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Mitteilung der
Universität zu Köln.**

Regulations concerning determination of aptitude for the
Master in Political Science programme
at the Faculty of Management, Economics and Social Sciences
As at 20 January 2015

Pursuant to Section 2(4) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia (“Gesetz über die Hochschulen des Landes Nordrhein-Westfalen” or “Hochschulgesetz”, abbreviated to “HG”), as amended by the Higher Education Future Act (“Hochschulzukunftsgesetz”) of 16 September 2014 (North Rhine-Westphalian law gazette 2014, p. 547), the Faculty of Management, Economics and Social Sciences of the University of Cologne has enacted the following regulations:

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Section 1 Admission to the Master in Political Science programme

¹Only applicants whose aptitude has been determined in accordance with these Regulations can be admitted to the Master in Political Science programme at the Faculty of Management, Economics and Social Sciences (“WiSo Faculty”). ²Admission to the first term of the programme is only granted for the fall term.

Section 2 Admission requirements

(1) ¹To be accepted for these Masters’ programmes, applicants must have successfully completed a bachelor programme, on which they earned at least 180 ECTS, or an equivalent programme. ²For the purposes of these regulations, a programme shall be deemed “successfully completed” if the overall mark obtained is at least 2,7. ³The programme described in sentence 1 must also meet the following requirements:

- a) at least 30 ECTS from the field of Political Science and
- b) at least 12 ECTS from the field of Political Science or from Methods in Social Sciences.

⁴The WiSo Admissions Board (“Gemeinsamer Zulassungsausschuss”) (cf. Section 3) shall decide whether a programme can be considered equivalent as described in Sentence 1.

(2) ¹Notwithstanding (1), sentence 1, applications may be made by students who have not yet completed their qualifying programme for study at Master’s level at the time of application if they can already show that they have attained at least 80% of the required ECTS or of the credit recognised as equivalent and if they will have taken all of their examinations by 30 September of the same year. ²In this case, a result calculated and certified by the programme’s examination office based on the examination results as at the time of application shall be applied instead of the result of the programme as described in (1), sentence 1. ³In such cases, the requirements set out in (1), sentences 2 and 3 must be met through the examination results achieved by the time of application.

(3) Omitted.

(4) ¹Applicants must prove that their English is of an adequate standard. ²A B2 certificate in line with the European Union Common European Framework of Reference for Languages is considered proof of adequate language proficiency. ³Applicants who studied a bachelor or equivalent programme on which the language of tuition was English are not required to provide proof of language proficiency. ⁴Decisions concerning exemptions shall be made by the WiSo Admissions Board.

(5) If the number of applications that meet the requirements of (1) to (4) and Section 4 is higher than the number of places available, the WiSo Admissions Board shall conduct a selection process as described in Section 5.

(6) Applicants shall be excluded from the aptitude determination procedure if

- a) they do not meet the requirements specified in (1) to (4),
- b) they have already been awarded a Master of Arts in Political Science at a higher education institution in the area to which Germany’s Basic Law (“Grundgesetz”) applies or
- c) they have failed at the final attempt an examination required by the examination regulations on the Master in Political Science programme at a higher education institution in the area to which Germany’s Basic Law applies; this shall also apply to related or comparable programmes.

Section 3 WiSo Admissions Board (“Gemeinsamer Zulassungsausschuss”)

(1) The Faculty of Management, Economics and Social Sciences shall establish a Joint Admissions Board (hereinafter referred to as the “Admissions Board”) to perform the tasks assigned by these regulations.

(2) The WiSo Admissions Board shall be considered an authority as defined in the German Administrative Procedure Act (“Verwaltungsverfahrensgesetz”) and German administrative procedural law (“Verwaltungsprozessrecht”).

(3) The Admissions Board shall ensure that the provisions of these regulations, including those set out in the annex, are complied with.

(4) ¹The Admissions Board shall consist of the chair and eight other members. ²A substitute member shall be elected for each member. ³The substitute members shall stand in for the members they represent if the latter are unable to attend meetings. ⁴The Faculty shall elect the chair and his/her substitute plus four other members of the Admissions Board and their substitutes from among the core teaching staff (“Hochschullehrerinnen und Hochschullehrer”) employed with tenured or salaried employee status by the University of Cologne. ⁵One member and his/her substitute shall be elected from among the Faculty’s associated teaching staff (“akademische Mitarbeiterinnen und Mitarbeiter”), one member and his/her substitute from among the technical and administrative staff and one member and his/her substitute from among the students of the Faculty.

(5) ¹The members in the university core teaching staff (“Hochschullehrerinnen und Hochschullehrer”) group, the associated teaching staff (“akademische Mitarbeiterinnen und Mitarbeiter”) group and the technical and administrative staff group shall be elected for two years, the members in the student group for one year. ²Re-election is permitted. ³Substitute members’ appointments shall end when the appointment of the member they represent ends. ⁴Should a member or a substitute member leave the board before the end of their appointment, a successor shall be elected for the remainder of their appointment.

(6) ¹The Admissions Board shall be deemed to have a quorum if at least four members (at least three of whom must be core teaching staff (“Hochschullehrerinnen und Hochschullehrer”) are present in addition to the Chair or his/her deputy in the Chair’s absence. ²Decisions shall be taken by simple majority voting among those present. ³If the votes for and against are equal, the Chair’s vote shall decide. ⁴The student members shall not vote on decisions relating to academic aspects. ⁵The member from the technical and administrative staff group shall only be entitled to vote if their role at the University permits them to vote and they have particular experience in the area concerned. ⁶The Chair shall decide whether the requirements of sentence 5 are met at the beginning of the member’s appointment.

(7) ¹The Admissions Board meetings shall not be held in public. ²The members and their substitutes shall be bound by a confidentiality obligation. ³Those of them who are not civil servants shall be sworn to secrecy by the Chair.

(8) ¹The Chair of the Admissions Board, or the Deputy Chair if the Chair is unavailable, shall represent the Admissions Board in legal and non-legal matters. ²The Chair shall convene the Admissions Board meetings, chair them and implement any decisions taken at the meetings.

(9) The Chair of the Admissions Board shall announce by means of a legally binding notice or posting on the Admissions Board website any directives, important dates and deadlines and any other information from the Admissions Board that does not concern specific individuals only.

Section 4 Applications

(1) ¹Only applications received by the Admissions Board by 15 June of the year in question (deadline for application) will be considered. ²An application may be filed for up to three programmes at the Faculty of Management, Economics and Social Sciences in any one application round. ³Applicants who have already filed an application for the Master's in International Management by the application deadline for that programme may not apply for more than two other programmes at the Faculty of Management, Economics and Social Sciences in the same year. ⁴Applicants who apply for several master programmes must indicate their order of preference in writing prior to the application deadline. ⁵If a student fails to do this, the Admissions Board shall decide the order of preference.

(2) ¹Applications must be submitted using the online form for the Faculty of Management, Economics and Social Sciences. ²Documentation of proof of compliance with the admission requirements must be submitted along with the application. ³Incomplete applications can result in rejection. ⁴Certified copies of proof of compliance with the admission requirements must be submitted to the Admissions Board by the enrolment date. ⁵The Admissions Board can use the services of an administrative assistant, to the extent permitted by law, to assist in the preparations necessary before it can decide whether to admit a student. ⁶The administrative assistant may charge applicants an appropriate sum for his or her work.

Section 5 Selection process

(1) ¹If the number of applicants who meet the admission requirements set out in Sections 2 and 4 is higher than the number of places available on the programme in question, a selection process is conducted to rank the applicants. ²The decision as to whether an applicant is to be admitted to the Master's programme shall be made by the Admissions Board on the basis of the criteria specified in (2).

(2) ¹The selection procedure shall be based on the result of the applicant's bachelor degree or of a degree recognised as being equivalent to a bachelor. ²Applicants will be ranked according to this result, and places in the first term of the programme will be assigned based on how they rank. ³If the outcome of the selection procedure is such that a student could be admitted for several of the preferences they indicated, they shall be admitted to the specialisation/master programme to which they gave top preference. ⁴If the applicant has not completed the qualifying programme for study at master level at the time of application, Section 2(2), sentence 2 shall apply.

(3) Available places in later terms of the programme will be assigned based on applicants' qualification levels.

Section 6 Selection decision, completion of process

(1) ¹Applicants awarded a place will be informed by letter of acceptance ("Zulassungsbescheid") at the end of the selection process. ²Admission as described in sentence 1 shall apply provisionally until the details given in the online application and the documents submitted can be checked to ensure they are correct and genuine using the documentation of proof of compliance specified in Section 4(2), sentence 4. ³Admitted applicants must notify the Admissions Board with binding effect, by a deadline to be specified by the latter, as to whether they wish to accept the place. ⁴The notification must be given in writing; applicants can also enrol immediately, instead of giving notification, provided they have supplied the necessary documentation. ⁵Applicants who fail to give the notification whether they accept the place as specified in sentence 3 or to enrol before the deadline for acceptance shall be deemed to have turned the offer down. ⁶Applicants rejected as a result of

the ranking procedure must be informed that there is a possibility they may be admitted later, as explained in Section 7.

(2) ¹Students selected on the basis of a programme of study not yet completed as described in Section 2(2) receive a conditional letter of acceptance, requiring them to complete said programme in due time. ²They will not be permanently admitted as described in (1) until said programme has been completed. ³To this end, applicants must submit the final transcript of records for the programme by no later than 31 December of the same year. ⁴Registration shall lapse if the proof pursuant to sentence 3 is not provided or not provided on time.

(3) Applicants who are not admitted to the Master's programme shall receive a letter of rejection ("Ablehnungsbescheid") from the Admissions Board, including information on how to appeal, at the end of the process.

Section 7 Re-assignment of rejected places ("Nachrückverfahren")

¹If an applicant does not accept the place awarded to them, that place shall be re-assigned by means of what is known as the "Nachrückverfahren" (literally the "move-up procedure"), whereby applicants "move up" the waiting list. ²Said applicant shall be selected from among the remaining applicants in accordance with the criteria set out in Section 5.

Section 8 Enrolment

¹Students can only enrol or cross-register for these Masters' programmes at the University of Cologne if the letter of acceptance described in Section 6 is submitted to the Registrar's Office ("Studierendensekretariat") of the University of Cologne along with the enrolment application before the specified deadline. ²The Enrolment Regulations of the University of Cologne, as amended from time to time, shall also apply.

Section 9 Withdrawal and revocation

¹The Admissions Board can withdraw or revoke admission to the programme if it becomes evident after admission has been granted that the student gained admission to the programme wrongfully, for example if admission was granted on the basis of incorrect information provided by the student during the application process. ²Responsibility for the withdrawal or revocation lies with the Admissions Board. ³The student concerned shall be given the opportunity to make a statement before a decision is taken.

Section 10 Entry into force and publication

¹ These Regulations shall enter into force on the day after they have been published in the Official Notices ("Amtliche Mitteilungen") of the University of Cologne.

²The Regulations concerning determination of aptitude for the Master in Political Science programme at the Faculty of Management, Economics and Social Sciences dated 17 February 2011 (Issue 12/2011 of the Official Notices of the University of Cologne), last amended by the regulations dated 15 May 2013 (Issue 30/2013 of the Official Notices of the University of Cologne), shall cease to apply when the regulations set out here enter into force.

Executed in accordance with the resolutions passed by the Council of the Faculty of Management, Economics and Social Sciences on 17 November 2014 and following a review of the legality of the document by the Rectorate on 13 January 2015.

Cologne, 20.01.2015

The Dean

of the Faculty of Management, Economics and Social Sciences
of the University of Cologne

Universitätsprofessor Dr. Werner Mellis