

Admissions Regulations for the Master's Degree Program M.A. Global East Asia within 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 on July 5, 2022 (GVBl. p. 450) in conjunction with Section 10.5.2 of the Berlin Higher Education Act (*Berliner Hochschulgesetz, BerlHG*) in the version as it was made public on July 26, 2011 (GVBl., p. 378), last amended on July 5, 2022 (GVBl. p. 450), the Department Council (*Fachbereichsrat*) of the Department of History and Cultural Studies at Freie Universität Berlin issued the following regulations on September 16, 2022):

Section 1 Scope

These regulations govern admission 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 master's degree program M.A. Global East Asia within the Department of History and Cultural Studies at Freie Universität Berlin. This is a consecutive master's program as defined under Section 23.3.1.1a BerlHG and 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 General Admission Regulations.

(2) Applications for admission are to 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, applications for admission must be accompanied by an official certified copy of the applicant's first university degree (or equivalent professional certification) in the format specified by the Executive Board of Freie Universität Berlin – Admissions Office.

(5) Applicants can still submit their application to the master's degree program even if they do not have the university degree referred to 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 and as long as the requirements stipulated in Sections 3.2 and 3.3 are also fulfilled in due time.

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 degree 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.

·) These regulations were approved by the Executive Board of Freie Universität Berlin on January 2, 2023 and by the Berlin Senate Administration's department with responsibility for higher education on July 26, 2023.

- (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 admission 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, of which at least 30 credit points should include content related to the study of Global East Asia, in particular Chinese, Japanese, or Korean studies (attendance of language courses that focus purely on acquisition of an East Asian language is insufficient).
- (2) Applicants who did not complete a university degree at an institution where coursework was conducted in English must demonstrate English language skills at C1 level of the Common European Framework of Reference for Languages (CEFR) or equivalent.
- (3) Applicants must also be able to demonstrate proficiency in Chinese, Japanese, or Korean to at least the B2 level of the Common European Framework of Reference for Languages (CEFR). This proficiency can be demonstrated by having successfully completed one of the following recognized tests: Chinese (at least HSK 4), Japanese (at least JLPT N3), or Korean (at least TOPIK 3).
- (4) Applicants are exempt from the requirement to provide proof of proficiency in German.
- (5) 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 equivalence of the documents 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% 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% of the study placements will be distributed according to Section 15.1.1.2 BerlHZG. 5% of the study placements are reserved for the quota stipulated in Section 15.1.3 BerlHZG.
- (2) Candidates are selected for the master's degree program in accordance with the following criteria:
1. The degree of qualification as demonstrated by the applicant's academic performance in their degree programs (Section 15.2.1.1 BerlHZG),
 2. Considerations of the applicant's academic background in their choice of degree program and academic interests that provide an indication of their specific motivation and suitability for the subject (Section 15.2.1.4 BerlHZG), and
 3. Other qualifications acquired outside of a university degree program (Section 15.2.1.5 BerlHZG).
- (3) As part of the selection process, points are awarded for the different criteria described in Sections 4.2.1 to 4.2.3. The maximum number of points that can be awarded is 100.
- (4) Applicants can receive up to 60 points (see Appendix 1) for the selection criterion in Section 4.2.1 based on their final grade point average from their previous degree program.
- (5) Applicants can receive up to 20 points (see Appendix 2) for the selection criterion in Section 4.2.2 based on the credits they have received in any of the following subjects: Chinese studies, East Asian studies, Japanese studies, Korean studies (listed alphabetically).

- (6) Applicants can receive up to 20 points for the selection criterion set out in Section 4.2.3 by providing documentation of qualifications relevant to the proposed area of study from non-university contexts. Points are awarded based on the following:
1. A one-time award of 10 points for practical experience with work related to East Asia and performed for at least 8 months, for example, at a research institute, at an international organization or (non-)government organization, or in the field of translation;
 2. A one-time award of 5 points for evidence of a qualification obtained through a continuing education provider that required at least 40 hours of study (e.g., through language certificates obtained from non-university educational institutions);
 3. A one-time award of 5 points for at least one other documented qualification related to East Asian studies that speaks to the candidate's aptitude for a master's degree program.
- (7) A ranking list calculated on the basis of the sum of these numbers, with the highest number being ranked first, shall be drawn up and used as the basis for candidate selection.
- (8) At least two admissions officers will be appointed to supervise the selection process. The dean of the Department of History and Cultural Studies appoints these 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. These positions may not be filled by substitutes or alternates.

Section 5 Admission Decision

- (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) The selected candidates receive a formal notification of admission stating the deadlines for their written acceptance and enrollment. Failure to meet these deadlines will result in the place being offered to another candidate.
- (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, the university degree required for admission as described in Section 3.1 must be submitted by the end of the first semester of study, together with relevant documentation proving 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

These regulations shall enter into force on the day after their publication in *FU-Mitteilungen* (the official bulletin of Freie Universität Berlin).

Appendix 1
(see 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

Appendix 2
(see Section 4.5):

Distribution of points based on the credits received for coursework in particularly relevant subjects as referred to in Section 4.5.

Credits received for particularly relevant subjects	Selecti on Points
120	20
105	15
90	10
75	5