

**Zugangs- und Zulassungsordnung
für den Masterstudiengang
“Social Anthropology/Sozialanthropologie“
(English Version)**

**Admissions Regulations for the
Master’s Programme
“Social Anthropology/Sozialanthropologie”
at the University of Münster
of 09.07.2012**

This is a translation of the original German text. It is 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 vom 09.07.2012 “ is legally binding. It was published in the *Amtliche Bekanntmachungen* (AB Uni; “Official Announcements”) on 13.07.2012, pp. 2033-2039.

In accordance with § 2 Abs. 4 and § 64 Abs. 1 of the *Gesetz über die Hochschulen des Landes Nordrhein-Westfalen* (Universities and Colleges of North Rhine-Westphalia Act) in its version of the *Hochschulfreiheitsgesetz* (Higher Education Autonomy Act) of 31 October 2006 (GV. NRW 2006, p. 474), the University of Münster has issued the following regulations:

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§ 1

Area of Application

These regulations govern the admissions criteria and regulations for the Master's Programme "Social Anthropology/Sozialanthropologie" of the University of Münster.

§ 2

Deadlines, Time Limits and Documents

- (1) ¹The admissions procedure takes place each year before the start of a winter semester's lecture period. ²The application for admission is to be filed with the *Studierendensekretariat* (Student Enrolment Office) of the University of Münster by 15 July for the year's winter semester and by 15 January for the year's summer semester. ³The time limit for filing the application complies with the Regulations for the Allocation of Study Places in North Rhine-Westphalia (*Verordnung über die Vergabe von Studienplätzen in Nordrhein-Westfalen, VergabeVO NRW*) and with the statutes regulating registration issues at the University of Münster. ⁴Applicants are required to submit the following application documents:
1. Evidence of a general or a corresponding subject-specific university entrance qualification.
 2. Evidence of a first university degree in accordance with § 3(1). If a degree certificate in accordance with § 3(1) is not yet available at the time of application, a preliminary certificate is to be handed in, listing the grades of the first five semesters (minimum of 120 *Leistungspunkte* (LP, credits) at least. The Transcript of Records will suffice provisionally if the university does not issue a preliminary certificate. In the event of admission, the degree certificate in accordance with § 3(1) is to be submitted when enrolling for the programme.
 3. Evidence of sufficient language skills in accordance with § 3(2).
 4. CV.
 5. Evidence of coursework and required examinations (e.g. Transcript of Records).
 6. A letter of motivation substantiating the choice of programme (1-2 pages). The letter of motivation should be written in English, but may also be written in German.
 7. Further documents demonstrating the aptitude and motivation for the desired programme, where applicable (e.g. job references, evidence of work placements or other relevant additional qualifications).
 8. Documents attesting to a specific case of hardship as defined by § 7(5), where applicable (e.g. certificate of disability).
- (2) ¹The application for admission is to be declined if it does not arrive on time. ²The application for admission may be rejected if the documents specified in § 2(1) have not been submitted in full.

Part 1: Admissions Requirements of the Master's Programme

§ 3

Admissions Requirements

- (1) ¹To be admitted to the Master's Programme "Social Anthropology/Sozialanthropologie", in addition to the general registration requirements, it is required that a course of studies connected to or compatible with the subject and with a standard period of study of no less than six semesters has been successfully completed with a bachelor's degree or another university degree (*Diplom, Magister*, state examination etc.). ²Courses of study connected to the subject as defined by § 3(1) sentence 1 are degree programmes in Anthropology, Ethnology, and Cultural and Social Anthropology at a university in Germany or abroad. ³Courses of study compatible with the subject as defined by § 1 sentence 1 are degree programmes from the neighbouring Social Sciences or Religious Studies with a share of courses from the field of Social Anthropology/Ethnology amounting to at least six *Leistungspunkte* (credits). ⁴If a degree programme from the neighbouring Social Sciences or Religious Studies cannot be proven to include courses from the field of Social Anthropology/Ethnology, admission to the Master's Programme "Social Anthropology/Sozialanthropologie" is granted on condition that courses selected from those offered by the University of Münster's bachelor's degree course in Cultural and Social Anthropology amounting to a minimum of six ECTS credit points are taken within a period of two semesters. ⁵If there are doubts as to the equivalence of degrees from outside the area of application of the German Basic Law (*Grundgesetz*), expert advice on the equivalence of the degrees will 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) ¹A further requirement for admission is evidence of sufficient command of the English language to enable active participation in the courses. ²Evidence of a sufficient knowledge of English may be provided by skills certified in the university entrance qualification or comparable skills. ³Evidence is not required for applicants whose first language is English.

§ 4

Assessment of the Admissions Qualifications

- (1) On the basis of the documents and certificates that are to be submitted with the application, the Head of the Faculty of History/Philosophy or a full-time member of the faculty authorised by the Head assesses whether the applicant meets the admissions criteria in accordance with § 3.
- (2) If a degree certificate is not yet available at the time of application, it suffices if the preliminary certificate (§ 2(1) sentence 4 no. 2) shows a grade that satisfies the final grade requirements in accordance with § 3(1) or, as the case may be, if such a grade can be calculated from the Transcript of Records.
- (3) The reasons are to be documented if an applicant is not considered to satisfy the admissions criteria.

Part 2: Admissions Regulations for the Master's Programme

§ 5

Admission without Selection Procedure

If the Master's Programme "Social Anthropology/Sozialanthropologie" has an open admission policy or if the number of applicants fulfilling the admissions criteria does not exceed the number of places available within the limits of restricted admission, qualified applicants will be admitted without further examination.

§ 6

Admissions Committee

- (1) If admission is restricted and if the number of qualified applicants for the Master's Programme "Social Anthropology/Sozialanthropologie" exceeds the number of places available, the Faculty Board (*Fachbereichsrat*) of the Faculty of History/Philosophy will set up an Admissions Committee consisting of full-time faculty members to carry out the admissions procedure.
- (2) ¹The Admissions Committee is composed of two professors and one academic staff member. ²The chairperson and his/her deputy must be professors. ³Deputies will be appointed for all members of the Admissions Committee, with the exception of the chairperson and his/her deputy. ⁴The term of office of the members of the Admissions Committee is one year. ⁵Reelection is allowed.
- (3) ¹The Admissions Committee has a quorum if at least two members are in attendance, one of whom being the chairperson or his/her deputy. ²In the case of a tie of votes, the chairperson or, in the absence of the chairperson, his/her deputy has the casting vote.
- (4) ¹The meetings of the Admissions Committee are non-public. ²The members of the Admissions Committee are bound to official secrecy.
- (5) Minutes will be kept on the examination of the application and on the discussion of the Admissions Committee.

§ 7

Selection Procedure

- (1) Applicants will be selected according to the following criteria:
 1. The grade given in the certificate in accordance with § 2(1) sentence 4 no. 2 will be weighted at 60%. In addition, in accordance with § 7(2), the grade will be assigned a score of between 10 and 40, which is then multiplied by the factor 0.6.
 2. Other qualifications relevant to the Master's Programme "Social Anthropology/Sozialanthropologie" of the University of Münster will be weighted at 40%. In this respect, at the due discretion of the Admissions Committee, the following scores will be assigned:
 - a) a score of up to 10 for work placements relevant to a profession or to research,
 - b) a score of up to 10 for relevant work experience,
 - c) a score of up to 10 for an exceptional motivation for the course of studies that is aspired to, and
 - d) or a score of up to 10 for other relevant additional qualifications.

In the case of particularly outstanding accomplishments, a score of up to 20 may in individual cases be assigned to one or several of the above criteria; the total score may not exceed 40. The total of the assigned scores will be multiplied by the factor 0.4.

- (2) When awarding scores in accordance with § 7(1), the following formula is to be applied in respect of grades:

Grade	1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0
Score	40	39	38	37	36	35	34	33	32	31	30

Grade	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	3.0
Score	29	28	27	26	25	24	23	22	21	20

Grade	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4.0
Score	19	18	17	16	15	14	13	12	11	10

- (3) ¹The scores multiplied by the respective factor in accordance with § 7(1) will be added up. ²A ranking will be made on the basis of the values thus determined.
- (4) ¹Applicants will be admitted to the available places beginning with the highest score. ²In the case of a tie, the position on the ranking is decided by drawing lots.
- (5) ¹Up to 2% of the places available are to be allocated *in advance* by the Student Enrolment Office (*Studierendensekretariat*) to qualified applicants under a hardship provision in accordance with the Allocation Regulations of North Rhine-Westphalia (*Vergabeverordnung NRW*). ²The ranking is determined by degree of exceptional hardship; in case of doubt, the decision will be made by drawing lots.

Part 3: Final Provisions

§ 8

Conclusion of the Procedure

- (1) ¹If an applicant meets the admissions criteria and if he/she is admitted to the Master's Programme, he/she will be notified of this and of the allocation of a study place by the Rector immediately after conclusion of the procedure. ²Admission may be conditional subject to § 3(1). ³If § 2(1) sentence 4 no. 2 applies, the applicant will be notified of the admission subject to the proviso that the certificate required under § 3(1) is to be provided at the time of registration.
- (2) ¹If admission to the Master's Programme is made on the basis of a ranking, the Rector will set the applicant a time limit to declare whether or not he/she will be accepting the offer of a study place. ²If the applicant declines the study place offered, it will be allocated to the applicant ranked next. ³If the applicant fails to submit the declaration in accordance with sentence 1, this will be considered as a decline of the offer.
- (3) ¹If an applicant is not admitted to the course of studies, the Rector will notify him/her of this and will also provide information as to whether the admissions criteria had been met. ²If the applicant met the admissions criteria, information will also be provided about the respective ranking and the number of

study places allocated. ³The rejection is to be substantiated and will include information on legal remedies.

- (4) ¹Registration with the University of Münster can be effected only if the admission is submitted to the Student Enrolment Office before due date together with the enrolment application ²Apart from that, the Enrolment Regulations (*Einschreibeordnung*) of the University of Münster apply in their current form.

§ 9

Fraud

- (1) ¹If an applicant acted fraudulently in the admissions procedure or handed in false or falsified documents in accordance with § 2 and § 3, and if this fact only emerges after admission, the admission will be revoked. ²It may only be revoked within a period of two years after disclosure of the fraud.
- (2) ¹Detrimental decisions are to be communicated to the applicant immediately; they are to be substantiated and will include information on legal remedies. ²Prior to the decision, applicants must be given the opportunity of a hearing.

§ 10

Entry into Force

- (1) These regulations will enter into force on the day after they were published in the bulletin (*Amtliche Bekanntmachungen*) of the University of Münster. (Note: This paragraph refers to the original German version of the Admissions Regulations.)
- (2) Upon these regulations entering into force, the admissions procedure for the Master's Programme "Sozialanthropologie/Ethnologie" of the University of Münster of 27 June 2011 (AB Uni 19/2011, p. 1154 ff.) will cease to be valid. (Note: This paragraph refers to the original German version of the Admissions Regulations.)

Issued at the decision of the Head of Faculty as the chairperson of the Faculty Council of the Faculty of History/Philosophy (Faculty 08) in accordance with § 12 Abs. 4 Satz 2 of the Universities Act (HG) (*Hochschulgesetz*) of 30.04.2012. (Note: This paragraph refers to the original German version of the Admissions Regulations.)

Münster, 09.07.2012

The Rector

Prof. Ursula Nelles

The above regulations 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 of 8 February 1991 (AB Uni 91/1) as amended on 23 December 1998 (AB Uni 99/4). (Note: This paragraph refers to the original German version of the Admissions Regulations.)

Münster, 09.07. 2012

The Rector

Prof. Ursula Nelles

Glossary

<i>Abschlusszeugnis</i>	degree certificate
<i>Allgemeine Hochschulzugangsberechtigung</i>	general university entrance qualification
<i>Antrag auf Einschreibung</i>	enrolment application
<i>Antrag auf Zulassung</i>	application for admission
<i>Auswahlkommission</i>	selection committee
<i>Dekan</i>	Head of Faculty
<i>Einschreibung</i>	enrolment
<i>Fachbereichsrat</i>	faculty board
<i>Leistungspunkt (LP)</i>	credit (LP)
<i>Prüfungsleistung</i>	required examination
<i>Studienleistung</i>	coursework
<i>Studierendensekretariat</i>	Student Enrolment Office

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