants achieve an equal position on the list, the selection will be based on the average grade of the university degree which is an admission requirement for this master's programme (see § 6 para. 4 sentence 4 *Hochschulzulassungsgesetz HZG* (state law on higher education admissions)). If the applicants still hold an equal position, lots are drawn as per § 33 para. 6 *Hochschulzulassungsverordnung HZVO* (provision on higher education admissions).
- (7) For double-degree students nominated by one of the partner universities there is a defined contingent of places that was determined in the corresponding cooperation contract. Students nominated by a partner university are offered admission to this master's programme without having to participate in the selection process as described in these regulations. However, these students must meet the admission requirements as per § 3 para. 2 and submit the admission documents listed in § 4 in due time.
- (8) The rector decides on admissions based on the recommendations of the admissions committee.

§ 7 Other regulations

In addition to this, the following apply: regulations of the *Hochschulzulassungsgesetz HZG Baden-Württemberg* (state law on higher education admissions), the *Hochschulzulassungsverordnung Baden-Württemberg HZVO* (provision on higher education admissions) as well as the Admission and Enrolment Regulations of the University of Konstanz as amended.

§ 8 Coming into effect

The German version of these regulations comes into effect the day after its publication. It applies for the first time to the admission process for the winter semester 2022/2023. At the same time the admission regulations for the master's programme in Politics and Public Administration as of 15 March 2013 (*Amtliche Bekanntmachungen* ((official announcements)) 27/2013), last amendment on 31 January 2018 (*Amtliche Bekanntmachungen* 5/2018), expire.

Note:

The German version of these regulations was published in the "Amtliche Bekanntmachungen" (official announcements) of the University of Konstanz No. 19/2022 on 3 March 2022.