



## Zugangs- und Zulassungsordnung

für den Masterstudiengang

Social Anthropology/Sozialanthropologie (englische Version)

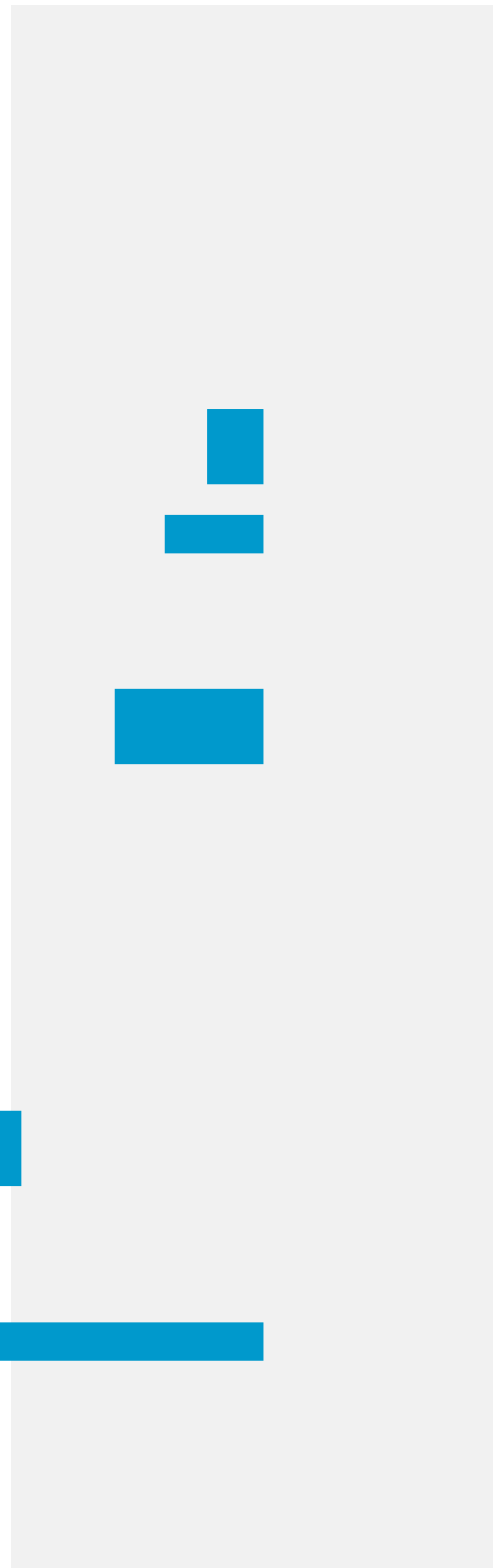
## Admissions Regulations

for the Master's Programme

Social Anthropology/Sozialanthropologie

at the Westfälische Wilhelms-Universität Münster

of 19 September 2016



This is a translation of the original German text and is intended for your information only. Under German law only the official German version of the “Zugangs- und Zulassungsordnung für den Masterstudiengang Social Anthropology/Sozialanthropologie an der Westfälischen Wilhelms-Universität Münster vom 01.07.2016” is legally binding. It was published in the *Amtliche Bekanntmachungen* (AB Uni; “Official Announcements”) on 14.07.2016, pp. 1451.

In accordance with § 2 Absatz 4, § 49 Absatz 6, § 64 Absatz 1 of the Universities Act of the Federal State of North Rhine-Westphalia (*Hochschulgesetz – HG*) in its version of the Higher Education Future Act (*Hochschulzukunftsgesetz*) of 16 September 2014 (GV. NRW. 2014, p. 547), the University of Münster has issued the following Regulations:

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**§ 1  
Scope**

These Regulations define the admissions process for the Master’s programme Social Anthropology/Sozialanthropologie at the University of Münster.

**§ 2  
Dates, Deadlines and Documents**

- (1) The admissions and selection process takes place prior to the beginning of the winter semester. The Münster University Student Admissions Office (*Studierendensekretariat*) must receive the student’s admissions application (*Antrag auf Zulassung*) by either 15 July (applicants from EU states) or 31 May (applicants from non-EU states). The deadline for handing in the admissions application is specified in the Regulations for the Allocation of Study Places in North Rhine-Westphalia (*Verordnung über die Vergabe von Studienplätzen in Nordrhein-Westfalen, VergabeVO NRW*) and in the Statute Regulating Admissions Issues at the University of Münster (*Satzung zur Regelung zulassungsrechtlicher Fragen in der Westfälischen Wilhelms-Universität Münster*). Applications must be

submitted electronically via the University's online application portal. Applicants are required to submit (i.e. upload) the following documents with their application:

1. Proof of completion of an undergraduate degree of professional qualification (see § 3 (1)). If at the time of application the degree certificate is not yet available, then a provisional certificate must be submitted which lists at least the grades received in the first five semesters (constituting a minimum of 120 credits (*Leistungspunkte*)). If the university does not issue provisional certificates, then a Transcript of Records will suffice provisionally. The actual degree certificate must be presented at enrolment in the case of admission to the Master's programme.
  2. Proof of adequate language proficiency as outlined in § 3 (3)
  3. Curriculum vitae (CV)
  4. List of completed required coursework and degree-relevant examinations (*Studien- und Prüfungsleistungen*), e.g. *Transcript of Records*
  5. If applicable: documents proving that a specific case of hardship exists as defined by § 7 (5) (e.g. certificate of disability (*Behindertenausweis*)).
- (2) The admissions application is rejected if it is not submitted on time. Moreover, the application can be rejected if the documents listed in § 2 (1) are incomplete.

## Part 1: Requirements for Admission to the Master's Programme

### § 3 Admissions Requirements

- (1) Apart from the general terms for enrolment at the University, the requirement for admission to the Master's programme Social Anthropology/Sozialanthropologie is the successful completion of an undergraduate degree programme of professional qualification in a related or comparable field of study with a minimum standard duration of six semesters. This degree programme must have resulted in a Bachelor's degree or another degree (*Diplom, Staatsexamen* etc.) with a final overall grade of at least 2.3. A related field of study (*fachlich einschlägig*, see sentence 1) is any degree programme in Ethnology (*Ethnologie/Völkerkunde*) or Cultural and Social Anthropology at either a German university or a university abroad. A comparable field of study (*fachlich anschlussfähig*, see sentence 1) is a degree programme in a related Social Science or Regional Science programme with at least 60 credits in the field of Social Anthropology/Ethnology. If there are doubts about the equivalence of a foreign degree, an appraisal of equivalence must be obtained from the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal Republic of Germany (*Ständige Konferenz der Kultusminister der Bundesrepublik Deutschland*).
- (2) If a candidate can document less than 60 but more than 15 credits in the field of Social Anthropology/Ethnology in one of the degree programmes listed in § 3 (1), admission may be granted under the condition that the applicant sits a (four-hour) examination set by the Institute of Ethnology before entering their third semester of studies. The necessary knowledge on the fundamentals of Social Anthropology can either be acquired through a preparatory summer school or through term-time seminars from the Bachelor's degree programme Kultur- und Sozialanthropologie

(Cultural and Social Anthropology, taught mainly in German language) or through supervised self-study. Courses of the third and fourth semester may only be attended if this examination has been passed.

- (3) Advanced English-language skills are a further admissions requirement. They can be documented through a language certificate at C1 level according to the Common European Framework of Reference for Languages (e.g. Certificate of Proficiency in English (CPE)) or an equivalent certificate. Decisions about equivalence are taken by the person specified in § 4 (1). If a certificate is not considered as equivalent, the reasons for the decision must be stated. This proof of language competence is not required for applicants whose native language is English.

#### **§ 4**

##### **Fulfilment of the Admissions Requirements**

- (1) The head (*Dekan*) of the Faculty of History/Philosophy or a faculty member authorised by the head of faculty checks the documents and certificates which have been submitted with the admissions application (*Antrag auf Zulassung*) to determine whether the applicant meets the admissions requirements as specified in § 3.
- (2) If a degree certificate is not available at the time of application, it suffices if the provisional certificate (see § 2 (1) sentence 5 no. 1) provides a grade that meets the grade requirements for admission as specified in § 3 (1) or if the final overall grade can be calculated from the Transcript of Records.
- (3) If it is decided that the applicant has not fulfilled the given requirements, then the reasons for the rejection must be documented.

#### **Part 2: Admission to the Master's Programme**

#### **§ 5**

##### **Admission without Selection Process**

If the Master's programme Social Anthropology/Sozialanthropologie is non-restricted or if the number of applicants who meet the admissions requirements does not exceed the restricted number of places available, the applicants who meet the admissions requirements are admitted without any further selection.

#### **§ 6**

##### **Selection Committee**

- (1) If the number of applicants who meet the admissions requirements for the Master's programme Social Anthropology/Sozialanthropologie exceeds the restricted number of places available, the faculty board (*Fachbereichsrat*) of the Faculty of History/Philosophy forms a selection committee of faculty members responsible for conducting the selection process.

- (2) The selection committee consists of two professors and one member of the academic staff. The chair and his/her deputy are professors. For each member of the selection committee, a substitute must be appointed, apart from the chair and his/her deputy. The term of office of the members of the selection committee is one year. Re-appointment is possible.
- (3) The selection committee has a quorum when at least two members, including either the chair or his/her deputy, are present. In the event of a tie, the vote of the chair or, if he/she is unable to attend, the deputy decides.
- (4) Meetings of the selection committee are non-public. The members of the selection committee are obliged to maintain confidentiality.
- (5) Minutes are kept of the committee's deliberations and application assessments.

### **§ 7 Selection Process**

- (1) If the number of applicants who meet the admissions requirements for the Master's programme Social Anthropology/Sozialanthropologie exceeds the number of places available, the applicants are selected on the basis of a ranking list. The ranking list is based on the grade stated in the degree certificate (see § 2 (1) sentence 5 no. 1). In the case of a tie, the ranking precedence is decided by the drawing of lots.
- (2) In accordance with the Allocation Regulations NRW (*VergabeVO NRW*), up to 2 % of the places available are assigned in advance by the Student Admissions Office (*Studierendensekretariat*) to applicants who meet the admissions requirements and have documented a case of hardship. The ranking is determined based on the severity of hardship; in case of doubt, final decisions are made by drawing lots.

### **Part 3: Final Provisions**

#### **§ 8 Conclusion of Admissions Process**

- (1) If an applicant meets the admissions requirements and is admitted to the Master's programme, the Rector of the University issues a notification of admission as soon as the selection process is completed. Conditional admissions are also possible (see § 3 (2)). In the case of § 2 (1) sentence 5 no. 1, the applicant is granted admission on the condition that the degree certificate is submitted at the time of enrolment in accordance with § 3 (1).
- (2) If admission to the Master's programme is made on the basis of a ranking, the Rector sets a deadline by which the applicant must notify the University of his/her intention to accept the place offered to him/her. If the applicant refuses his/her place in the programme, it will be offered to the next candidate from the ranking list. Failure to notify the University of one's intention by the given deadline (see § 8 (2) sentence 1) counts as a rejection of the place.

- (3) If an applicant is not admitted to the programme, the Rector issues a letter of rejection. This letter also informs the applicant whether the admissions requirements were met. If this was the case, the letter states the applicant's position on the ranking list as well as the total number of students admitted to the programme. The letter of rejection must contain the reasons for being denied admission to the programme as well as information on the legal remedies available.
- (4) Enrolment at the University of Münster is only possible if the admission notification letter is submitted to the Student Admissions Office (*Studierendensekretariat*) together with the enrolment application form (*Antrag auf Einschreibung*) within the designated time limit. The current version of the Enrolment Regulations (*Einschreibeordnung*) of the University of Münster applies.

### § 9 Deception

- (1) If an applicant acted dishonestly or submitted (i.e. uploaded) false or fake documents (see § 2 and § 3) and if this is only discovered after the applicant has gained admission, then the admission is revoked. Revocation is only possible within a two-year period after these facts have become known.
- (2) Applicants must be immediately informed of decisions detrimental to them, along with the reasons for the decision and information on the legal remedies available. Before a final decision is made, the applicant in question must be given the opportunity to be heard.

### § 10 Coming into Force

- (1) These Regulations (i.e. the original German version) come into force on the day following their publication in the *Amtliche Bekanntmachungen* of the University of Münster (AB Uni; "Official Announcements").
- (2) Once these Regulations come into force, the Admissions Regulations for the Master's programme Social Anthropology/Sozialanthropologie of 26 February 2014 (AB Uni 2014/11, S. 646ff.) cease to be valid.

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Issued upon the resolution of the faculty board of the Faculty of History/Philosophy of the University of Münster on 13 June 2016.

Münster, [day month] 2016

The Rector  
Prof. Ursula Nelles

**Kommentiert [SK1]:** Bitte ergänzen, auch im nächsten Abschnitt

**Kommentiert [SK2]:** Neuer Name ab Oktober 2016, siehe auch nächster Absatz

**Kommentiert [BBM3]:** [Im Englischen ohne Dr.-Titel, siehe WWU Design Manual]

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The above Regulations (i.e. the original German version) are hereby announced in accordance with the University of Münster's Regulations on the Announcement of Orders, the Publication of Decisions, and the Disclosure of Statutes (*Ordnung der Westfälischen Wilhelms-Universität über die Verkündung von Ordnungen, die Veröffentlichung von Beschlüssen sowie die Bekanntmachung von Satzungen*) of 8 February 1991 (AB Uni 91/1) as amended on 23 December 1998 (AB Uni 99/4).

Münster, [*day month*] 2016

The Rector  
Prof. Ursula Nelles

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### **Glossary**

admissions application .....	<i>Antrag auf Zulassung</i>
case of hardship .....	<i>Härtefall</i>
certificate of disability .....	<i>Behindertenausweis</i>
credit .....	<i>Leistungspunkt</i>
degree-relevant examination .....	<i>Prüfungsleistung</i>
enrolment application .....	<i>Antrag auf Einschreibung</i>
faculty board .....	<i>Fachbereichsrat</i>
Head of Faculty .....	<i>Dekan</i>
Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal Republic of Germany	<i>Ständige Konferenz der Kultus- minister der Bundesrepublik Deutschland</i>
required coursework .....	<i>Studienleistung</i>
Student Admissions Office .....	<i>Studierendensekretariat</i>

Translation: Supportstelle Englisch, WWU Münster, 2016