

**Admissions Regulations for the Master's Degree Program M.A. Economic Systems within the
Institute for East European Studies at Freie Universität Berlin in Cooperation with the Faculty
of Economics and Business at the University of Belgrade**

Disclaimer: Please note that only the German version of this document is legally binding. This translation is intended for the convenience of the non-German-reading public and is for informational purposes only.

Preamble

On the basis of Section 14.1.1.2 of the supplemental rules and regulations (*Teilgrundordnung [Erprobungsmodell]*) of Freie Universität Berlin of October 27, 1998 (*FU-Mitteilungen* 24/1998) in conjunction with Section 15 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 of the announcement of the amended version of October 9, 2019 (GVBl. p. 695), last amended on July 5, 2022 (GVBl. p. 450) in conjunction with Section 10.5.2 of the Berlin Higher Education Act (*Berliner Hochschulgesetz, BerlHG*) in the version of the announcement of the amended version of July 26, 2011 (GVBl., p. 378), last amended on July 11, 2023 (GVBl. p. 260), the institute council of the central institute: Institute for East European Studies at Freie Universität Berlin issued the following regulations on October 26, 2023:¹

Section 1

Scope

These regulations 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 15.1.1 BerlHZG for the Economic Systems master's degree program within the Institute for East European Studies at Freie Universität Berlin in cooperation with the Faculty of Economics and Business at the University of Belgrade (master's degree program). This is a consecutive master's program as defined under Section 23.3.1.1a BerlHG.

Section 2

Number of Available Places and the Application Process

(1) The number of places available for the master's degree program for each given admissions cycle is stipulated in Freie Universität Berlin's General Admission Regulations.

(2) The application for admission must be submitted electronically to the Executive Board of Freie Universität Berlin – Admissions Office using the online application system.

(3) The application deadline is May 31 of each year.

(4) Applications for admission must be accompanied by an official certified copy of the applicant's first university degree (or equivalent professional certification) referred to below in Section 3.1 in the format specified by the Executive Board of Freie Universität Berlin – Admissions Office.

(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

¹ These regulations were approved by the Executive Board of Freie Universität Berlin on January 3, 2024, and by the Berlin Senate Administration's department with responsibility for higher education on February 1, 2024.

current transcript, which they should submit with the application. In this case, the result of the university degree is considered 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 from an institution of higher education within or outside of Germany. This degree must have been completed in economics, statistics, or another subject in which modules amounting to at least 60 credit points in theoretical economics, mathematics, statistics, or econometrics were successfully completed. Applicants are required to submit proof of having acquired these 60 credit points irrespective of their first degree program.

(2) Applicants are also required to submit proof of English language proficiency at the C1 level of the Common European Framework of Reference for Languages (CEFR).

(3) Applicants are exempt from the requirement to provide proof of proficiency in German.

(4) The examination board responsible for the master's degree program in the central institute: Institute for East European Studies, Freie Universität Berlin, determines the equivalence of any documentation provided.

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 15.1.1.2 BerlHZG. 5 percent of the study placements are reserved for the quota stipulated in Section 15.1.3 BerlHZG.

(2) Candidates are selected for the master's degree program in accordance with the following criteria:

1. The level of qualification as demonstrated by the applicant's academic performance in their degree programs (Section 15.2.1.1 BerlHZG)
2. Other qualifications acquired outside of a university degree program (Section 15.2.1.5 BerlHZG).

(3) In the selection process, selection points will be awarded under the criteria defined above in Sections 4.2.1 and 4.2.2. The maximum number of points that can be awarded is 100.

(4) For the selection criteria listed under Section 4.2.1 of these regulations, a maximum of 60 selection points can be awarded in relation to the average grade stated on the degree certificate for the candidate's previous degree program. The points for each average grade are listed in Appendix 1 to these regulations.

(5) A maximum of 40 selection points can be awarded for the selection criteria under Section 4.2.2 of these regulations in accordance with Appendix 2. Qualifications from non-university contexts must be relevant to the proposed area of study and indicate the candidate's suitability for the master's degree program. This may include qualifications gained via practical experience in working or volunteering at an international institution or organization focused on economics amounting to at least 300 hours or region-specific qualifications gained during stays abroad in eastern Europe, Russia, the South Caucasus, and central Asia lasting at least three months. The relevant qualifications are to be clearly listed (as in a CV) for an easy overview. Applicants must also provide relevant documentation for each qualification (e.g., certificates of completion, proof of employment, etc.).

(6) At least two admissions officers will be appointed to supervise the selection process. The chairperson (dean) of the central institute: Institute for East European Studies 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. These positions may not be filled by substitutes or alternates.

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 on a conditional basis. 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

These regulations enter into force on the day following their publication in *FU-Mitteilungen* (the official bulletin of Freie Universität Berlin).

Appendix 1
(to Section 4.4):

Allocation of selection points based on the grade point average as recorded in the documentation for the first university degree in accordance with Section 4.4.

Grade point average	Selection points
1.0	60
1.1	58
1.2	56
1.3	54
1.4	52
1.5	50
1.6	48
1.7	46
1.8	44
1.9	42
2.0	40
2.1	38
2.2	36
2.3	34
2.4	32
2.5	30
2.6	28
2.7	26
2.8	24
2.9	22
3.0	20
3.1	18
3.2	16
3.3	14
3.4	12
3.5	10
3.6	8
3.7	6
3.8	4
3.9	2
4.0	0

Appendix 2
(to Section 4.5):

Distribution of points based on additional qualifications that were gained outside of the first university degree program as referred to in Section 4.5.

Additional Qualifications	Selection points
gained by completing an internship/vocational training/professional work:	
related to economics/statistics at multinational companies; international organizations; global and national think tanks; non-profit, charitable, or civil society organizations	
amounting to at least 600 hours	20
amounting to at least 300 hours	10
related to other fields at multinational companies; international organizations; global and national think tanks; non-profit, charitable, or civil society organizations	
amounting to at least 600 hours	10
amounting to at least 300 hours	5
gained during stays abroad in eastern Europe, Russia, the South Caucasus, and central Asia:	
with the aim of obtaining region-specific qualifications (especially intercultural and language skills)	
amounting to at least six months	20
amounting to at least three months	10