

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Universität Heidelberg für den Masterstudiengang Ethnologie" of 16 October 2014 has legal validity.

## Heidelberg University Admission Regulations for the Master's Degree Programme in Anthropology

of 16 October 2014

On the basis of §§ 63 para. 2, 60 para. 2 no. 2 and 29 para. 2 lines 4, 5 of the Baden-Wuerttemberg Higher Education Act (*Landeshochschulgesetz*) in the version of 1 January 2005 (Law Gazette, p.1), as amended by article 1 of the Third Act on the Amendment of Higher Education Regulations (*Dritten Hochschulrechtsänderungsgesetz*) of 01 April 2014 (Law Gazette 2014, p.1) and § 20 of the Act governing the allocation of places at institutes of higher education (*Hochschulvergabeordnung*) of 13 January 2003 (Law Gazette p.63), last amended by article 14 of the Third Act on the Amendment of Higher Education Regulations (*Dritten Hochschulrechtsänderungsgesetz*) of 01 April 2014 (Law Gazette pp. 99, 169), the Heidelberg University Senate adopted the following version on 30 September 2014.

Approved by the Rector on 16 October 2014 (Rector's bulletin of 27 October 2014, p. 505 ff).

### Preamble:

Any employment and occupational titles mentioned in these regulations refer to both women and men and may be used in the corresponding feminine form. This also applies to university degrees and academic titles.

### § 1 Applicability

(1) Heidelberg University allocates the available university places in the Master's Degree Programme in Anthropology in the first and higher semesters according to the following provisions.

(2) If the respective decree of the Ministry of Science and Research on the determination of admission quotas or another legal norm stipulates a number of university places for the Master's degree programme Anthropology at Heidelberg University, the admission procedure pursuant to § 2 para 1 and the further provisions will comply with this statute.

(3) If the respective decree of the Ministry of Science and Research on the determination of admission quotas or another legal norm does not stipulate a number of university places for the Master's degree programme Anthropology at Heidelberg University, the simplified admission procedure pursuant to this statute will be implemented provided that § 2 para. 1, § 3 para. 4 and § 5 do not apply.

If they fulfil the the admission requirements according to these admission regulations and the general prerequisites for enrolment, German applicants with a German university entrance qualification may in this case enrol in the Master's degree programme in Anthropology within the general periods of enrolment as stated in the applicable admission and enrolment rules and regulations without being required to undergo a previous admission procedure. The admission committee certifies the admission requirements for the Master's degree programme Anthropology. International applicants must submit an application for admission to the degree programme to Heidelberg University no later than 15 May for the following winter semester or no later than 15 November for the following summer semester.

### § 2 Deadline and Documents

(1) The application for admission to the degree programme must arrive at Heidelberg University no later than 15 June for the following winter semester or no later than 15 November for the following summer semester (cut-off period).

(2) The application for admission in accordance with para. 1 or for issuance of the certificate in accordance with § 1 para. 3 must include the following documents:

- a. documentation that the requirements stipulated in § 3 para. 1 have been fulfilled,
- b. documentation as to whether the applicant's entitlement to take final examinations at a higher education institution in Germany or abroad in the Master's Degree Programme in Anthropology or in a programme with a similar content has been rescinded, and whether he or she is currently involved in an examination procedure in this academic programme.

### **§ 3 Admission Requirements**

(1) The admission requirements are as follows:

#### **1. Proof of a degree in Anthropology**

Applicants must submit proof of an above-average degree in a degree programme in Anthropology (Anthropology share at least 50%), or in a degree programme with an essentially comparable methodological and theoretical focus from an institute of higher education in Germany or abroad with a standard period of study of min. 3 years, or a degree recognised as equivalent. For the Master's degree programme Anthropology (120 CP), the anthropology share must normally account for min. 50% or 70 ECTS. In exceptional cases, 20% or 28 ECTS can suffice. If the anthropology share is less than 50% or 70 ECTS, the applicant must participate in an interview to determine his/her subject-specific qualifications for the Master's degree programme Anthropology.

The selection is made on the basis of the following criteria insofar as they can provide insight into the student's aptitude for the degree programme:

- relevant vocational training,
- language proficiency,
- practical experience and
- other.

and

#### **2. Proof of language proficiency**

a) For German-speaking applicants (native language and/or German university degree)

German native speakers or applicants who have completed a degree at a German university must submit proof of English proficiency rated B2 of the European Framework of Reference.

Alternatively, proof can also be submitted in the form of

- school diplomas that certify that the foreign language was learned for min. 6 years until graduating with a university entrance qualification.
- certificates from an institute of higher education where English was the primary language of instruction.
- other comparable documents;

or

b) For English-speaking applicants (native language and/or English-language university degree)

English native speakers or applicants who have completed a degree at an English-speaking university are not required to submit proof of German language proficiency. In this case, they must submit proof of one further modern language at the level of min. 2 years at school, or A2 of European Framework of Reference, or comparable knowledge;

or

c) For non-German and non-English speaking applicants (not 2.3)

If the applicant is neither a native English- or German-speaker, he or she must submit proof of sufficient English language proficiency. In general, this is attested by the Test of English as a Foreign Language (TOEFL) with min 570 paper based TOEFL-Test or 230 computer-based TOEFL-Test or 80 internet-based TOEFL-Test points. Proof of the International English Language Test System with a score of 6.5 or higher is also sufficient.

(2) In assessing whether the applicant's performance in the undergraduate degree is above average pursuant to para.1 no. 1, the following aspects will be taken into account:

1. final degree grade of at least 2.5.
2. individual subject-specific grades that provide insight into the applicant's aptitude for the desired degree programme
3. documentation of the applicant's university ranking on the final examination that is the prerequisite for admission to this Master's programme (own university ranking).

(3) Decisions regarding equivalence of applicants' educational backgrounds and the comparability of degrees are made by the admission committee. When recognising degrees obtained abroad, recommendations from the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Kultusministerkonferenz, KMK) and agreements between partner universities are considered. If necessary, the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen, ZAB*) will be consulted.

(4) It is also possible to apply for admission if the previous degree is not available yet by the end of the application period in accordance with § 2 para. 1 and if, based on the previous periods of studies and in particular the previous examination results, it is to be expected that the Bachelor's degree and its associated measures, which constitute the admission requirements for the Master's degree programme Anthropology following § 3 para. 1 nr. 1, will be completed prior to the beginning of the lecture period. In this case, a temporary certificate from the university will suffice, listing the successfully completed examination results and confirming that the Bachelor's thesis has already been submitted and that the examination procedure will be completed before the beginning of the semester for which the student is applying.

#### **§ 4 Admission Procedure**

(1) On the basis of the recommendation made by the admission committee, the Rector decides whether an applicant is to be admitted.

- (2) The application will be rejected, if
- a. the requirements in accordance with §§ 2 and 3 are not fulfilled, and/or
  - b. the applicant has lost his or her entitlement to take the final examination in the Master's Degree Programme Anthropology, or in a programme with a similar content, or if he or she is currently involved in an examination procedure in this or a similar academic programme.

(3) Admission in the case of an application pursuant to § 3 para. 4 may be granted under the condition that documentation of the required degree and the corresponding requirements will be submitted no later than the last work day prior to the beginning of lectures. Acceptance of admission will expire if the applicant does not submit the necessary documents as set forth in § 3, para 1, nr. 1 by the established deadline.

(4) In all other respects, the general provisions of Heidelberg University's admissions and matriculation regulations remain unaffected.

#### **§ 5 Selection from the pool of applicants**

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(1) If the number of qualified applicants as described in § 3 exceeds the number of available places, a selection procedure and ranking will be implemented based on the following criteria/weighting:

1. overall grade of the final examination, which, as stipulated in § 3, constitutes an admission requirement (weighting: 50%),
2. special subject-specific aptitude, certified through specific course work and examination results (weighting: 30%),
3. vocational training, practical work experience, or other accomplishments that may provide additional insight into the applicants' suitability for the desired degree programme (weighting: 20%).

(2) In accordance with para. 1, the selection committee assesses the criteria on the basis of a previously-defined assessment standard. The commission will assess the individual criteria and rank them on a scale from 1-15.

The arithmetic mean with one decimal point is calculated as the sum of the allocated points from the individual committee (max. 15 points). The value is not rounded.

### **§ 6 Admissions Committee**

(1) The admission committee consists of at least two professors and one representative of the research assistants. The members select one chairperson and a deputy from among the professors. In unambiguous cases, the evaluation of previously-earned qualifications may be delegated to a member of the admission committee in accordance with § 3 para. 3 and para. 4.

(2) The members of the admission committee are appointed by the faculty council (or faculty board) of the Faculty of Behavioural and Cultural Studies. The members are appointed for a two-year term and may be re-appointed.

### **§ 7 Coming into Force**

This Charter becomes effective on the day after it is published in the Rector's bulletin (Mitteilungsblatt des Rektors). At the same time, the Charter of 11 July 2010 (Rector's bulletin of 5 July 2010, p. 597), last modified by the Charter of 16 December 2010 (Rector's bulletin of 14 January 200, p. 28) is suspended.

Heidelberg, 16 October 2014

Professor Dr. rer. nat. Bernhard Eitel  
Rector