

**General Entrance and Admission Regulations for Master’s Degree Programs Not Related to Teacher Education at the University of Potsdam**  
**(Zulassungsordnung – ZulO)**

**Dated February 24, 2016**

**in the Fifth Amended Version of the General Entrance and Admission Regulations for Master’s Degree Programs Not Related to Teacher Education at the University of Potsdam**  
**(Zulassungsordnung – ZulO)**

**- non-official consolidated version -**

**Dated September 18, 2024<sup>1</sup>**

The Senate of the University of Potsdam has approved the following ordinance in accordance with Section 9 subsections 5 and 6, in combination with Section 23 and Section 64 subsection 2 no. 1 of the Brandenburg Higher Education Act (BbgHG) of April 28, 2014 (Law and Ordinance Gazette (GVBl.) I/14, [no. 18]), amended by Article 2 of the Law of July 1, 2015 (GVBl. I/15, [no. 18]), in combination with Section 5 subsection 4, Section 7 subsection 2, Section 8 subsection 2 and Section 16 subsection 2 of the Brandenburg University Admissions Act (BbgHZG) of July 1, 2015 (GVBl. I/15, [no. 18]), last amended by the Law of December 17, 2015 (GVBl. I/15, [no. 38]), in combination with Section 2 subsections 1-3, 5, Section 19 subsection 1 and Section 20 of the University Admissions Act (HZV) of February 17, 2016 (GVBl. I/16, [no. 6]) and under Section 14 subsection 1 no. 2 of the Basic Constitution of the University of Potsdam of December 17, 2009 (Official Announcements of the University of Potsdam no. 4/2010 p. 60) as amended in the Third Statute to Amend the Basic Constitution of the University of Potsdam (GrundO) of April 22, 2015 (Official Announcements of the University of Potsdam no. 6/2015 p. 235), on February 24, 2016:<sup>2</sup>

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**Section 1 Applicability**

(1) These regulations govern the admission requirements under Section 10 subsection 5 of the Brandenburg Higher Education Act (BbgHG) and the admission procedure for allocating admissions slots in the consecutive master’s degree programs not related to teacher education at the University of Potsdam.

(2) The Faculty Councils promulgate subject- or degree-specific entrance and admission regulations in accordance with the following provisions. These govern

- admission requirements under Section 10 subsection 5 of the BbgHG, and
- the university admissions selection procedure which applies to the allocation of admissions slots in restricted-admission degree programs.

(3) In the event that these regulations contradict the respective subject- or degree-specific entrance and admission regulations, then the provisions of these regulations supersede those of the respective subject- or degree-specific entrance and admission regulations.

(4) For master’s degree programs conducted in cooperation with other institutions of higher education or scientific institutions (cooperative degree programs), subject-specific regulations can be set that deviate from these general regulations, insofar as these regulations provide possibilities for deviation.

**Section 2 Responsibility**

(1) The Division of Student Affairs is responsible for conducting the admission procedure, unless these regulations contain other provisions.

(2) Deviating from subsection 1, the University Commission for Academic Affairs (LSK) may transfer responsibility to conduct the admission procedure for certain degree programs to the Examining Board established for the degree program. This transfer must be announced by appropriate means by February 1 in the case of an application for the winter semester and by September 1 in the case of an application for the summer semester.

<sup>1</sup> Approved by the President of the University of Potsdam on September 25, 2024.

<sup>2</sup> Approved by the President of the University of Potsdam on March 7, 2016.

(3) If responsibilities were transferred to the Examining Board pursuant to subsection 2, the subject-specific entrance and admission regulations can stipulate that the Examining Board may, if necessary, assign individual administrative tasks to professors and qualified staff members of the faculty who are not members of the Examining Board in order to conduct the admission procedure pursuant to sections 6ff.

(4) In the case of cooperative degree programs, the subject-specific entrance and admission regulations can stipulate that another joint body of all cooperation partners is to be responsible instead of the body responsible pursuant to subsection 1 or 2.

### **Section 3 Admission Requirements**

(1) The general admission requirements are:

- a) a bachelor's degree or an equivalent first degree qualifying for a profession from a German institution of higher education, or
- b) a degree equivalent to (a) from an institution of higher education abroad, insofar as these degrees are not fundamentally different.

(2) The subject-specific entrance and admission regulations can also establish aptitude and qualification requirements (especially entrance requirements) that extend beyond the general entrance requirements if this is demonstrably necessary due to special subject-related requirements in the affected master's degree. These special entrance requirements may include language skills under Section 4 or the completion of a subject that is essential for the master's degree program. Special language skills can only be required if the respective degree program is offered exclusively or partially in a language other than German or if the scientific literature or sources, in particular, are typically provided to a substantial extent in the respective foreign language. If the completion of an essential subject is required for a master's degree, that subject must be specified in the subject-specific entrance and admission regulations.

(3) The Division of Student Affairs shall involve the Examining Board established for the degree program in the admission procedure to review the admission requirements, unless there has already been a transfer of responsibility pursuant to Section 2, subsection 2. Following the involvement pursuant to sentence 1, the Examining Board shall determine whether the applicant fulfills the special admission requirements specified in subsection 2. Section 2 subsection 3 shall apply mutatis mutandis. The assessment of the general admission requirements according to subsection 1 and the language skills according to section 4 subsections 2 and 4 are not subject to an involvement under sentence 1.

### **Section 4 Language Skills**

(1) If the subject-specific entrance and admission regulations for a master's degree program require English language skills that correspond to at least the B2 level of the Common European Framework of Reference for Languages (CEFR), such skills shall be documented by means of the following certificates or credentials:

- certificate of the general university entrance qualification or a restricted entrance qualification for a university of applied sciences with English as the first foreign language or a university entrance qualification with confirmation of level B2,
- UNiCert® II, III or IV certificate,
- TOEFL® Internet-Based Test (iBT) or TOEFL iBT Home Edition with at least 75 points,
- Cambridge English B2 First (FCE) with at least 160 points,
- IELTS or IELTS Online with at least 6.0 points in every test component,
- proof of completion of a degree program at a recognized higher education institution in which English was the exclusive language of instruction or in which English was studied as a major or minor subject, as a subject in a teaching degree program, or as part of a similar combination of subjects. The following certificates or transcripts may be used as proof of a degree program completed in English: the degree certificate, a transcript of records, a diploma supplement, admission regulations and program regulations, or similar documentary evidence. If the degree certificate is not yet available and the degree is also used to verify the general admission requirements according to Section 3 subsection 1, the evidence can be provided under the terms of Section 7 subsection 4 at the latest at the time of final enrollment (provisional admission).
- certificate of the higher education entrance qualification obtained for an English-language course of education in a country that has English as an official language,
- Pearson Test of English - PTE Academic or PTE Academic Online with at least 59 points,
- College English Test (CET; China): Band-6 with at least 550 points.

Other certificates or credentials recognized as equivalent will be published on the University of Potsdam's website in accordance with the LSK's decision before the start of the application process. The subject-specific entrance and admission regulations can also specify whether and which other certificates can be accepted as proof of language proficiency. The subject-specific regulations may additionally authorize the Examining Board to examine in



("Zulassungsordnung berufliches Lehramt" – ZulO LBer). Whoever applies for an additional (second) master's degree program after having obtained a master's degree in Germany may only submit one application for admission.

(2) A valid application first requires that an application for admission be submitted electronically through an electronic application portal specified for this purpose by the university. The electronic portal used for the respective degree program is specified by way of an announcement on the University of Potsdam's website by February 1 in the case of an application for the winter semester and by September 1 in the case of an application for the summer semester. For cooperative degree programs, the subject-specific entrance and admission regulations can govern a deviating form of application. Each applicant is only allowed to register once for the portal. In the event of multiple registrations by an applicant, only the most recent registration under which admission applications have been received shall apply; only these admission applications will be considered.

(3) The following documents must be included in the application:

- a) If a first higher education degree or an equivalent degree qualifying for a profession is already available at the time of application to the chosen master's program, the degree certificate of this completed program, or, if no first higher education degree certificate or equivalent is available, a suitable provisional record of the grades achieved up to the time of application (transcript of records). In the case of foreign degrees, a simple, non-certified copy of the recognition of the equivalence of the degree by a body designated for this purpose must also be submitted.
- b) Suitable proof of the overall program contents to be completed for the first higher education degree from the institution of higher education. This documentation must include information about grading and credit points, information regarding the form, content, and examination modalities of the performance evaluation process in which the credit points were attained as well as contents, structure and evaluation systems of the first higher education degree.
- c) A complete CV in tabular form starting from age 16.
- d) If applicable, proof of the required language skills in accordance with Section 4, if required by the subject-specific entrance and admission regulations.
- e) If applicable, placement notification from the designated Examining Board for the degree program and documents providing complete proof of all previous periods of study, stating the degree program and the semesters of study ("Fachsemester"), e.g. confirmation of periods

of study, certificates of enrollment or de-registration certificates if an applicant was or is already enrolled in a related degree program; an application is only possible for the semester of study ("Fachsemester") indicated in the placement notification.

- f) If applicable, proof of a change of name (by submitting a copy of the legal document attesting to the name change).
- (4) The following documents must also be included in the application, if the degree program has restricted admissions:
- a) proof of final grade or current grade point average,
  - b) documents providing complete proof of all previous periods of study, stating the degree program and the semesters of study ("Fachsemester"), e.g. confirmation of periods of study, certificates of enrollment or de-registration certificates
  - c) documentation of citizenship,
  - d) if applicable, an application for immediate admission in the context of the hardship quota (hardship application) and documentation required to substantiate such an application,
  - e) if applicable, documentation of an earlier offer of admission or proof of a period of service,
  - f) if applicable, an application to upgrade your waiting period, as well as documentation required to substantiate such an application,
  - g) if applicable, an application to improve your average grade, as well as documentation required to substantiate such an application,
  - h) if applicable, documentation regarding ongoing or completed asylum proceedings,
  - i) for applications to a more advanced semester of study, proof of the current grade point average in the previous program, which is the basis for placement in a more advanced semester of study, as well as proof of academic and social reasons for enrolling in the more advanced semester of study at the University of Potsdam, if applicable,
  - j) if applicable, proof of membership in the National Squad of a National Sports Federation of the German Olympic Sports Confederation from the Olympic Training Center Brandenburg.

(5) The subject-specific entrance and admission regulations may require additional application documents insofar as these relate to the entrance requirements specified therein or are necessary for the implementation of the university admissions selection procedure in accordance with Section 9.

(5a) Applicants will be notified via the electronic application portal of the formal requirements for the documents specified in subsections 3 to 5.



(6) If certificates or documentary evidence are in a language other than German or English, then a German or English translation, certified as accurate by a sworn translator or interpreter, must be provided at the applicant's cost. The subject-specific entrance and admission regulations can specify other languages in which translations may be submitted.

(7) An application making a claim for admission outside of the established admission quota must be received by the university by March 15 for the summer semester and September 15 for the winter semester (cut-off periods). The exact format of the application will be published in good time on the University of Potsdam website. Another requirement for applying for admission outside of the established admission quota is an application for admission for the selected degree program under Sections 5 and 6. If admissions outside of the established admissions quota are declared, then the awarding of admissions must be oriented towards the subject-specific entrance and admission regulations on the basis of the selection criteria articulated in sections 8 and 9.

## **Section 6            Application Deadlines**

(1) The respective subject-specific entrance and admission regulations determine the semester (winter and/or summer semester) for which an application for the master's degree program is possible. If there are no provisions on the beginning of the program in the subject-specific entrance and admission regulations or if there are no subject-specific entrance and admission regulations, an application for the first semester of study is only possible for the winter semester.

(2) For all master's degree programs with no admission restrictions, the binding deadline for applications is February 15 for the summer semester and August 15 for the winter semester. For cooperative degree programs, the subject-specific entrance and admission regulations can govern deviating application deadlines.

(3) The final application deadline for master's degree programs with restricted admission for the winter semester is June 1 and for the summer semester, December 1. For cooperative degree programs, the subject-specific entrance and admission regulations can govern deviating application deadlines.

(4) The deadlines under subsections 2 and 3 are cut-off periods. The date of receipt of the written application is determinative. If the deadline falls on a Sunday, a legal holiday, or a Saturday, then the deadline is not extended to the end of the next working day (Section 1 subsection 1 of the Brandenburg Administrative Procedure Act in connection with Section 31 subsection 3 sentence 2 of the Administrative Procedure Act).

## **Section 7            Admission Procedure**

(1) Whoever misses the application deadlines under Section 6 shall be excluded from the admissions procedure. The same applies if the application is not received in the proper form within the application period, if application documents required under Section 5 are missing, or if the admission requirements under Sections 3 and 4 are not satisfied and required data is missing. In such cases, a notification of rejection will be issued in accordance with Section 10 subsection 4.

(2) If no admission restrictions are set, a notification of admission is issued in accordance with Section 10 subsection 1 if the admission requirements under Sections 3 and 4 are met and a proper and timely application under Sections 5 and 6 was received.

(3) If admission restrictions have been defined in accordance with the Ordinance on the Definition of Admission Quotas of the State of Brandenburg, fulfillment of the admission requirements in accordance with Sections 3 and 4 does not lead to any entitlement to admission. In case of restricted admissions, an admission allocation procedure takes place in accordance with Section 8.

(4) If proof of graduation in accordance with Section 3 subsection 1 has not been submitted by the application deadline, admission may be granted on the condition that proof of graduation or proof of submission of all academic achievements required for graduation is presented no later than at the time of final enrollment (provisional admission). The admission decision in this case is made on the basis of a suitable transcript of records for the degree program, with credit points amounting to the number of credit points from completed modules required for the respective bachelor's degree, less a maximum of 40, and the grade point average attained up to this point (current grade point average). If no documentation of the achievements specified in sentence 2 is submitted before the application deadline, a notification of rejection will be issued in accordance with Section 10 subsection 4.

(5) Documentation of the additional admission requirements specified in the subject-specific entrance and admission regulations must be submitted before the admission deadline. If the special admission requirements are part of the mandatory curriculum of the degree program on which the admission decision is based, or if registration for the relevant primary examinations in a performance evaluation process is proven by the end of the application period, then documentary evidence of the special admission requirements must be submitted before the deadline for final enrollment.

## **Section 8 Admission Allocation Procedure**

(1) After determining that the requirements of Section 7 subsection 2 in combination with subsection 1 are met, an evaluation is conducted for restricted-admission master's degree programs to ascertain whether the number of applications in the admissions process that meet the entrance requirements under Sections 3 and 4 exceeds the number of available spots in the program. If this is the case, then an admission allocation procedure is conducted under the requirements of Section 7 of the Brandenburg University Admissions Act (BbgHZG) in combination with the statutory ordinance based upon it.

(2) The total number of the fixed admissions quota per degree program or subject shall be reduced in the following order prior to conducting the university admissions selection procedure pursuant to subsection 3:

- a) by the number of applicants to be selected after a period of service on the basis of a previous entitlement to admission pursuant to Section 12 BbgHZG, Section 9 HZV,
- b) by the number of applicants to be selected due to their membership in the National Squad of a National Sports Federation of the German Olympic Sports Confederation pursuant to Section 12a BbgHZG,
- c) by the advance quotas pursuant to Section 4 BbgHZG, Section 19 HZV.

Up to 90% of the remaining admission slots shall be awarded as the result of a university admissions selection procedure under Section 9, with the remaining 10% of admission slots awarded after the waiting period. Proof of membership in the National Squad shall be provided by a certificate issued from the Olympic Training Center Brandenburg.

(3) The selection within the quota in accordance with Section 19 subsection 1 no. 1 HZV and Section 20 subsection 2 HZV is done by the degree of qualification. (final grade or current grade point average). Applicants who have been granted the right of asylum under the German Basic Law shall have their final grade or current final grade improved by 0.1; the improved final grade or improved current final grade shall be considered during the selection procedure by qualification. The subject-specific entrance and admission regulations can specify whether special circumstances in the context of Section 5 subsection 2 BbgHZG can be taken into account.

(4) In deviation from subsection 3, the subject-specific entrance and admission regulations may stipulate that a university admissions selection procedure in accordance with Section 9 is carried out for the purpose of selection within the quota in accordance with Section 19 subsection 1 no. 1 HZV or Section 20 subsection 2 HZV.

(5) For international master's degree programs, the subject-specific entrance and admission regulations can specify deviations from the quota under Section 19 subsection 1 no. 1 HZV. The quota shall not exceed 50%.

(6) The admission slots available after deduction of the quotas in accordance with Section 19 HZV and those applicants to be selected on the basis of a previous admission entitlement or on the basis of membership in the National Squad of a German Sports Federation of the German Olympic Sports Confederation in accordance with Section 12a BbgHZG shall first be allocated in accordance with the established ranking list (main procedure).

(7) Admission slots not accepted pursuant to Section 10, subsection 2, sentence 2 shall be awarded in the waiting list procedure pursuant to Section 5 HZV.

## **Section 9 University Admissions Selection Procedure**

(1) A ranking order is formed in order to facilitate the execution of the university admissions selection procedure. In the event of equal ranking, a decision shall be made by drawing lots.

(2) A total point value is calculated to establish the ranking order. This calculation incorporates every selection criterion governed by the subject-specific entrance and admission regulations and its correlated weight (as a percentage). Suitable selection criteria are those governed by Section 7 subsection 2 of the Brandenburg University Admissions Act (BbgHZG).

(3) To calculate the total point value, the grade or formulation of the respective criterion is converted into a point value according to the specifications in the Appendix. The point value calculated in this way is multiplied by the weight provided for in subsection 2 (weighted point value of the respective criterion). Then the weighted point values are added up to form a sum total (total point value). For cooperative degree programs, the subject-specific entrance and admission regulations can specify deviating methods of forming a ranking list or determining a total point value.

(4) In the case of selection criteria that can be graded as well as marked as “existent/fulfilled” or “non-existent/not fulfilled”, the subject-specific entrance and admission regulations shall stipulate which version is to be used and how the grading is to be carried out.

(5) The Division of Student Affairs shall involve the Examining Board established for the degree program in the university admissions selection procedure, unless there has already been a transfer of responsibility pursuant to Section 2, subsection 2. The

Examining Board assigns the grade or formulation for the respective selection criteria specified in the subject-specific entrance and admission regulations. Section 2 subsection 3 shall apply *mutatis mutandis*.

## **Section 10 Notification of Admission, Conclusion of the Procedure**

(1) Those applicants who are admitted in accordance with Sections 7 through 9 receive a notification of admission.

(2) After admission is granted, the notification of admission for restricted-admission degree programs must set a deadline for accepting the offer of admission. If the offer of admission is not accepted by the deadline, then the offer of admission is no longer valid and the right to enrollment expires. The notification of admission must provide information regarding these legal consequences.

(3) Applicants must enroll at the Student Administration Center/Office of Student Affairs within the deadlines stipulated in the notification of admission and follow the formal requirements stipulated therein. If enrollment is not completed before the deadline, then the notification of admission becomes invalid. The notification of admission must provide information regarding these legal consequences.

(4) Those applicants who are not admitted to a restricted-admissions master's degree program after the completion of the university admissions selection procedure receive a notification of rejection that lists the applicant's attained ranking and the ranking of the last applicant admitted. A notification of rejection is also sent to those applicants who, in accordance with Section 7 subsection 1, were not admitted to the admissions procedure. The notification of rejection must include information on available legal remedies.

(5) The admission procedure is closed when the waiting lists are exhausted, or when all available admissions slots are occupied by means of enrollment. The institution of higher education declares the procedure closed if another waiting list procedure no longer seems sensible due to the advancement of the semester; the declaration must be published in the Official Announcements.

## **Section 11 Admission to More Advanced Semesters of Study**

(1) For admission to an advanced semester of study, the provisions of these regulations shall apply with the exception of Sections 8 and 9.

(2) Applications for an advanced semester of study require a decision on creditable periods of study

(placement in an advanced semester of study) by the Examining Board appointed for the degree program. An application is only possible for the semester of study specified in the placement decision. Section 1 subsection 5 of the Enrollment Regulations applies *mutatis mutandis*.

(3) In deviation from Section 5 subsection 2, the University Commission for Academic Affairs may identify degree programs for which the application for a more advanced semester of study must be submitted to the Examining Board appointed for the degree program in a format announced on the website of the University of Potsdam.

(4) If admission slots are available in an advanced semester of study in a master's degree program with restricted admission, they may be filled by applicants with the corresponding semester placement according to subsection 2. Available slots will be awarded based on the current grade point average(s) in the previous higher education program(s) as determined by the previous institution of higher education; if the applicant submits proof of more than one grade point average from previous studies, the best one will apply. Without proof of a current grade point average, a grade of 4.5 shall be applied. If there is evidence of academic or social reasons for doing so, the current grade point average shall be improved by 0.1 grade points in each case. For applicants who are National Squad members of a National Sports Federation in the German Olympic Sports Confederation, the current grade point average will, in addition, be improved by 0.7 due to the fact that the special relevance of this applicant group is to be taken into account. Proof of membership in the National Squad shall be provided by a certificate issued from the Olympic Training Center Brandenburg. In all other respects, the Brandenburg University Admissions Act (BbgHZG) applies.

## **Section 12 Effective Date**

(1) These regulations take effect on the day after their publication in the Official Announcements of the University of Potsdam.

(2) Upon entry into effect of these regulations, the revised version of the general Entrance and Admission Regulations for Master's Degree Programs not Related to Teacher Education (Admission Regulations – ZulO) of November 20, 2013 (Official Announcements no. 5/2012 p. 163) cease to be in effect.





## Appendix

Version 1:

Conversion into point value for a graded criterion

Grade	Point Value	Grade	Point Value	Grade	Point Value	Grade	Point Value
1.0	1.0	1.6	20.8	2.6	53.8	3.6	86.8
1.1	4.3	1.7	24.1	2.7	57.1	3.7	90.1
1.2	7.6	1.8	27.4	2.8	60.4	3.8	93.4
1.3	10.9	1.9	30.7	2.9	63.7	3.9	96.7
1.4	14.2	2.0	34.0	3.0	67.0	4.0	100.0
1.5	17.5	2.1	37.3	3.1	70.3	> 4.0*	133
		2.2	40.6	3.2	73.6		
		2.3	43.9	3.3	76.9		
		2.4	47.2	3.4	80.2		
		2.5	50.5	3.5	83.5		

\* Pertains to cases in which a grade was not documented, or the grade was worse than 4.0.

Version 2:

Conversion into point values of a selection criterion that is marked as “existent / fulfilled” or “non-existent / not fulfilled.”

Formulation	Point Value
“existent / fulfilled”	1
“non-existent / not fulfilled”	100