

**Admissions regulations
for the Master's degree programme International Security Management
of the Department of Police and Security Management
of the Berlin School of Economics and Law (HWR Berlin)
Date: 21.09.2017²**

In accordance with § 10 of the *Gesetz über die Zulassung zu den Hochschulen des Landes Berlin in zulassungsbeschränkten Studiengängen (Berliner Hochschulzulassungsgesetz – BerlHZG)* in the version from 18 June 2005 (GVBl. p. 393), last amended on 09 May 2016 (GVBl. p. 226), the department council of the Department of Police and Security Management of the Berlin School of Economics and Law (*HWR Berlin*) has issued the following admissions regulations:

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² The English translation is for information purposes only. The German version is the original and constitutes the sole legally-binding version of this text.

§ 1 Scope of application

These admissions regulations regulate the admission to study on the Master's degree programme International Security Management from the Department of Police and Security Management at the Berlin School of Economics and Law (*HWR Berlin*).

§ 2 The admissions committee

(1) Decisions pertaining to the admission of applicants for Master's degree programmes are made by the admissions committee.

(2) Members of the admissions committee are:
a) two members of the BSEL professorate and
b) another authorized examiner

The members of the admissions committee must be members of the Department of Police and Security Management of the *HWR Berlin* and are selected by the department council; among the members of a), the department council also appoints a chairman or chairwoman of the admissions committee as well as a respective deputy. The period of office of the members is two years

(3) The committee constitutes a quorum given the presence of the majority of its members. Decisions are reached by means of a simple majority. In the event of a tie, the chair has the casting vote.

§ 3 Admissions requirements

(1) Admission to a Master's degree programme will be granted to those applicants whose first university degree, which qualifies its holder for professional entry, involved the award of a minimum of 180 ECTS credits or an equivalent. Questions of equivalence in this area are to be settled by the department council.

(2) Applicants are required to demonstrate that they hold a qualification which specifies attainment of English-language skills at the level B2 of the Common European Framework of Reference.

§ 4 The admissions period and application deadlines

(1) Admission takes place at the start of every summer semester. The application period begins on 1 October of the previous year. The admissions committee determines the end of the application period.

(2) The deadlines specified in these regulations are cut-off dates.

(3) Holders of a first university degree, qualifying its holder for professional entry, issued by a German institution of higher education are required to make a complete formal application.

(4) Holders of a first university degree, qualifying its holder for professional entry, issued by a non-German institution of higher education must make their application for admission by 1 January.

§ 5 The form and content of the application

(1) All applications are to be made to the *HWR Berlin* in writing. They must be signed and will only be considered if preceded by an online application via the relevant entry portal available on www.hwr-berlin.de. Holders of a first university degree, qualifying its holder for professional entry, issued by a non-German institution of higher education are to make their application via the *Arbeits- und Servicestelle für internationale Studienbewerbungen e.V.* (*uni-assist e.V.*). *uni-assist e.V.* will check that all basic requirements have been met. This service is subject to a fee.

(2) The certificates required are to be submitted as officially authenticated copies. If these certificates were not issued in German or English, they are to be accompanied by an officially authenticated German or English translation. In exceptional cases, the requirement to submit authenticated documents during the application process can be waived if either an officially authenticated copy or the original are submitted at the point of enrolment. This does not apply to holders of a first university degree, qualifying its holder for professional entry, issued by a non-German institution of higher education. The *HWR Berlin* reserves the right to require that the original documents providing the basis for admission are presented upon enrolment.

(3) The application documents comprise:

- a) The application form issued at the end of the online application procedure and a control sheet.
- b) A copy of the applicant's passport or identity card (proof of identity).
- c) Proof that the applicant holds a first university degree qualifying its holder for professional entry and qualifies the holder for admission to a Master's degree programme and a calculated overall average grade.
- d) Holders of a first university degree qualifying them for professional entry which was awarded by an institution of higher education in a non-EU country are required to demonstrate that the programme had a minimum duration of three years.
- e) Proof of the total number of ECTS credits awarded within the scope of the first university degree qualifying its holder for professional entry together with proof of their distribution across the various courses of the programme.
- f) Proof of the security relevance of the completed modules during the previous studies, in the form of module description.
- g) Proof of English-language skills no older than two years in accordance with § 4 section 2 (English native speakers are exempted from the requirement to provide proof of English-language skills. The admissions committee has the power to waive this requirement for applicants who can demonstrate that they have studied for 12 months at a school or institution of higher education or any other institution of education at which English was the language of instruction). If the applicant can demonstrate that they have actively used or extended their language skills after the acquisition of this qualification, its validity can be extended.
- h) A CV and a letter of motivation explaining the choice of Master's degree programme written in English.

§ 6 The award of places

(1) Admissions are issued on the basis of the *Gesetz über die Zulassung zu den Hochschulen des Landes Berlin in zulassungsbeschränkten Studiengängen* (*Berliner Hochschulzulassungsgesetz – BerlHZG*).

(2) Places are awarded in accordance with the following formula:

- a) 80 % of the outcome of a selection procedure in accordance with § 7
- b) 20 % in accordance with waiting time

(3) The award of places in accordance with section 2 b) follows the length of the waiting time. In cases of equal rankings, the provisions of § 8 will be applied.

§ 7 The selection criteria and the selection procedure

(1) Admission in accordance with the specifications of § 6 section 2 a) is made on the basis of the following selection criteria summarized as a score:

1. The overall grade of the university qualification (average grade) expressed as the factor X_1 ;
2. After weighting the security relevance of the previous studies of the applicants as the factor X_2 .

(2) The selection is made on the basis of a ranking established based on the results of the criteria of section 1 in accordance with the formula:

$$X = 0.7 (X_1) + 0.3 (X_2)$$

In cases of equal ranking, the selection decision will be made on the basis of the language qualification held.

(3) Evaluation of the selection criteria outlined in accordance with section 1 no. 1 is performed in accordance with the following weighting:

Grade average	Score
1.0 to 1.3	10
1.4 to 1.7	8
1.8 to 2.0	6
2.1 to 2.3	4
2.4 to 2.7	2
from 2.8	0

(4) Evaluation of the selection criteria outlined in accordance with section 1 no. 2 is performed in accordance with the following weighting:

Security relevance of the previous studies	Score
Course of studies with high security relevance	10
Course of studies with module content with security relevance	5
Course of studies without security relevance	0

§ 8 Admissions and the notification of admission

(1) Admission is granted conditionally and is subject to review.

(2) The applicant will be informed of the admissions decision. Unsuccessful applicants will be included in any clearing procedure.

(3) Notifications of admission include the date by which enrolment is to be performed.

(4) The notification of admission is invalid if enrolment is not completed by the date specified in section 4, or the *HWR Berlin* decides to rescind admission on whatever grounds.

§ 9 Preliminary admission

(1) In deviation from § 5 section 3 c), e) and f), candidates enrolled in a Bachelor's degree programme which has not yet to be completed, may apply for a place on a Master's degree programme. Such applicants must have been registered for their final examination. It must be clear that they will complete their first degree, qualifying its holder for professional entry, within the current semester. Their application will be assessed on the basis of an average calculated from the grades awarded in the subject-specific modules which they have completed and an overall average grade. In this case, in supplement to § 5 section 3, the applicant must provide certification from the institution of higher education at which they are studying for a Bachelor's degree, specifying that the applicant is on course to be awarded their degree before the start of the Master's degree programme.

(2) Applications made in accordance with section 1 must ensure that they submit proof of the missing examinations / ECTS credits by the end of the first subject-specific semester of the Master's degree programme. Otherwise, admission will be revoked.

§ 10 Commencement

These regulations take effect on the day after their publication in the *Mitteilungsblatt / Bulletin der HWR Berlin*.