

## **Admission Regulations for the Master's Degree Program Archaeology of the Ancient World of the Department of History and Cultural Studies at Freie Universität Berlin**

**Disclaimer: Please note that only the German versions of these documents are legally binding. This translation is intended for the convenience of the non-German-reading public and is for information purposes only.**

### **Preamble**

On the basis of Section 14.1.1.2 of the supplemental rules and regulations (*Teilgrundordnung [Erprobungsmodell]*) of Freie Universität Berlin of October 27, 1998 (*FU-Mitteilungen* 24/1998) in conjunction with Section 15 of the Law on Admissions to Higher Education in the Federal State of Berlin for Programs with Admission Requirements (*Berliner Hochschulzulassungsgesetz, BerlHZG*), in the version of the announcement of the amended version of October 9, 2019 (GVBl., p. 695), last amended September 28, 2020 (GVBl., p. 758) in conjunction with Section 10.5.2 of the Berlin Higher Education Act (*Berliner Hochschulgesetz, BerlHG*) in the version of the announcement of the amended version of July 26, 2011 (GVBl., p. 378), most recently amended on May 4, 2021 (GVBl., p. 435), the Department Council of the Department of History and Cultural Studies at Freie Universität Berlin issued the following statutes on DD.MM.20YY:\*

### **Section 1 Scope**

These statutes govern admissions to the study program in accordance with Section 10.5.2 BerlHG and the selection procedure for the allocation of places in accordance with Section 15.1.1.1 BerlHZG for the Archaeology of the Ancient World master's degree program in the Department of History and Cultural Studies at Freie Universität Berlin. It is a consecutive master's program as defined under Section 23.3.1.1a of BerlHG and it is offered in English.

### **Section 2 Number of Available Places and the Application Process**

- (1) The number of places available for the master's degree program for each admissions cycle is stipulated in Freie Universität Berlin's admissions regulations.
- (2) The application for admission must be submitted electronically to the Executive Board of Freie Universität Berlin – Admissions Office, using the online application system.
- (3) The application deadline is May 31 of each year.
- (4) In accordance with Section 3.1, the application for admission must be accompanied by an official certified copy of the applicant's first university degree (or equivalent professional certification).
- (5) Applicants can still submit their application for the master's degree program even if they do not have the university degree referred to below in Section 3.1 because certain assessment results are not yet available, as long as they otherwise have a good academic record based on previous assessment results, and if the university degree referred to in Section 3.1 will be obtained before the master's degree program begins, provided that the requirements stipulated in Sections 3.2 and 3.3 are also fulfilled by the relevant deadline. This expectation is fulfilled in particular if at least two-thirds of the total coursework has been evaluated, the application for the final thesis project has been submitted, and the work schedule for the thesis has been set so that it can be completed in due time before the start of the master's program. The applicant's grade point average will be considered as part of the application and factors into the selection process. The grade point average is based on the applicant's previous coursework as reflected in their current transcript, which they should submit with the application. In this case, the result of the university degree is irrelevant.

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\*The Executive Board of Freie Universität Berlin approved these regulations on MONTH DD, 20YY.  
The appropriate Berlin Senate office in charge of higher education confirmed the approved regulations on MONTH DD, 20YY.

(6) Freie Universität Berlin has no obligation to investigate the facts of a case on its own initiative (*ex officio*).

### **Section 3 Admission Requirements**

(1) The admissions requirement for the master's program is a first university degree or an equivalent degree from an institution of higher education within or outside of Germany. The completed degree program should cover the equivalent of 180 credit points (CP), of which at least 60 CP should include content related to the study of archaeology of the ancient world, in particular within the fields of archaeology or history.

(2) Applicants, who did not complete a university degree at an institution where coursework was conducted in English, must demonstrate English language skills at a C1 level of the Common European Framework of Reference for Languages (CEFR) or the equivalent.

(3) Applicants do not need to provide proof of their German language skills.

(4) The examination board responsible for the master's degree program in the Department of History and Cultural Studies, Freie Universität Berlin, determines the equivalence of any documentation provided. Upon request, the equivalency can be examined by parties external to the application procedure, who may also provide recommendations concerning inadequate documentation.

### **Section 4 Quotas, Selection Criteria, Organizational Aspects**

(1) 80 percent of the study placements that are still available after the preliminary quotas have been fulfilled will be allocated according to the selection process as outlined in this document (higher education quota). 20 percent of the study placements will be allocated under Section 15.1.1.2 BerHZG. 5 percent of the study placements are reserved for the quota stipulated in Section 15.1.3 BerHZG.

(2) Candidates are selected for the master's program according to the following criteria:

1. The level of qualification as demonstrated by the applicant's academic performance in their previous degree program (Section 15.2.1.1 BerHZG), and
2. The result of a selection interview held with the candidate as stipulated in Section 4.5 of these statutes. The interview should allow the selection committee to gain an understanding of the candidate's motivation and their suitability for the master's degree program (Section 15.2.1.6 BerHZG).

(3) In the selection process, selection points will be awarded under the criteria defined above in Sections 4.2.1 and 4.2.2. The maximum number of points is 100.

(4) For the selection criteria listed under Section 4.2.1 of these statutes, a maximum of 60 selection points can be awarded in relation to the average grade stated on the degree certificate for the candidate's previous degree program. The points for each average grade are listed in the appendix to these statutes.

(5) For the selection criteria listed under Section 4.2.2 of these statutes, a selection interview will be conducted by the admissions officers according to Section 4.6 of these statutes. Interviews are not open to the public and should last about 20 minutes per applicant. The admissions officers will invite applicants to the selection interviews in writing, providing them with the time and location of their interview. The invitation must be issued and sent to the candidate at least 10 working days before the interview is to take place. A record is to be kept of each interview detailing the basis on which the applicant was assessed and the interview outcome. Up to 40 selection points can be awarded for the interview, depending on the assessment of the applicant's aptitude for the master's program.

- a) Extremely well qualified = 40 points
- b) Very well qualified = 32 points
- c) Well qualified = 24 points
- d) Qualified = 16 points
- e) Potentially qualified = 8 points
- f) Not qualified = 0 points

(6) At least two admissions officers will be appointed to supervise the selection process. The dean of the Department of History and Cultural Studies names the two people under the authority of Freie Universität Berlin's Executive Board. Both officers must be authorized examiners for the master's degree program and must be university employees with Freie Universität Berlin as their main employer. The positions may not be filled by substitutes, replacements, or alternates.

### **Section 5 Admission Decisions**

(1) The decision on which applicants are to be selected is made by the Executive Board of Freie Universität Berlin – Admissions Office, on the basis of how candidates have been ranked.

(2) Selected candidates will receive a letter of admission that includes an enrollment deadline. If a candidate fails to honor this deadline, their place will be given to someone else.

(3) Candidates selected based on their transcripts are granted tentative admission and can enroll in the first semester of the program, but the duration of their enrollment is limited. Generally, at the end of the first semester of study, the university degree required for admission as defined under Section 3.1 must be submitted, including documentation demonstrating that any other requirements associated with the degree have also been met. If the necessary documents are not submitted on time, the student's admission will be retracted.

(4) Applicants who are not admitted will receive a rejection letter that states the reasons for the decision.

(5) The documents submitted for the selection procedure are to be kept until the decision is final; in the case of legal proceedings, they are to be kept until a legally binding decision has been made.

### **Section 6 Entry into Force**

This statute shall enter into force on the day after its publication in the official bulletin of Freie Universität Berlin (*FU-Mitteilungen, Amtsblatt der Freien Universität Berlin*).

#### Appendix to Section 4.4

Allocation of selection points based on the grade point average as recorded in the documentation for the first university degree

Grade	Selection Points
1.0	60
1.1	58
1.2	56
1.3	54
1.4	52
1.5	50
1.6	48
1.7	46
1.8	44
1.9	42
2.0	40
2.1	38
2.2	36
2.3	34
2.4	32
2.5	30
2.6	28
2.7	26
2.8	24
2.9	22
3.0	20
3.1	18
3.2	16
3.3	14
3.4	12
3.5	10
3.6	8
3.7	6
3.8	4
3.9	2
4.0	0