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**Regulations for Special Admission
Requirements to the International M.Sc.
/ Ph.D. Programme Experimental
Clinical Linguistics (IECL) in the
Faculty of Human Sciences at the
University of Potsdam**

As of 12.03.09¹

On March 12, 2009, the Board of the Faculty of Human Sciences of the University of Potsdam issued the following regulations, based on § 89 and § 70 par. 2 No. 1 of the Brandenburg University Law (BbgHG) of December 18, 2008.

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§ 1 Admission Restrictions and Dates

A maximum of 15 students will be admitted to the programme each year. Students will only be admitted to the first segment of the programme in the summer term of the respective study year. The second segment of the programme can commence at any time during the year. If in any given year this maximum number is not reached, this will have no influence on the maximum number admitted in the following year.

§ 2 General Admission Requirements for the Initial Segment

(1) The minimum requirement for admission to the initial segment of the integrated M.Sc./Ph.D. programme is generally the completion of a seven-semester course of study with a Bachelors degree (B.A., B.Sc.) with a very good grade (at least a B)

1.1 in an experimental neurocognitive field (Psycho-/Neurolinguistics, Clinical Linguistics, Patholinguistics, Neurosciences), or

1.2 in a related discipline (e.g. Psychology, Theoretical Linguistics, Special Education, Medicine, Anthropology, Information Sciences, Philosophy, Empirical Pedagogical Sciences).

Applicants holding a degree completed after a six-semester course of study can be admitted with additional requirements (see IECL regulations § 3 Par. 1).

(2) Degrees obtained at a foreign university which are equivalent to those in Par. 1 will be recognised. The Board of Studies decides on the equivalency, taking into account the agreements on degree equivalence approved by the Conference of the Ministers of Culture and the Conference of the University Presidents.

(3) All applicants who are not native speakers of English must demonstrate an adequate level of competence in the English language by passing and submitting the results of an internationally recognised language test (TOEFL of at least 550 points on the handwritten test or 213 points on the computer-based test, IELTS of at least 7 points or an equivalent test). In exceptional cases, English competence can be evaluated in a personal interview with members of the Board of Studies.

§ 3 Admission Form and Deadlines

(1) Applications must be submitted to the address provided on the application form by January 15 of the year of admission. The application is only valid for admission within the latest corresponding application period.

(2) A complete application must include the following items:

a. the application form completely filled out and signed,

b. two letters of recommendation from professors of higher education institutions,

c. curriculum vitae,

d. recent photo,

¹ Approved by the president of the University of Potsdam on June 11, 2009.

e. proof of B.A. /B.Sc. degree or of its equivalent according to §2 Par. 2 in German or English (following admission to be submitted as a certified copy),

f. certificate in German or English documenting the courses successfully completed during the course of study,

g. proof of adequate English competence as stated in §2 Par. 3.

(3) Applications which are submitted incompletely or not in the proper form or which arrive after the closing date will not be considered for further evaluation. All submitted documents remain at the university.

§ 4 Admission Procedures

(1) The Board of Studies functions as an Admissions Committee and is responsible for the admission procedure.

(2) Based on the applications which have been submitted promptly and completely, the admission committee will pre-select the applicants considered to be the best-qualified. The pre-selection is particularly based on academic qualification and the final grade produced according § 2. The short-listed applicants will be asked to take part in a selection interview.

(3) The following guidelines apply to the selection interview:

a. As a rule, the interview will take place at the end of February at the University of Potsdam. The exact date and place of the interview will be communicated well in advance. The candidates for admission will be invited to the interview in a timely manner.

b. The Admissions Committee holds an interview of about 30 minutes with each candidate independently.

c. A written protocol of the main questions and answers in the interview will be compiled, which must be signed by the members of the Admissions Committee. The protocol must also include the date and place of the interview, the name of the candidate and the evaluation of the interview.

(4) If a candidate does not come to the interview without valid reason, he/she will be excluded from further procedure. Given a valid reason, the Admissions Committee will decide upon a new date. Proof of the valid reason and the request for a new appointment must be submitted to the

Committee as soon as possible, at the latest within two days of the cancelled appointment.

(5) The selection interview should demonstrate whether an applicant is especially qualified and well-suited for the IECL programme. Thus, the interview covers the motivation of the applicant concerning the course of studies, the scientific field itself and his/her personal career. Moreover, the selection interview serves to establish whether the applicant's knowledge of English is adequate enough to hold a scientific discourse.

(6) Following the interviews, the selection of the applicants will be made based on the following weighted criteria:

a. Academic qualification and final grade (60%)

b. Further qualifications:

- Letters of recommendation (10%)
- Relevant work experience (10%)

c. Selection Interview:

- Motivation (10%)
- Knowledge of English (10%)

(7) The decision with regard to admission or rejection of the applicants is made by the Board of Studies, whereby additional faculty members participating in the programme can be included in the process if required.

§ 5 Notification of Admission

(1) Applicants who are granted admission will be notified in writing.

(2) A closing date by which a successful applicant must state whether she/he accepts the place in the programme will be specified in the notification of admission. If the closing date is not met, the notification of admission becomes invalid. This legal consequence must be indicated in the notification.

(3) The Board of Studies will request those applicants who have been initially rejected to declare within a given deadline whether she/he would like to be considered for a waiting list. If the Board of Studies has not received word on the due date, the applicant will be excluded from any further consideration, in so far as he/she was made aware of this legal consequence.

(4) Notification of admission cannot be issued if the requirements in §§ 2 and 3 are not met.

§ 6 Admission Requirements for the Second Segment of the Programme

(1) Students who have successfully completed the initial segment of the programme with a very good grade (at least a “B”) will be, if desired, admitted to the doctoral programme, based upon their performance in the first year of study.

(2) Applicants with a university degree higher than a Bachelor (Diplom, Magister or Master) after at least 4.5 years of study and a very good grade (at least a B) can be accepted to the doctoral segment immediately upon recommendation of the Board of Studies. If previous laboratory experience or skills in statistics are absent, the applicant is required to complete these modules in the first and second term of the doctoral segment.

(3) Applicants who have completed a Bachelors degree after a minimum of 3.5 years in an experimental neurocognitive area (Psycho-/Neurolinguistics, Patholinguistics, Clinical Linguistics, Neurosciences) with an outstanding grade (A) and who have excellent references can be accepted immediately to the doctoral segment upon recommendation of the Board of Studies.

(4) The prerequisites and modalities of application and admission stated in §§ 2 and 5 also apply to students who apply for an immediate entry to the doctoral segment (cf. par. 2 and 3).

(5) As a rule, students who have finished the initial segment with an average module grade below B are advised to write a Master’s thesis. They are only in exceptional cases and upon recommendation of the Board of Studies admitted to the doctoral segment.

(6) If a student successfully completes his/her Masters thesis with an at least very good (B) grade, he/she can submit a first or renewed application to the doctoral segment.

§7 Effective Date

These regulations become effective on the date after their publication in the Official Bulletin of the University of Potsdam.

Appendix

