

**Admission regulations of the Heidelberg University
for the interdisciplinary Master's program
*Communication and Society in Ibero-America***

from February 10, 2021

On the basis of §§ 63 (2), 60 (2) number 2, 29 (4), 59 (1) of the law regulating universities in Baden-Württemberg (*Landeshochschulgesetz - LHG*) of January 1, 2005 (GBl. of January 05, 2005 p. 1), last amended by Article 1 of the law amending the *Landeshochschulgesetz* and the *Studierendenwerkgesetz* of June 24, 2020 (GBl. of June 29, 2020, p. 426), the Senate of the Heidelberg University has adopted the following statutes.

Equality clause

All designations of office, status, function, and profession in these bylaws apply equally to all genders. This also applies to the use of university degrees, academic designations, and titles.

§ 1 Scope of Application

The Heidelberg University allocates its study places in the Master's program *Communication and Society in Ibero-America* in accordance with the following provisions; the provisions of the Admission and Enrollment Regulations (*ZImmO*) of the Heidelberg University applicable to the admission procedure remain unaffected, insofar as no deviating provisions are made in these statutes.

§ 2 Study Commencement and Application Deadline

- (1) First-year students are admitted to the program in the winter semester.
- (2) German applicants and foreign applicants or stateless persons who hold a German university qualification must request a certificate of compliance with the admission requirements (admission certificate, *Zugangsbescheinigung*) within the general enrollment deadlines stipulated in the *ZImmO*.
- (3) The application for admission, including the documents required according to § 3 (2) for the winter semester, must be submitted by other foreign applicants to Heidelberg University, Dezernat Internationale Beziehungen, Seminarstr. 2, 69117 Heidelberg by June 15 of each year (cut-off deadline).
- (4) The date of receipt of the written application by mail at Heidelberg University is decisive for the proof of compliance with the deadline. Documents received after the deadline or incomplete documents received within the deadline will not be considered.

§ 3 Documentation

- (1) The admission certificate (*Zugangsbescheinigung*) must be requested in the form provided by the Heidelberg Center for Ibero-American Studies (HCIAS). The application for admission must be submitted in the form provided by Heidelberg University in the *ZImmO*.
- (2) The following documents must be included:
 1. Evidence of the fulfilment of the requirements specified in § 4 (1) in the form of certified copies;

2. a statement as to whether the applicant has definitively failed an examination in the above-mentioned Master's degree program or in related programs with essentially the same content, as required by the examination regulations for these programs, or whether the applicant is no longer entitled to take the examination for other reasons, or whether the applicant is undergoing an ongoing examination process for such a program;
 3. if the degree according to § 4 (1) number 1 is a Bachelor's degree, a transcript of records of the achievements in this degree program (including the topic and - if already available - the grade of the Bachelor's thesis);
 4. a letter of motivation in English or Spanish, personally written by the applicant, of at least one and no more than two DIN A4 pages, in which the applicant explains his/her reasons for applying for the above-mentioned Master's program as well as the desired focus and thus justifies his/her application for the above-mentioned Master's program.
- (3) Heidelberg University may require that the original documents on which the admission decision is based be presented at the time of enrollment.

§ 4 Admission Requirements

(1) Admission requirements are as follows:

1. a degree obtained with above-average success in a course of study in the humanities or social sciences with a relevant subject content of at least 50% or 74 credit points for which a standard period of study of at least three academic years has been set, or another recognized degree. Degrees recognition is subject to the requirements listed in (2).

When evaluating whether the result is above-average, the following can be taken into account in particular:

- a) final grades of prior university courses,
 - b) subject-specific individual grades from preceding university studies, which can provide information about the aptitude for the intended study program,
 - c) proof of the applicant's subject classification within the university in the final examination, which is a prerequisite for admission to this Master's program (ranking).
2. Study motivation for the chosen program and the intended profession, proven - in addition to the evidence for point 1 - by the explanations in the motivation letter;
 3. proof of sufficient English language skills, at least at level C1 according to the Common European Framework of Reference. Evidence can usually be provided through:
 - a) a university entrance qualification or degree from an English-speaking country or
 - b) a university degree in a course of study with English as the language of instruction or
 - c) a bachelor's degree with a subject content of at least 50% in *English philology* (or in courses with essentially the same content) or
 - d) the Test of English as a Foreign Language (TOEFL) with a minimum of 90 internet-based TOEFL test points or
 - e) the International English Language Test System with a score of at least 7.0 or

- f) a language certificate for English from the Heidelberg University's Language Centre corresponding to level C1 or
 - g) other evidence of sufficient language proficiency.
4. proof of sufficient Spanish language skills, at least at level B2 according to the Common European Framework of Reference. Evidence can usually be provided through:
- a) a university entrance qualification or degree from a Spanish-speaking country or
 - b) a university degree in a course of study with Spanish as the language of instruction or
 - c) a bachelor's degree with a subject content of at least 25% in *Spanish philology* (or in courses with essentially the same content), or
 - d) DELE (*Diploma de Español como Lengua Extranjera*) from the *Instituto Cervantes* with a grade of "B2 (Nivel Avanzado)" or
 - e) a language certificate for Spanish from the Heidelberg University's Language Centre corresponding to level B2 or
 - f) other evidence of sufficient language proficiency.
- (2) Degrees obtained in courses of study at foreign state or state-recognized institutions of higher education are recognized if, with regard to the competencies acquired, there is no significant difference from the degrees that are being substituted. The admission committee decides on the recognition of such degrees. When recognizing foreign degrees, the recommendations made by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) as well as agreements within the framework of university partnerships must be observed. In cases of doubt, the Central Office for Foreign Education (*Zentralstelle für Ausländisches Bildungswesen ZAB*) shall be consulted.
- (3) If the degree, according to (1) number 1, has not yet been awarded by the end of the application period, a provisional certificate from the university containing the achievements up to that point with the assurance that the relevant studies are planned to be completed by the beginning of the semester for which admission is applied for is sufficient. In these cases, the applicant's average grade is taken into account in the admission procedure, which is determined on the basis of his/her previous examination results.

§ 5 Admissions Committee

- (1) An admissions committee is appointed to determine the admission requirements and to prepare decisions regarding admissions. The admissions committee consists of 5 members, at least two of whom must be university faculty. At least one of these persons must belong to the institutions involved in the study program: the Faculty of Modern Languages (Institute of Translation and Interpreting and Department of Romance Studies), the Faculty of Philosophy (Department of History), the Faculty of Economics and Social Sciences (Institute of Political Science and Institute of Sociology) and the Faculty of Chemical and Earth Sciences (Institute of Geography). One of the persons named in sentence 2 must also be additionally assigned to the HCIAS. From among the university faculty, one member shall be designated as chairperson and one member shall be designated as deputy chairperson. Evaluation of prior learning may be delegated to a designee in clear cases. The admissions committee may seek advice from other individuals at the institutions involved in the program.

- (2) The members of the admissions committee are appointed by the Faculty Council of the Faculty of Modern Languages, the Faculty of Philosophy, the Faculty of Economics and Social Sciences, and the Faculty of Chemistry and Earth Sciences, each for a term of three years. Re-appointment is possible.

§ 6 Admissions Procedure

- (1) German applicants and foreign applicants or stateless persons who have a German university qualification can enroll within the enrollment deadlines specified in the Admission and Enrollment Regulations (*ZImmO*) of the Heidelberg University without a prior admission procedure, provided that they meet the admission requirements according to these statutes as well as the general enrollment requirements. Proof of fulfillment of the admission requirements for the above-mentioned master's degree program is provided in the form of an admission certificate issued by the admissions committee. This review may be delegated to a designee.
- (2) There is an admission procedure for foreign applicants who do not have German citizenship and who are not equal to Germans in terms of admission law.
- (3) Those applicants who, according to the submitted documents, fulfill the admission requirements according to § 4 (1) number 1 to 4, will receive an admission certificate from the admission committee or will be recommended for admission by the admission committee. If it is evident from the documents that the applicant does not meet the admissions requirements, the admission certificate cannot be issued or the admission committee will recommend that the applicant is not admitted.

§ 7 Admissions Decision

- (1) The rector decides on admission on the proposals of the admission committee.
- (2) The application is to be rejected if
 1. the prerequisites regulated in § 2 to 4 are not met and/or
 2. if the applicant has lost his/her examination entitlement in the Master's degree program *Communication and Society in Ibero-America* or in related degree programs with essentially the same content or is in an ongoing examination procedure of such a degree program.
- (3) In case of application according to § 4 (3), admission shall be granted under the condition that the degree and related requirements are proven by the last working day before the start of lectures. The approval will expire if proof is not provided by the deadline.

§ 8 Entry into Force

This statute shall enter into force on the day following its publication in the Rector's Bulletin.

Heidelberg, February 10, 2021

Professor Dr. Dr. h.c. Bernhard Eitel
Rector

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