

**Statutes of Admission
to the Master of Arts (M.A.) Course of Study in
Intellectual Encounters of the Islamicate World
of the History and Cultural Studies Department
of the Free University of Berlin**

Preamble

On the basis of Section 14 para. 1 no. 2 of the Limited Basic Regulations (Teilgrundordnung) and as a preliminary model (Erprobungsmodell) of the Free University of Berlin dated 27 October 1998 (FU Memorandum 24/1998), in conjunction with Section 10 a of the Berlin Higher Education Admission Act in numerous clausus courses of study (BerlHZG) in the version of the announcement of the new version dated 18 June 2005 (Law and Ordinance Gazette pg. 393 = GVBl.), last amended on 20 May 2011 (Law and Ordinance Gazette, pg. 194), in conjunction with Section 10 para. 5 sentence 2 of the Berlin Higher Education Act (BerlHG) in the version of the announcement of the new version dated 26 July 2011 (Law and Ordinance Gazette, pg. 378), the Faculty Council of the History and Cultural Studies Department of the Free University of Berlin has issued the following Statutes of Admission on 17 April 2013:¹

Section 1

Scope of Validity

These Statutes govern the admission to studies in accordance with Section 10 para. 5 sentence 2 of the Berlin Higher Education Act (BerlHG), as well as selection procedures for allocating places of study in accordance with Section 10 a of the Berlin Higher Education Admission Act (BerlHZG), for the international Master of Arts (M.A.) Course of Study "Intellectual Encounters of the Islamicate World" offered by the History and Cultural Studies Department of the Free University of Berlin (M.A. Course of Study). Pursuant to Section 23 para. 2 no. 1 letter a of the Berlin Higher Education Act (BerlHG), this is classified as a consecutive Master of Arts (M.A.) Course of Study.

Section 2

Places of Study and Application Deadline

(1) The number of available places of study for this M.A. Course of Study shall be determined by the Admission Regulations of the Free University of Berlin for each term of admission.

(2) The application for admission must be submitted in written form to the Presidium of the Free University of Berlin - Application and Admissions Department. The application for admission must also include evidence in officially certified form that studies at an institution of higher learning have been successfully concluded, as well

¹ The Presidium of the Free University of Berlin officially confirmed the present Status on 24 May 2013 and the Berlin Senate Administration (Senatsverwaltung) responsible for institutions of higher education on 9 August 2013.

as the additional documentation required in accordance with Section 3 para. 2 and 3 of these Statutes. Should documentation from foreign sources be submitted which is neither in the German nor English languages, it will be necessary to have these materials translated. It is possible that official certification by a German foreign office will be required. Applications for admission may not be submitted by means of telefax, e-mail, or other electronic media alone.

(3) The application deadline is 31 May of every year. The application deadline for the Winter Semester 2013/14 is on 15 August 2013.

(4) Should there be more applications than available places of study, a selection procedure must be carried out in accordance with Sections 3 to 5 of these Statutes.

(5) The application for admission to studies must also include evidence in officially certified form that studies which qualify for a profession have been successfully completed at an institution of higher learning in accordance with Section 3 para. 1 of these Statutes.

(6) It is still possible to apply for admission to the M.A. Course of Study if the evidence of successfully completed studies which qualify for a profession pursuant to Section 3 para. 1 of these Statutes cannot be submitted immediately due to pending examination results, and should it be reasonable to expect on the basis of foregoing academic performance that such studies which qualify for a profession pursuant to Section 3 para. 1 of these Statutes shall indeed be successfully completed prior to the beginning of the M.A. Course of Study. Such expectations shall be considered especially well-founded, should at least 2/3 of the overall pensum of required work be successfully completed, and should the petition to write the M.A. thesis already be submitted and the beginning of its composition organised in such a way as to allow the timely completion of the thesis during the current semester. In such cases, the application must enter the selection procedure with the average grade calculated on the basis of previous examination results from the current evaluations of performance (transcript) submitted by the applicant. Accordingly, the results of successful completion of studies which qualify for a profession must remain unconsidered.

(7) The Free University of Berlin is under no official obligation to investigate the factual situation in connection with the requirements listed above.

Section 3

Admission Prerequisites

(1) The prerequisite for admission to this M.A. Course of Study are successfully completed studies at an institution of higher learning specialising in the Humanities or Cultural Studies, with a minimum duration of eight (8) semesters and which qualify for a profession, and which were absolved with an overall work pensum of 240 credit points (CP), of which at least 80 credit points (CP) must be substantiated in the field of Islamic Studies, Arabic Studies, Jewish Studies, Philosophy, and/or Religious Studies (or comparable disciplines).

(2) Applicants, who have not completed their studies at an institution of higher learning which used English as its language of instruction, must provide evidence of their English-language competence at Level C1 of the Common European Framework of Reference for Languages (CEFR). Language skills may also be evidenced with the Cambridge Certificate in Advanced English (CAE, grades A-B), the Cambridge Certificate of Proficiency in English (CPE, grades A-C), the

International English Language Testing System (IELTS, with a evaluation of 6.5 or better), the Test of English as a Foreign Language (TOEFL, with a minimum result of 92 for the Internet version), or the Pearson Test of English (Academic) (with an overall result of at least 62.

(3) In addition to this, evidence of Arabic language competence at Level C1 of the Common European Framework of Reference for Languages (CEFR) must be submitted.

(4) As regards the parity of any submitted documentation, this must be decided by the Examination Board of the History and Cultural Studies Department of the Free University of Berlin, which is responsible for the M.A. Course of Study. Such procedures to ascertain the parity of submitted documentation may also be undertaken outside of a pending application process, if this has been petitioned by the applicant.

Section 4

Selection Quota, Selection Criteria, Organisational Matters

(1) After the primary quote has already been taken into consideration, 80 % of the remaining places of study shall be allocated in accordance with the selection procedure put forth by these Statutes (quota for institutions of higher learning/Hochschulquote). 20 % of these places of study shall be allocated on the basis of Section 10 para. 1 sentence 1 no. 2 of the Berlin Higher Education Act (BerlHZG). The quota defined by Section 10 para. 1 sentence 3 of the Berlin Higher Education Admission Act (BerlHZG) amounts to 5 %.

(2) Selection is carried out according to

1. the level of qualification, as evaluated on the basis of the examination which concluded previous studies (Section 10 para. 2 no. 1 of the Berlin Higher Education Admission Act/BerlHZG),
2. a weighting of the respective courses of study from previous studies, which allow an objective estimation of academic motivation and qualification (Section 10 para. 2 no. 4 of the Berlin Higher Education Admission Act/BerlHZG),

(3) Selection according to Section 4 para. 2 no. 1 of these Statutes:

Pursuant to Section 3 para. 1 of these Statutes, the final grade from the completion of studies shall be used to allocate 85% of the places of study available through the quota for institutions of higher learning (Hochschulquote). The criterion of selection is the grade average contained in the certificate/diploma for the previous, successfully concluded studies and substantiated by documentation.

(4) Selection according to Section 4 para. 2 no. 2 of these Statutes:

a) The remaining 15% of the places of study available through the quota for institutions of higher learning (Hochschulquote) shall be allocated in accordance with Section 4 para. 2 no. 4 of these Statutes. The criterion for weighting previous work is the overall pensum for the following disciplines as expressed in credit points (CP):

1. Islamic Studies,
2. Arabic Studies,

3. Jewish Studies,
4. Philosophy, and
5. Religious Studies.

b) Selection points in accordance with Attachment 1 shall be allocated to the grade for the completed studies pursuant to Section 3 para. 1 of these Statutes, whereas selection points shall be allocated to the work pensum of the respective disciplines expressed as credit points (CP) pursuant to Attachment 2. The final selection is carried out on the basis of the ranking which arises from the sum of both selection points in descending order.

(5) In order to carry out the selection procedure, a selection committee with at least two members shall be appointed. These committee members shall be determined by the Dean of the History and Cultural Studies Department of the Free University of Berlin by order of the Presidium of the Free University of Berlin. The committee members must be authorised examiners for the M.A. Course of Study and maintain full-time employment relationships with the Free University of Berlin. Representation for this function is not admissible. The appointment of selection committee members takes place for each selection procedure.

Section 5

Admission Decision

(1) The admission decisions are to be made by the Presidium of the Free University of Berlin – Application and Admissions Department – subsequent to the conclusion of the selection procedure on the basis of the results obtained by the latter as well as the calculated ranking.

(2) Applicants who have been selected receive validation of admission with a corresponding deadline for the written acceptance of the place of study and enrolment. Should this deadline not be observed, the place of study shall be newly allocated.

(3) Applicants who have been selected on the basis of their transcripts receive validation of provisional admission and may enrol for the first semester in their main course of study on a limited basis. As a rule, the evidence of successfully concluded studies which qualify for a profession, as well as documentation that the corresponding prerequisites have been met, must be presented by the end of the first semester in the main course of study in accordance with Section 3 para. 1 of these Statutes. Should this evidence not be submitted within the designated time period, the admission to studies loses validity.

(4) Applicants who are not admitted receive a letter of rejection with reasons for the decision.

(5) The materials submitted during the course of the selection procedure are to be retained until the final decision has taken effect and in the event the decision is contested with legal means.

Section 6

Initial Date of Legal Force

(1) These Statutes take effect the day after their publication in the “FU-Mitteilungen“ (FU Memoranda, the official publication of the Free University of Berlin).

(2) As regards application and selection procedures which are carried out in the context of partnership contracts entered into by the Free University of Berlin with foreign or domestic institutions of higher learning on an equal legal basis, those provisions concerning the number of available places of study, the modalities or deadlines to be observed during studies, as well as admission prerequisites and selection criteria, which have been agreed upon in the respective partnership contracts, shall/will have validity.

Attachment 1
(to Section 4 para. 4 letter b):

Allocation of Selection Points to the Substantiated Grade Average in the Certificate/Diploma from Previous Studies in accordance with Section 4 para. 3 of these Statutes

Grade Average	Selection Points
1,0	50
1,1	48
1,2	46
1,3	44
1,4	42
1,5	40
1,6	38
1,7	36
1,8	34
1,9	32
2,0	30
2,1	28
2,2	26
2,3	24
2,4	22
2,5	20
2,6	19
2,7	18
2,8	17
2,9	16
3,0	15
3,1	14
3,2	13
3,3	12
3,4	11
ab 3,5	10

Attachment 2
(to Section 4 para. 4 letter b):

Allocation of Selection Points to the Overall Pensum of Weighted Disciplines Expressed in Credit Points (CP) in accordance with Section 4 para. 4 letter b) of these Statutes

Value of Weighted Disciplines	Selection Points
80	10
75	9
60	8
55	7
50	6
45	5
40	4