

### **Admissions Regulations for the Master's Degree Program M.Sc. Mathematics within the Department of Mathematics and Computer Science at Freie Universität Berlin**

*Disclaimer: Please note that only the German versions of these documents are legally binding. This translation is intended for the convenience of the non-German-reading public and is for information purposes only.*

#### **Preamble**

On the basis of Section 14.1.2 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 as it was made public on June 18, 2005 (GVBl. p. 393), last amended on May 20, 2011 (GVBl. p. 194) in conjunction with Section 10.5.2 of the Berlin Higher Education Act (*Berliner Hochschulgesetz – BerlHG*) in the version as it was made public on July 26, 2011 (GVBl. p. 378), the Department Council of the Department of Mathematics and Computer Science at Freie Universität Berlin issued the following statutes on June 13, 2012:\*

#### **Section 1 Scope**

These statutes govern admissions 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 BerlHZG for the master's degree program M.Sc. Mathematics in the Department of Mathematics and Computer Science at Freie Universität Berlin. This is a consecutive master's degree program as defined under Section 23.3.1a 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 admissions regulations.
- (2) The application for admission is to be submitted in writing to the Executive Board of Freie Universität Berlin – Admissions Office. Electronic submissions (e.g., via fax, email, or other electronic media) are not acceptable unless an application in writing (hard copy) is also submitted.
- (3) The application deadline is August 15 each year.
- (4) In accordance with Section 3.1, the application for admission must be accompanied by an officially certified copy of the applicant's first university degree (or equivalent professional certification).

\*These regulations were approved by the Executive Board of Freie Universität Berlin on June 22, 2012 and by the Berlin Senate Administration's department with responsibility for higher education on July 4, 2012.  
FU-Mitteilungen 61/2012 of July 12, 2012

(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 Section 3.2 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 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 process. 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 in mathematics or an equivalent degree from an institution of higher education within or outside of Germany that is comparable to the bachelor's degree program B.Sc. Mathematics as taught at the Department of Mathematics and Computer Science at Freie Universität Berlin.

(2) Proof of proficiency in German and/or English must be provided by candidates whose qualifying degree was obtained at a non-German university or equivalent establishment, as proficiency in these languages is required to participate in courses and read the relevant specialist literature. An official examination or test serves as appropriate proof of language proficiency; for German this would be a DSH 2 in the German language examination for university entrance, while for English this would be B2 CEFR, an IELTS band score of 5.0 or a TOEFL score of 500 in the paper-based exam, 170 in the computer-based exam, 80 in the internet-based exam, or equivalent results.

(3) The examination board responsible for the master's degree program in the Department of Mathematics and Computer Science, Freie Universität Berlin, determines the equivalence of any documentation provided. Upon request, the equivalence of the documents can be examined by parties external to the application procedure.

## **Section 4**

### **Quotas, Selection Criteria, Organizational Aspects**

(1) 80 percent of the study placements that are still available after the preliminary quotas have been fulfilled will be allocated according to the selection process as outlined in this document (higher education quota). 20 percent of the study placements will be distributed according to Section 10.1.2 BerlHZG. 5 percent of the study placements are reserved for the quota stipulated in Section 10.1.3 BerlHZG.

(2) Candidates are selected for the master's degree program according to 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 BerlHZG)

2. The result of a selection interview held with the candidate that should allow the selection panel to gain an understanding of the candidate's motivation and their suitability for the master's degree program (Section 10.2.6 BerlHZG).

(3) For the selection of candidates under Section 4.2.1,

85 percent of the study places available under the higher education quota will be allocated based on the grade awarded for the university degree previously obtained as defined under Section 3.1. The criterion for the allocation is based on the grade point average stated in the certificate for the previous degree studied.

(4) For the selection of candidates under Section 4.2.2,

a) the remaining 15 percent of places available under the higher education process will be allocated under the criteria set out in Section 4.2.2. The number of applicants admitted to the selection process shall be limited to three times the number of study placements available as determined by Section 4.2.1. The criterion for the allocation is based on the applicant's grade point average as stated in Section 4.3.2.

b) the final grade or grade point average for the degree completed as described in Section 4.3.1 will be converted to "selection points" using the chart in Appendix 1. The applicant receives an additional 3, 6, 9, 12 or 15 points based on the outcome of the selection interview. 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.

(5) At least two admissions officers will be appointed to supervise the selection process. The dean of the Department of Mathematics and Computer Science appoints these two people under the authority of Freie Universität Berlin's Executive Board. The appointed admissions officers must be authorized examiners for the master's degree program and must be university employees with Freie Universität Berlin as their main employer. The admissions officers hold their positions for one admission cycle. These positions may not be filled by substitutes or alternates.

(6) The selection interview is carried out by the admissions officers. Interviews are not open to the public and should last about 20 minutes per applicant. The admissions officers will invite applicants to the selection interviews in writing, providing them with the time and location of their interview. The invitation must be issued and sent to the candidate at least 10 working days before the interview is to take place.

A record is to be kept of each interview detailing the basis on which the applicant was assessed and the interview outcome.

## **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 enter into force on the day following their publication in *FU-Mitteilungen* (the official bulletin of Freie Universität Berlin).
- (2) The Statutes Regulating the Allocation of Places for the Master's Degree Program M.Sc. Mathematics from July 11, 2007 (*FU-Mitteilungen* 47/2007, p. 1055), therefore lapse when the new regulations come into force.

**Appendix 1**  
**(to Section 4.4 letter b)):**

Allocation of selection points based on the grade point average as recorded in the documentation for the first university degree in accordance with Section 4.3:

Grade points average	Selection points
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	18
2,7	16
2,8	14
2,9	12
3,0	10
3,1	8
3,2	6
3,3	4
3,4	2
3,5	0