

Admittance regulations for the supplementary postgraduate distance learning program in East European Studies (Master of Arts) of the Institute for East European Studies of the Freie Universität Berlin.

On the basis of § 9 sub-section 1 No. 4 of the part of the basic regulations of 27th October 1998 (FU official journal no. 24/1998 and 26/2002), the Academic Senate of the Freie Universität Berlin issued the following admittance regulations for the supplementary postgraduate distance learning program in East European Studies (Master of Arts) on 18th June 2003.¹

§ 1

Scope of application and target group

These admittance regulations regulate the access requirements and the admittance procedure for the supplementary postgraduate distance learning program in East European Studies (Master of Arts).

The supplementary postgraduate distance learning program in East European Studies (Master of Arts) is mainly aimed at graduate students of German or foreign universities who want to further qualify for professional activities that require a knowledge of East European Studies.

§ 2

Number of places and closing date for applications

The number of places available for the supplementary postgraduate distance learning program in East European Studies (Master of Arts) is determined each year by the Academic Senate within the framework of the admittance regulations of the Freie Universität Berlin and under consideration of the recommendation of the Institute Council of the Institute for East European Studies.

The closing date for remittance of applications is 31st May each year (exclusion deadline). As an exception, the admittance period for the academic year of 2003/2004 ends on 30th June.

§ 3

Decision on admittance

According to the stipulations of §§ 4 and 5, the decision on admittance is made by the presiding committee of the Freie Universität Berlin – admittance office – in consultation with the admittance commission.

¹ The present rules were confirmed on 16th July 2003 by the Senate department responsible for higher education. They are valid until 31st March 2005.

§ 4

Access requirements

(1) Access requirements are:

a) A bachelor degree or equivalent from a university or an entity of equal status recognized by federal and regional laws or the proof of an equivalent degree acquired abroad. The admittance commission decides whether a degree is recognized as equivalent or not. The committee can request information of the central office for foreign educational systems at the conference of regional ministers for education and the arts. The degree should be in humanities or social sciences, including law and economics. Applicants with degrees in other subjects can be admitted as exceptions if their cases are justified. Exceptional admittance is also possible if the qualification for the course was acquired in professional practice or in any other way.

b) A good written and spoken knowledge of English, active and passive. Proof of a sufficient level of knowledge in the "Test of English as a Foreign Language (TOEFL)" (minimum number of points 550 in the paper version and 213 in the computer version) or proof of an equivalent knowledge of English. The admittance commission decides whether a proof is recognized as equivalent or not.

c) Basic knowledge of an East European language. Albanian, Bulgarian, Estonian, Greek, Croatian, Latvian, Lithuanian, Macedonian, Romanian, Russian, Polish, Serbian, Slovakian, Slovenian, Czech, Ukrainian, Hungarian or White Russian. Upon request, the admittance commission may decide to accept knowledge of other East European languages. Basic knowledge means UNiCert I level. Students who at the beginning of the course do not have the required knowledge can hand in the corresponding proof until 6 months after the beginning of the course.

d) Statement of the reasons for their application for the supplementary postgraduate distance learning program in East European Studies (Master of Arts).

e) Presentation of a Diploma Supplement or equivalent information about a previously completed course of study or corresponding proofs if the qualification for the course was acquired in professional practice or in any other way.

f) The ability to work in application of scientific methodology, proof of which is the final paper presented in a course of study – the necessary proof in this case would be the degree – or another scientific project.

g) Completion of an application form.

h) Presentation of a curriculum vitae in tabular form.

§ 5

Appointment and tasks of the admittance commission

- (1) The Institute Council of the Institute for East European Studies appoints an admittance commission consisting of three professors and one member of the academic staff who will be involved in the organisation, supervision and instruction work in the supplementary postgraduate distance learning program in East European Studies (Master of Arts) and one student registered on the program.
- (2) The admittance commission decides whether the access requirements are met and carries out the selection procedure according to § 6.

§ 6

Selection procedure

- (1) If at the closing date there are more applicants than available places according to the admittance regulations of the Freie Universität Berlin, a ranking list of the participants is drawn up in preparation of the decision of the admittance commission. In case of equal ranking positions the decision will be taken by drawing lots.
- (2) Criteria for selection are:
 - the quality of the degree of students with a university degree (overall grade),
 - the special suitability of an applicant according to his or her written statement of motivation to participate in the supplementary postgraduate distance learning program in East European Studies (Master of Arts),
 - the knowledge of English
 - the information given regarding the professional education, higher education and professional experience so far with a view to the supplementary postgraduate distance learning program in East European Studies (Master of Arts).

§ 7

Admittance decision

- (1) Applicants who are not admitted to the course will receive a rejection notice.
- (2) Applicants who are admitted are sent a notice of acceptance which gives them a fixed period to accept the place on the program in writing and to register at the university. If this deadline is not complied with, the place on the program will be allocated to another student according to the ranking list of § 6 subsection 2.
- (3) For enrolment the applicant must present proof of payment of the total sum stipulated in the fee regulation for the first year of the program. For the re-registration for the subsequent year the student must present proof of payment

of the sum stipulated in the fee regulations for the corresponding year of the program.

§ 8
Entry into force

These rules come into force on the day after their publication in the official journal of the Freie Universität Berlin.