

Preamble

This document acts as an unofficial translation that was created by Robin Wensky to aid student counselling for international students regarding the M.Sc. Psychology program. As application for international students is done via uni-assist, these documents may not hold the same relevance as for German students. Especially relevant are pages 1-6, as they lay forth the general prerequisites (e.g., the type of bachelor's degree and language proficiencies needed).

Access and Admission Regulations for the M.Sc. Psychology program

I. General Admission Requirement

This Master's programme is a consecutive programme pursuant to § 23(3) sentence 1 no. 1 lit. a BerlHG. It is an international programme pursuant to § 5(1) ZSP-HU.

For the general admission requirement for postgraduate study pursuant to § 16(1) or (2) ZSP-HU, the requirements for the documents to be submitted, their source of issuance, and any forms to be used are set out in General Annexes 1.1.1. and 1.1.2. respectively.

II. Extended Admission Requirements

The following additional eligibility and qualification requirements must be cumulatively fulfilled by the applicant. Further details on the requirements for the documents to be submitted, their source of issuance, and any forms to be used are set out in the respective General Annexes cited. Insofar as individual documents are contained in a combined document, or one document is intended to serve as proof for several admission requirements, the document or proof need only be submitted once.

Degree in a Specific Subject	
Designation:	Degree in Psychology or a Related Subject
Explanation:	<p>A professionally qualifying university degree in Psychology or a related subject is required, i.e. in a degree programme with a psychological component of at least 100 ECTS credits. ECTS credits attributable to final theses of previous studies will not be taken into account.</p> <p>ECTS credits claimed and taken into account for this admission requirement may be claimed again as proof of language competences and taken into account once more.</p>
Proof 1:	Transcript of records pursuant to General Annex 1.1.4.
Proof 2 (optional):	Subject matter of the competences taught for ambiguous course and/or module titles pursuant to General Annex 1.1.6.

Special Knowledge 1	
Designation:	Special Knowledge in Languages: English Language Proficiency at a Minimum Level of C1

Proof:	General Annex 1.4.2. applies.
---------------	-------------------------------

Special Knowledge 2	
Designation:	Special Knowledge in Languages: German Language Proficiency at a Minimum Level of A2
Explanation:	Basic competences in German at a minimum level derived from level A2 of the "Common European Framework of Reference for Languages: Learning, Teaching, Assessment" (CEFR) are required.
Proof:	<p>A certificate, diploma, language certificate, or comparable proof must be submitted. The proof must contain information on the issuing institution, the level achieved, the assessment standard applied, and the date of issue or the last examination.</p> <p>The required language level can be demonstrated, for example, by means of the Goethe-Zertifikat or comparable certificates.</p> <p>Applicants whose native language is German may also demonstrate fulfilment of the admission requirement by submitting official documents showing that the applicant learned German in early childhood without formal instruction as a first language and spent at least eight of the first twelve years of their life in a country where German is used as an official language. This requirement is considered fulfilled in particular upon submission of a German university entrance qualification (Hochschulzugangsberechtigung).</p>
Source of issuance:	Issued by the respective institution.
Form:	The form of submission will be communicated as part of the application procedure.

III. Regulations on the Selection Procedure

a. Quota in the University's Selection Procedure

The proportion of study places to be allocated on the basis of the university's selection procedure amounts to 80 per cent.

b. Selection Criteria in the University's Selection Procedure

Further details on the requirements for the documents to be submitted, their source of issuance, and any forms to be used are set out in the respective General Annexes cited. Insofar as individual documents are contained in a combined document, or one document is intended to serve as proof for several selection criteria, the document or proof need only be submitted once.

Selection Criterion 1	
Designation:	Degree of qualification of the preceding studies
Weighting:	80 per cent
Proof:	General Annex 1.2.3. applies.

Selection Criterion 2	
Designation:	Knowledge in the form of special psychology-specific course content/subjects from previous studies or otherwise acquired competences at university level in the areas of Personality, Developmental, Educational, Social, Work,

	Engineering, Organisational, and/or Economic Psychology totalling at least 40 ECTS credits
Weighting:	10 per cent
Explanation:	<p>A total scope of course content in the areas of Personality, Developmental, Educational, Social, Work, Engineering, Organisational, and/or Economic Psychology from previous studies, or otherwise acquired equivalent competences at university level totalling at least 40 ECTS credits, may affect ranking position.</p> <p>The content taught in these areas encompasses discipline-specific knowledge of central theories and models, methods, and empirical findings. This includes knowledge of the description, explanation, and prediction of individual differences in thinking, feeling, and behaviour; forms of personality classification (personality factors and types) and central personality traits (including the Big Five, temperament, subjective well-being, self-esteem, locus of control); central findings on intelligence (including intelligence structure and measurement); general developmental processes from birth to death, interindividual differences therein, the underlying mechanisms and resulting consequences; the conditions, processes and consequences of socialisation and learning in institutional educational contexts (fundamental concepts of upbringing and education, pedagogical and educational-psychological intervention, life-world, living conditions, milieu and culture, legal, family and social policy frameworks); and the description, explanation, and prediction of behaviour and experience in social situations, particularly dyadic interactions and groups.</p> <p>This also includes knowledge of the interrelationships between working and organisational conditions with the individual, the interaction of humans and technology, and the subjective experience and behaviour of people in economic and social contexts. Advanced content such as workplace health promotion, motivational job design, organisational consulting, flexibilisation strategies, social competence training (e.g. moderation, conflict management), organisational development (e.g. introduction of new technologies, introduction of group work), cognitive ergonomics, human-machine system design, usability and user experience, interaction and display concepts for interactive systems, or user-centred design processes may also be taken into account.</p> <p>This applies equally, by way of example, to content such as: development of cognitive abilities, interests, knowledge, expertise, and academic achievement; person perception; fundamentals of social cognition; symbolic interactionism; roles and identities; perception of groups – social identity; social representations; attitudes and attitude change; attitudes and behaviour; exchange and interdependence; friendship and love; aggression and conflict; helping and cooperation; groups, norms, and conformity; norms, power, and behaviour; group performance.</p> <p>ECTS credits attributable to final theses of previous studies will not be taken into account.</p> <p>ECTS credits already claimed under one of the admission requirements may be claimed again here and taken into account once more.</p>
Proof 1:	Transcript of records pursuant to General Annex 1.2.5.
Proof 2 (optional):	Subject matter of the competences taught for ambiguous course and/or module titles pursuant to General Annex 1.2.7.

Selection Criterion 3	
Designation:	Qualification acquired outside university studies: Practical professional experience in the field of psychology totalling at least 1,800 hours
Weighting:	10 per cent

Explanation:	<p>Proof of practical professional experience in the field of psychology totalling at least 1,800 hours may affect ranking position.</p> <p>This refers to practical professional experience of no less than 1,800 working hours, acquired either through employment or through professional internships. The practical professional experience must have reached the required minimum scope before the start of the application period. Practical experience, in particular internships, which form a mandatory part of a degree programme under study and examination regulations, is not eligible. The full or partial recognition of internships completed before commencing a degree programme, or of professional activities carried out before or alongside studies, as academic achievements or examinations towards the professionally qualifying degree preceding the current application does not preclude their eligibility.</p> <p>Only activities carried out in clinics, hospitals, care facilities, school psychological services, or comparable institutions with a predominantly professional connection to clinical or educational psychology are recognised as relevant practical professional experience. Activities in companies, businesses, or comparable institutions with a predominantly professional connection to work, engineering, or organisational psychology are also recognised.</p> <p>Only activities carried out within an employment or civil service relationship and/or on a freelance or vocational training basis are taken into account, provided that health-related or subject-specific expertise was applied and/or the work was otherwise connected with clinical-psychological, educational-psychological, and/or work, engineering, or organisational-psychological questions. In particular, recognised vocational training or continuing professional qualifications as a Psychological-Technical Assistant or in closely related professions, or equivalent foreign professional qualifications, will be taken into account.</p> <p>Activities as a student employee within the meaning of § 121 BerlHG or in a comparable employment relationship may in principle be taken into account, but this does not exempt from the minimum requirements regarding the content, scope, and duration of activities and tasks.</p>
Proof:	<p>Informal written confirmations from the employer, vocational training certificates, internship certificates, or other suitable documents from the supervising institution must be submitted, clearly showing the relevant details, in particular regarding the duration of the activity and the content of the tasks. A standard employment/hours confirmation form is not sufficient, as it does not specify the total number of hours worked.</p> <p>Where periods of relevant self-employed work are claimed, this must be demonstrated by submitting all documents that prove the nature and scope of the self-employed activity. These include in particular business registrations, invoices issued, and documents prepared in connection with tax declarations.</p>
Source of issuance:	<p>Confirmations of hours worked are issued by the employer or the institution at which the vocational training was completed. The same applies to internship certificates, which are issued by the respective institution (company, authority, etc.).</p>
Form:	<p>The form of submission will be communicated as part of the application procedure.</p>

c. Determination of Ranking Position in the University's Selection Procedure

The ranking of applicants is determined by the combined result of the selection criteria listed above pursuant to § 35(2) ZSP-HU.

Proof:	English Language Proficiency at a Minimum Level of C1
Area of application:	Undergraduate and postgraduate studies

The following provisions regarding the requirements for the proof to be submitted and its source of issuance apply to all annexes of the subject-specific or cross-subject access and admission regulations of the ZSP-HU, insofar as these refer to General Annex 1.4.2.

The designation of the proof is determined in the subject-specific or cross-subject access and admission regulations of the ZSP-HU.

Proof for the Admission Requirement / Selection Criterion: English Language Proficiency at a Minimum Level of C1	
Designation:	Proof of English Language Proficiency at a Minimum Level of C1
Description:	Comprehensive competencies in English – listening, speaking, reading, and writing – at a minimum level derived from C1 of the "Common European Framework of Reference for Languages: Learning, Teaching, Assessment" (CEFR) are required.
Requirement:	<p>A certificate, diploma, language certificate, or comparable proof must be submitted. The proof must contain information on the issuing institution, the level achieved, the assessment standard applied, and the date of issue or the last examination.</p> <p>The required language level can be demonstrated in particular by one of the following minimum achievements:</p> <ul style="list-style-type: none"> – UNIcert® Level II Certificate: grade 1.3 – UNIcert® Level III Certificate: grade 3.0 – Graded proof of language courses at a state or state-recognised university covering at least 4 semester hours per week (SWS), at the minimum language level C1 (CEFR) as stated in the certificate, and with a minimum grade of 2.3 – DAAD Language Certificate / DAAD Language Proof: <ul style="list-style-type: none"> ○ ★★★★★ (5 stars) in all skills, or ○ Average of at least B, no result worse than C (old grading scale) – Cambridge First Certificate in English (FCE): Grade A – Cambridge English: Advanced (CAE) – Cambridge English: Business Higher (BEC H) – ICFE – International Certificate in Financial English – ILEC – International Legal English Certificate – BULATS – Business Language Testing Service: 75 – IELTS – International English Language Testing System: 7.0 – TOEFL – (Internet-based) Test of English as a Foreign Language: 95 – TOEIC – Test of English for International Communication: <ul style="list-style-type: none"> ○ Speaking and Writing: 360, combined with ○ Listening and Reading: 945 – LCCI (London Chamber of Commerce and Industry) English for Business (EFB): Level 3 with Distinction – Pearson Test of English Academic (PTE): 76

	<p>The required language level can also be demonstrated in particular by one of the following:</p> <ul style="list-style-type: none">– UNIcert® Level IV Certificate– Cambridge English: Proficiency (CPE) <p>The level is considered achieved,</p> <ul style="list-style-type: none">– if English was taken as a continued foreign language in accordance with the "Uniform Examination Requirements in the Abitur Examination in English" or the "Educational Standards for the Continued Foreign Language (English/French) for the General Higher Education Entrance Qualification" throughout the last four half-years of the Abitur (qualification phase), and a grade average of at least 11 points (advanced level / Leistungskurs) or at least 13 points (standard level / Grundkurs) was demonstrably achieved throughout the entire qualification phase. If proof is not provided by means of the general university entrance qualification certificate, the issuing institution must additionally confirm that the claimed achievements were acquired at a qualification level comparable to the Abitur in the respective form.– if English-language academic achievements and examinations totalling at least 20 ECTS credits or equivalent, acquired within the framework of a degree programme at a state or state-recognised university, are documented.– if a university-entrance-qualifying English-language school-leaving certificate or equivalent, or a professionally qualifying degree from a degree programme of at least three years in which English-language academic achievements and examinations totalling at least 180 ECTS credits or equivalent were completed, is demonstrated. If fewer than 180 ECTS credits fall on English-language achievements, the level is nonetheless considered achieved if English language proficiency at a minimum level of B2 (CEFR) was demonstrably required for admission to the undergraduate programme leading to this degree. <p>Applicants whose native language is English may also demonstrate fulfilment of the language level requirement by submitting official documents showing that the applicant learned the respective language as a first language in early childhood without formal instruction and spent at least eight of the first twelve years of their life in a country where the respective language is used as an official language.</p>
Source of issuance:	Issued by the respective institution.
Form:	The form of submission will be communicated as part of the application procedure.

Proof:	Professionally Qualifying University Degree
Area of application:	Postgraduate studies

The following provisions regarding the requirements for the proof to be submitted and its source of issuance apply to the general admission requirement for postgraduate study pursuant to § 16(1) ZSP-HU.

Proof for the Admission Requirement: Professionally Qualifying University Degree	
Designation:	Proof of a Professionally Qualifying University Degree
Description:	A German or equivalent foreign professionally qualifying university degree from a study programme of at least three years , in which academic achievements and examinations totalling at least 180 ECTS credits or equivalent were acquired.
Requirement:	University degree certificate or, if a certificate confirming the degree achieved is not yet available, other suitable official documents from which the successful completion of the degree – i.e. the acquisition of all academic achievements and examinations required for such a degree and the scope of those achievements – can be determined.
Source of issuance:	These documents are regularly issued by the Examination Office (Prüfungsbüro/Prüfungsamt) or a comparable institution of the previous university. Only if the Examination Office or a comparable institution does not issue corresponding certificates and confirmations may the applicant prepare and submit the documents in accordance with the above requirements. In this case, an additional certificate from the Examination Office or a comparable body, or from the management of the university or sub-unit, must be submitted confirming that the Examination Office or a comparable institution does not issue such certificates and confirmations.
Form:	The form of submission will be communicated as part of the application procedure.

Proof:	Pending Degree
Area of application:	Postgraduate studies

The following provisions regarding the requirements for the proof to be submitted and its source of issuance apply to the general admission requirement for postgraduate study pursuant to § 16(2) ZSP-HU.

Proof for the Admission Requirement: Pending Professionally Qualifying University Degree	
Designation:	Proof of a Pending Professionally Qualifying University Degree
Description:	<p>The admission requirement for a postgraduate programme pursuant to § 10(5) sentence 2 BerlHG is always the professionally qualifying university degree. This must be a German or equivalent foreign professionally qualifying university degree from a study programme of at least three years, in which academic achievements and examinations totalling at least 180 ECTS credits or equivalent were acquired. If, at the time of application, the university degree claimed for the admission decision has not yet been obtained, provisional admission pursuant to § 10(5a) BerlHG or provisional enrolment may be granted – subject to fulfilment of the other admission requirements and, where necessary, a positive selection decision – if it can be expected, on the basis of the study progress to date, in particular the academic achievements and examinations already completed, that the degree will be obtained before the commencement of the Master's programme. This is the case if the applicant can demonstrate that academic achievements and examinations totalling at least 150 ECTS credits or equivalent have been acquired and that no more than 30 ECTS credits or equivalent are outstanding for successful completion of the degree.</p>
Requirement:	<p>The "Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme" must be submitted, indicating the number of ECTS credits or equivalent achieved to date and the total number of ECTS credits or equivalent required for successful completion of the degree. The certificate must also state that no more than 30 ECTS credits or equivalent are outstanding for successful completion of the degree. Alternatively, a corresponding certificate containing the aforementioned information, confirmed by the Examination Office or a comparable institution of the previous university, may be submitted.</p> <p>Applicants who are enrolled or registered at Humboldt-Universität zu Berlin may, instead of the "Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme", submit a "Transcript of Records for Submission to the Student Services Office" confirmed by the Examination Office, which fully lists all academic achievements and examinations completed to date, including the number of ECTS credits acquired and the total number of ECTS credits required for successful completion of the degree. The Examination Committee or a body or person authorised by it may confirm on the submitted documents that the requirements are met, even if not all academic achievements and examinations actually acquired can yet be documented.</p>
Source of issuance:	<p>The "Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme" is provided electronically as part of the online application process, or, insofar as the application is to be submitted directly to UNI-ASSIST or the Admissions Office for International Students, by the respective institution.</p> <p>Corresponding certificates are regularly issued by the Examination Office or a comparable institution of the previous university, or, insofar as the documents</p>

	are self-generated via an examination administration system, confirmed there. Only if the Examination Office or a comparable institution does not issue corresponding certificates and confirmations may applicants who are not enrolled or registered at Humboldt-Universität zu Berlin prepare and submit the document in accordance with the above requirements. In this case, an additional certificate from the Examination Office or a comparable body, or from the management of the university or sub-unit, must be submitted confirming that the Examination Office or a comparable institution does not issue such certificates and confirmations.
Form:	The form of submission will be communicated as part of the application procedure.
Template:	The following template applies to the "Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme" which is called "Zusatzbescheinigung zur Vorlage an der Humboldt-Universität zu Berlin für den Zugang zu einem weiterführenden Studium". Please note that the english translation is an unofficial document that only serves the purpose of showcasing what application documents roughly look like. For further information see 1.2.3

Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme ¹			
pursuant to § 16(2) ZSP-HU (Cross-Subject Statute Governing Admission, Studies and Examinations at Humboldt-Universität zu Berlin)			
<i>This certificate is to be submitted completed and signed by the Examination Committee/Office together with the application.²</i>			
Last name:		First name:	
Current university:			
Degree objective:			
Subject:		Semester:	
Additional subject:		Semester:	
Additional subject:		Semester:	
(The following section is to be completed and signed by the Examination Committee/Office of the previous university)			
Are more than 30 ECTS credits ³ still required for successful completion of the degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The achieved academic achievements and examinations total			ECTS credits ³
Successful completion of the degree requires a total of			ECTS credits ³
Based on the academic achievements and examinations completed to date, the provisional final grade is			
Place, Date	Stamp and Signature of the responsible Examination Committee/Office		

¹ Please note that a so-called "2/3 certificate" cannot be accepted as a substitute for the Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme.

² Only if the Examination Office or a comparable institution does not issue corresponding certificates and confirmations may the documents be prepared and submitted by the applicant in accordance with the above requirements. In this case, an additional certificate from the Examination Office or a comparable body, or from the management of the university or sub-unit, must be submitted confirming that the Examination Office does not issue such certificates.

--- UNOFFICIAL TRANSLATION by ROBIN WENSKY ---

³ *The indication of ECTS credits is mandatory. If the degree programme has not yet been modularised, the issuer of this document must convert the credits into ECTS credits. In this case, a corresponding note must additionally be made on this form.*

⁴ *The general admission requirement is a professionally qualifying university degree in the form of a German or equivalent foreign professionally qualifying university degree from a study programme of at least three years, in which academic achievements and examinations totalling at least 180 ECTS credits or equivalent were acquired.*

--- UNOFFICIAL TRANSLATION by ROBIN WENSKY ---

Proof:	Transcript of Records
Area of application:	Postgraduate studies

The following provisions regarding the requirements for the proof to be submitted, its source of issuance, and any form to be used apply to all annexes of the subject-specific or cross-subject access and admission regulations of the ZSP-HU, insofar as these refer to General Annex 1.1.4 or 1.2.5

The designation of the proof is determined in the subject-specific or cross-subject access and admission regulations of the ZSP-HU.

Proof for the Admission Requirement: Transcript of Records	
Description:	<p>In order to assess the admission requirement, a transcript of records demonstrating the acquisition of the relevant achievements must be submitted, among other documents.</p> <p><i>Specific to 1.2.5:</i> Otherwise, the explanation of the relevant selection criterion applies.</p> <p><i>Specific to 1.1.4:</i> If individual academic achievements and examinations listed and claimed for the application have not yet been acquired at the time of application due to a still outstanding degree, admission or enrolment may at most be granted provisionally – subject to fulfilment of the other admission requirements and, where necessary, a positive selection decision – and requires that it is expected that those extended admission requirements pursuant to § 11(4) ZSP-HU that are to be acquired with the outstanding degree will be acquired in due time before the commencement of the requested postgraduate programme; proof of additional achievements beyond those must be provided by the expiry of the relevant application deadline. Otherwise, the explanation of the relevant admission requirement applies.</p>
Requirement:	<p>A Diploma Supplement / transcript of records or corresponding module certificates / proof of achievement must be submitted, from which the number of ECTS credits acquired in each case can be determined or, where such information is not possible due to a lack of modularisation of the degree programme, the number of semester hours per week (Semesterwochenstunden) of the respective course and the type of course.</p>
Source of issuance:	<p>These documents are regularly issued by the Examination Office or a comparable institution of the previous university, or, insofar as the documents are self-generated via an examination administration system, confirmed there.</p> <p>Only if the Examination Office or a comparable institution does not issue corresponding certificates and confirmations may the document be prepared and submitted in accordance with the above requirements; in this case the declaration form <i>for 1.1.4: "Self-Assignment to the Admission Requirements" (Annex 1.1.5.); for 1.2.5: "Self-Assignment to the Selection Criteria" (Annex 1.2.6.)</i> must be used, insofar as such a form is provided.</p> <p>Additionally, a certificate from the Examination Office or a comparable body, or from the management of the university or sub-unit, must be submitted confirming that the Examination Office or a comparable institution does not issue such certificates and confirmations.</p>
Form:	<p>The form of submission will be communicated as part of the application procedure.</p>

General Annex to the Access and Admission Regulations – ZSP-HU 1.1.5.

Proof:	Self-Assignment (Application Prerequisites)
Area of application:	Postgraduate studies

The following provisions regarding the requirements for the proof to be submitted, its source of issuance, and the form to be used apply to all annexes of the subject-specific or cross-subject access and admission regulations of the ZSP-HU, insofar as these refer to General Annex 1.1.5.

The designation of the proof is determined in the subject-specific or cross-subject access and admission regulations of the ZSP-HU.

Proof for the Admission Requirement: Self-Assignment	
Description:	In order to assess the admission requirement, the applicant must, among other things, carry out a self-assignment of their previous academic achievements and examinations to the admission requirement. Otherwise, the explanation of the relevant admission requirement applies.
Requirement:	The completed declaration form "Self-Assignment regarding Application Prerequisites" must be submitted, containing a proposed assignment of the academic achievements and examinations claimed for admission to the degree programme to the admission requirement. For the specific requirements and the necessary information, reference is made to the provided form.
Source of issuance:	The declaration form "Self-Assignment regarding Application Prerequisites " is provided electronically as part of the online application process, or, insofar as the application is to be submitted directly to UNI-ASSIST or the Admissions Office for International Students, by the respective institution.
Form:	The form of submission will be communicated as part of the application procedure.
Template:	The following templates "Self-Assignment regarding Application Prerequisites " in German and English apply to the declaration form. If several extended admission requirements are provided for, the necessary information may be consolidated in one form.

Name	_____
First Name	_____
Date of Birth	_____
Application Number	_____

HUMBOLDT-UNIVERSITÄT ZU BERLIN



Study Programme: [STUDY PROGRAMME]

Degree: [DEGREE]

Self-Assessment regarding Application Prerequisites

Explanation:

This self-assessment is an obligatory part of your application documentation. Please use the tables below to fill in relevant modules you have passed in order to fulfil the application requirements. Further information is given in the explanation section of the online-application forms and in the application and admission regulations of Humboldt-Universität zu Berlin ("Fächerübergreifende Satzung zur Regelung von Zulassung, Studium und Prüfung der Humboldt-Universität zu Berlin" – ZSP-HU), annex for the specific study programme. Please name the type of course (such as L = lecture, S = seminar), the title of the course and the corresponding number of ECTS-credits. If you are not able to fill in the credits, because you obtained your first degree in a non-modularised study system, then please fill in the hours of lecture per week of the semester ("SWS"). The title of the bachelor's thesis could also be relevant if the topic is suitable.

All information given within the tables has to be proven by adding adequate documents. Please add the documents in the same order as noted in the tables. If you apply online, please send the documents together with the cover letter of application („Anschreiben zur Studienplatzbewerbung“ or „Anschreiben zum Antrag auf Immatrikulation“) as well as any further documents listed in the online-application form. If you have to apply through UNI-ASSIST or the Admission Office for Foreign Students, send these documents to the respective address. If you do not have the results of a particular exam due to a pending degree, please indicate so in the table below. In these cases, admission and enrolment is subject to further provisions and only possible if all other prerequisites are fulfilled. In addition, there has to be a high probability that the missing credits will be obtained and the stated requirements will be fulfilled within the successful completion of the pending degree before the start of the second-level degree programme.

If you need more space, please use an extra sheet according to the scheme given.

Application Number _____



Specific knowledge according to the corresponding Annex of the particular study programme (optional)

2. Specific Knowledge in: [ACCORDING TO THE CORRESPONDING ANNEX OF THE PARTICULAR STUDY PROGRAMME]
Minimum amount: [ECTS-CREDITS] ECTS-Credits

Type and Title of Lecture	SWS	ECTS-Credits	For internal use only

Additional specific knowledge according to the corresponding Annex of the particular study programme (optional)

3. Specific Knowledge in: [ACCORDING TO THE CORRESPONDING ANNEX OF THE PARTICULAR STUDY PROGRAMME]
Minimum amount: [ECTS-CREDITS] ECTS-Credits

Type and Title of Lecture	SWS	ECTS-Credits	For internal use only

_____ Date

_____ Signature

Proof:	Self-Assignment (Selection Criteria)
Area of application:	Postgraduate studies

The following provisions regarding the requirements for the proof to be submitted, its source of issuance, and the form to be used apply to all annexes of the subject-specific or cross-subject access and admission regulations of the ZSP-HU, insofar as these refer to General Annex 1.2.6.

The designation of the proof is determined in the subject-specific or cross-subject access and admission regulations of the ZSP-HU.

Proof for the Selection Criterion: Self-Assignment	
Description:	In order to assess the selection criterion, the applicant must, among other things, carry out a self-assignment of their previous academic achievements and examinations to the selection criterion. Otherwise, the explanation of the relevant selection criterion applies.
Requirement:	The completed declaration form "Self-Assignment regarding Selection Criteria" must be submitted, containing a proposed assignment of the academic achievements and examinations claimed for admission to the degree programme to the selection criterion. For the specific requirements and the necessary information, reference is made to the provided form.
Source of issuance:	The declaration form "Self-Assignment regarding Selection Criteria" is provided electronically as part of the online application process, or, insofar as the application is to be submitted directly to UNI-ASSIST or the Admissions Office for International Students, by the respective institution.
Form:	The form of submission will be communicated as part of the application procedure.
Template:	The following templates "Self-Assignment regarding Selection Criteria" in German and English apply to the declaration form. If several extended selection criteria are provided for, the necessary information may be consolidated in one form.

Name	_____
First Name	_____
Date of Birth	_____
Application Number	_____

HUMBOLDT-UNIVERSITÄT ZU BERLIN



Study Programme: [STUDY PROGRAMME]

Degree: [DEGREE]

Self-Assessment regarding Selection Criteria

Explanation:

This self-assessment is a part of your application and can have a substantial influence on your ranking position. Please use the tables below to fill in relevant modules you have passed in order to fulfil the selection criteria. Further information is given in the explanation section of the online-application forms and in the application and admission regulations of Humboldt-Universität zu Berlin ("Fächerübergreifende Satzung zur Regelung von Zulassung, Studium und Prüfung der Humboldt-Universität zu Berlin" – ZSP-HU), annex for the specific study programme. Please name the type of course (such as L = lecture, S = seminar), the title of the course and the corresponding number of ECTS-credits. If you are not able to fill in the credits, because you obtained your first degree in a non-modularised study system, then please fill in the hours of lecture per week of the semester ("SWS"). The title of the bachelor's thesis could also be relevant if the topic is suitable.

All information given within the tables has to be proven by adding adequate documents. Documents, that have already been submitted in the context of the verification of application prerequisites do not have to be submitted again. Please add the documents in the same order as noted in the tables. If you apply online, please send the documents together with the cover letter of application („Anschreiben zur Studienplatzbewerbung“) as well as any further documents listed in the online-application form. If you have to apply through UNI-ASSIST or the Admission Office for Foreign Students, send these documents to the respective address.

If you need more space, please use an extra sheet according to the scheme given.

Application Number _____



Specific knowledge according to the corresponding Annex of the particular study programme (optional)

2. Specific Knowledge in: [ACCORDING TO THE CORRESPONDING ANNEX OF THE PARTICULAR STUDY PROGRAMME]
Minimum amount: [ECTS-CREDITS] ECTS-Credits

Type and Title of Lecture	SWS	ECTS-Credits	For internal use only

Additional specific knowledge according to the corresponding Annex of the particular study programme (optional)

3. Specific Knowledge in: [ACCORDING TO THE CORRESPONDING ANNEX OF THE PARTICULAR STUDY PROGRAMME]
Minimum amount: [ECTS-CREDITS] ECTS-Credits

Type and Title of Lecture	SWS	ECTS-Credits	For internal use only

Date

Signature

Proof:	Optional Proof: Subject Matter of the Competences Taught for Ambiguous Course and/or Module Titles
Area of application:	Postgraduate studies

The following provisions regarding the requirements for the proof to be submitted and its source of issuance apply to all annexes of the subject-specific or cross-subject access and admission regulations of the ZSP-HU, insofar as these refer to General Annex 1.1.6 or 1.2.7

This optional proof is only required if, in the opinion of the applicant, the course and/or module titles are ambiguous. The application does not become incomplete solely because this proof is not enclosed. However, since Humboldt-Universität zu Berlin is not obliged to investigate the matter itself, the applicant bears the risk that a positive assessment of the claimed academic achievements and examinations may not be possible on the basis of the other information provided. If course and/or module titles are ambiguous, the competences acquired should therefore be explained with regard to their content.

The designation of the proof is determined in the subject-specific or cross-subject access and admission regulations of the ZSP-HU.

Optional Proof for the Admission Requirement: Subject Matter of the Competences Taught for Ambiguous Course and/or Module Titles	
Description:	In order to assess the admission requirement, the competences acquired may additionally be explained with regard to their content. Otherwise, the explanation of the relevant admission requirement applies.
Requirement:	Descriptions of the respective course content must be submitted, insofar as these cannot already be clearly determined from the respective course title, e.g. in the form of module descriptions from the study and examination regulations or the module handbook , course descriptions from annotated course catalogues or seminar and/or lecture schedules , etc. The submission of complete study and examination regulations or module catalogues should be avoided. It is the responsibility of the applicants to make a pre-selection of the relevant courses and modules.
Source of issuance:	This information can generally be found in the study and examination regulations published in the official gazettes of the universities and/or in the module handbooks or course catalogues available online.
Form:	The form of submission will be communicated as part of the application procedure.

Proof:	Degree of Qualification
Area of application:	Postgraduate studies

The following provisions regarding the requirements for the proof to be submitted and its source of issuance apply to all annexes of the subject-specific or cross-subject access and admission regulations of the ZSP-HU, insofar as these refer to General Annex 1.2.3.

Proof for the Selection Criterion	
Designation:	Proof of the Degree of Qualification of the Preceding Studies
Description:	Final grade or provisional final grade of the professionally qualifying university degree claimed for the admission decision.
Requirement:	<p>University degree certificate or, if a certificate confirming the degree achieved is not yet available, other suitable official documents from which the final grade can be determined.</p> <p>If a degree has not yet been obtained, the "Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme" must be submitted, in which the provisional final grade calculated on the basis of the academic achievements and examinations completed to date is stated. Alternatively, a corresponding certificate containing the aforementioned information, confirmed by the Examination Office or a comparable institution of the previous university, may be submitted.</p> <p>Applicants who are enrolled or registered at Humboldt-Universität zu Berlin and have not yet obtained their degree may, instead of the "Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme", submit a "Transcript of Records for Submission to the Student Services Office" confirmed by the Examination Office, which states the provisional final grade calculated on the basis of the academic achievements and examinations completed to date.</p>
Source of issuance:	<p>These documents are regularly issued by the Examination Office or a comparable institution of the previous university.</p> <p>The "Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme" is provided electronically as part of the online application process, or, insofar as the application is to be submitted directly to UNI-ASSIST or the Admissions Office for International Students, by the respective institution.</p> <p>Corresponding certificates are regularly issued by the Examination Office or a comparable institution of the previous university, or confirmed there if generated via an examination administration system. Only if the Examination Office or a comparable institution does not issue such certificates may applicants not enrolled at Humboldt-Universität zu Berlin prepare and submit the document themselves. In this case, an additional certificate from the Examination Office or a comparable body, or from the management of the university or sub-unit, must be submitted confirming that the Examination Office does not issue such certificates.</p>
Form:	The form of submission will be communicated as part of the application procedure.
Template:	The template for the "Supplementary Certificate for Submission to Humboldt-Universität zu Berlin for Access to a Postgraduate Programme" is as set out in General Annex 1.1.2.

