

## **Admissions Regulations for the Master's Degree Program M.A. Iranian Studies within the Department of History and Cultural Studies at Freie Universität Berlin**

*Disclaimer: Please note that only the German version of this document is legally binding. This translation is intended for the convenience of the non-German-reading public and is for informational 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 10 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 June 18, 2005 (GVBl., p. 393), last amended June 26, 2013 (GVBl., p. 198) 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 February 2, 2018 (GVBl., p. 160), the Department Council (*Fachbereichsrat*) of the Department of History and Cultural Studies at Freie Universität Berlin issued the following regulations on February 13, 2019\*):

### **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 10.1.1.1 BerlHZG for the master's degree program M.A. Iranian Studies 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.

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

- (1) The number of study placements available for the master's degree program for each given admissions cycle is stipulated in Freie Universität Berlin's General Admission 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. Applications for winter semester 2019/20 must be received by August 15, 2019.
- (4) Applications for admission must be accompanied by an official certified copy of the applicant's first university degree (or equivalent professional certification) as described below in Section 3.1.
- (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 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

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\*) These regulations were approved by the Executive Board of Freie Universität Berlin on February 25, 2019, and by the Berlin Senate Administration's department with responsibility for higher education on March 29, 2019.

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 procedure. 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.

(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 degree 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 be in the subject of the history and culture of the Middle East with a focus on Iranian studies or correspond in content and structure to the bachelor's degree program B.A. History and Culture of the Middle East with a focus on Iranian Studies as offered at Freie Universität Berlin. This admission requirement may also be fulfilled by the applicant presenting a bachelor's degree in central Asian studies, Indo-European studies, ancient studies, history, cultural studies, humanities, linguistics, literary studies, social and political science, anthropology, or religious studies, of which at least 60 credit points must cover the history and culture of the Middle East with a focus on Iranian Studies.

(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 equivalent.

(3) Applicants are exempt from the requirement to provide proof of proficiency in German.

(4) The examination board 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 percent of the study placements that are still available after the preliminary quotas have been filled will be distributed according to the selection procedure as outlined in this document (higher education quota). 20 percent of the study placements will be distributed according to Section 10.1.1.2 BerHZG. 5 percent of the study placements are reserved for the quota stipulated in Section 10.1.3 BerHZG.

(2) Candidates are selected for the master's degree program in accordance with the following criteria:

1. The level of qualification as demonstrated by the applicant's academic performance in their previous degree program (Section 10.2.1.1 BerHZG)

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 aptitude for the subject (Section 10.2.1.4 BerHZG).

(3) In the selection procedure, selection points will be awarded under the criteria defined above in Sections 4.2.1 and 4.2.2. The maximum number of points that can be awarded is 65.

(4) For the selection criteria listed under Section 4.2.1 of these regulations, a maximum of 50 selection points can be awarded in relation to the average grade stated on the degree certificate for the candidate's previous degree program.

(5) For the selection criteria listed under Section 4.2.2 of these regulations, 15 points are awarded on a one-time basis for coursework and assessments covering at least 60 credit points from the following fields:

1. Iranian studies,
2. Ancient Near Eastern studies,
3. Indo-European studies, and/or
4. Classics.

(6) A ranking list calculated on the basis of the sum of both these numbers, with the highest number being ranked first, shall be drawn up and used as the basis for candidate selection.

(7) At least two admissions officers will be appointed to supervise the selection procedure. 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. These positions may not be filled by substitutes or alternates. The admissions officers are appointed solely for the term of the individual selection procedure.

### **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**

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

(2) With their publication, the Admissions Regulations for the Master's Degree Program M.A. Iranian Studies from October 19, 2016 (*FU-Mitteilungen* No. 4/2017, p. 26), shall lapse.

### **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 specified in Section 4.4.

<b>Grade Point Average</b>	<b>Selection Points</b>
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
min. 3.5	10