

**Admissions Statutes for the Master's Degree Program
in Cognitive Neuroscience in the Department of
Education and Psychology 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 14.1.1.2 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 September 28, 2020 (GVBl., p. 758) 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), most recently amended on September 28, 2020 (GVBl., p. 758), the Department Council of the Department of Education and Psychology at Freie Universität Berlin issued the following statutes on December 10, 2020.^{2*}

§ 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 15.1.1.1 BerlHZG for the master's degree program in Cognitive Neuroscience in the Department of Education and Psychology at Freie Universität Berlin. This is a consecutive master's degree program as defined under Section 23.3.1.1a BerlHG.

§ 2

**Number of Available Places and the Application
Process**

(1) The number of places available for the master's degree program stipulated in Section 1 is determined for each admissions cycle in accordance with Freie Universität Berlin's admissions regulations.

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

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

(4) The application for admission must be accompanied by an officially certified copy of the applicant's first university degree (or equivalent professional certification) as referred to in Section 3.1.

(5) Applicants can still submit their application to 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 there is reason to believe, based on the applicant's record and especially their previous performance in examinations, that the university degree referred to in Section 3.1 will be completed before the master's degree program begins and that the requirements stipulated in Section 3.2 will also be fulfilled by the relevant deadline. 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 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 academic performance 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*).

§ 3

Admission Requirements

(1) Admission to the master's degree program requires a higher education degree (bachelor degree) or professional qualification from a German or comparable non-German institution with at least 180 credits completed in the following areas: psychology, neuroscience, cognitive science, data science, mathematics, physics, biology, or computer science. The completion of a qualifying examination in the field of medicine can also fulfill this requirement.

(2) Applicants who did not complete a university degree at an institution where coursework was conducted in English must demonstrate English language skills at a level equivalent to C1 of the Common European Framework of Reference for Languages (CEFR).

(3) The examinations committee is responsible for determining the equivalence of any documents submitted.

§ 4

Quotas, Selection Criteria, Organizational Aspects

(1) 80 percent of the study placements that are still available after the preliminary quotas have been filled will be distributed according to the selection process as

* This Charter was confirmed by the Executive Board of the Freie Universität Berlin on 27 April 2015 and by the Senate Department responsible for universities on 4 May 2015.

outlined in this document (higher education quota). 20 percent of the study placements will be allocated under Section 15.1.1.2 BerlHZG. 5 percent of the study placements are reserved for the quota stipulated in Section 5.1.3 BerlHZG.

(2) Candidates are selected for the master's 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 15.2.1.1 BerlHZG);
2. The result of a selection interview held with the candidate as stipulated in Section 4.5 of these Statutes below. The interview should allow the selection panel to gain an understanding of the candidate's motivation and their suitability for the master's degree program (Section 15.2.1.6 BerlHZG).

(3) In the selection process, selection points will be awarded under the criteria defined in Sections 4.2.1 and 4.2.2 above. The number of applicants admitted to the selection process shall be limited to three times the number of study placements available as determined by the higher education quota. The primary selection criteria to be applied is the applicant's level of qualification, that is, the result of the final examination/grade of their previous degree. The maximum number of points that can be awarded is 100.

(4) For the selection criteria listed under Section 4.2.1 of these statutes, 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 the appendix to these statutes.

(5) For the selection criteria listed under Section 4.2.2 of these statutes, a selection interview will be conducted by the admissions officers according to Section 4.6 of these statutes. Interviews are not open to the public and should last about 10 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 5 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. Up to 40 selection points can be awarded for the interview, depending on the assessment of the applicant's motivation and aptitude for the master's program.

- | | |
|-----------------------------|---------------|
| 1. Extremely well qualified | = 40 points |
| 2. Very well qualified | = 32 points |
| 3. Well qualified | = 24 points |
| 4. Qualified | = 16 points |
| 5. Potentially qualified | = 8 points or |
| 6. Not qualified | = 0 points |

(6) At least two admissions officers will be appointed to supervise the selection process. They are appointed by the dean of the department on behalf of the Executive Board of Freie Universität Berlin. Both 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 positions may not be filled by substitutes, replacements, or alternates. The admissions officers hold their positions for one admission cycle.

§ 5

Admission Decision

(1) The final admission decision is made by the Executive Board – Admissions Office on the basis of the outcome of the selection process.

(2) The selected candidates receive a formal notification of admission stating the deadlines for their written acceptance and enrollment. If a candidate fails to honor the deadline stipulated by the Admissions Office, their place will be given to someone else.

(3) Candidates selected on the basis of a transcript receive a conditional admission and can enroll initially for the first semester only. In general, they may enroll permanently thereafter provided that they submit proof that they have completed their first degree as set out in Section 3.1 by the end of the first semester together with proof of meeting any further requirements in relation to said degree. If such proofs are not furnished by the stated deadline, their admission to the program will lapse.

(4) Candidates who are not admitted to the program will receive notification that they have not been selected together with the grounds for the decision.

(5) All documents submitted as part of the application process must be retained until the admission decision is finalized. Should any legal proceedings ensue in relation to the application and decision process, the documents must be retained until a legally binding decision has been made.

§ 6

Entry into Force

(1) These statutes shall enter into force on the day after their publication in the official bulletin of Freie Universität Berlin (*FU-Mitteilungen, Amtsblatt der Freien Universität Berlin*).

(2) With their publication, the Statutes Regulating the Allocation of Places for the Master's Degree Program in Social, Cognitive, and Affective Neuroscience at the Department of Education and Psychology at Freie Universität Berlin of May 25, 2015 (*FU-Mitteilungen* 16/2015, p. 631), amended on March 10, 2016 (*FU-Mitteilungen* 7/2010, p. 75), shall lapse.

Appendix 1
(regarding § 4.4 above):

Allocation of selection points for the average grade in the certificate of the first university degree in accordance with § 4.4:

Grade	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