

# Admissions Statutes for the Master's Degree Program Data Science of the Department of Mathematics and Computer Science and 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 Freie Universität Berlin's supplemental rules and regulations [*Teilgrundordnung (Erprobungsmodell)*] from October 27, 1998, published in *FU-Mitteilungen* 24/1998 (Freie Universität Berlin's official bulletin), Section 14.1.1.2, in conjunction with Section 10 of the Law on Admissions to Higher Education in the Federal State of Berlin for Programs with Admission Requirements (Berlin Higher Education Admission Act, BerlHZG) in the version of the announcement of the amended version from October 9, 2019 (GVBl., p. 695) 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 from July 26, 2011 (GVBl., p. 378), last amended December 17, 2019 (GVBl., p. 795) the joint commission (*Gemeinsame Kommission*) appointed by the faculty council of the Department of Mathematics and Computer Science and the faculty council of the Department of Education and Psychology of Freie Universität Berlin issued the following statutes on January 23, 2020 for the joint master's degree program Data Science organized by the Department of Mathematics and Computer Science and the Department of Education and Psychology.<sup>1</sup>

## Section 1 Scope

These statutes govern admissions to the study program in accordance with Section 10.5 of BerlHG and the selection procedure for the allocation of places in accordance with Section 15.1.1 of BerlHZG for the Data Science master's degree program through the Department of Mathematics and Computer Science and the Department of Education and Psychology at Freie Universität Berlin (master's program). It is a consecutive master's program as defined under Section 23.3.1(a) of BerlHG.

## Section 2 Number of Available Places and the Application Process

- (1) The number of places available for the master's degree program for each admissions cycle is stipulated in Freie Universität Berlin's admissions regulations.
- (2) The application for admission must be submitted electronically using the online application process provided by the Executive Board of Freie Universität Berlin – Admissions Office.
- (3) The application deadline is May 31 of each year.
- (4) In accordance with Section 3.1, the application for admission must be accompanied by an officially certified copy of the applicant's first university degree (or equivalent professional certification).

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<sup>1</sup> The Executive Board of Freie Universität Berlin approved these statutes on February 11, 2020. The appropriate Berlin Senate office in charge of higher education confirmed the approved statutes on August 5, 2020.

(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, that the university degree referred to in Section 3.1 will be obtained before the master's degree program begins and that the requirements stipulated in Section 3.2 are also 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 coursework 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*).

### **Section 3 Admission Requirements**

(1) The admissions requirement for the master's program is a first university degree in one of the following programs or an equivalent degree from an institution of higher education within or outside of Germany. The said degree must be equivalent to 180 credit points (CP) whereby the mathematical component must include modules equivalent to at least 20 CP and the computer science component must include modules equivalent to at least 10 CP. Of the mathematical modules, at least 5 CP must be in the areas of linear algebra or calculus and at least 5 CP must be in the areas of either probability theory or statistics. Of the computer science modules, at least 5 CP must be in an area related to algorithms and at least 5 CP must be in a module that provided training in an advance programming language (e.g., C/C++, Java, or Python).

(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 B2 of the Common European Framework of Reference for Languages (CEFR).

(3) The examinations board determines the equivalence of any documentation provided. In relation to the mathematical modules as described in Section 3.1 (sentence 1), qualifications may also be taken into account that have been obtained through another course of university study or via external study programs (e.g., online certificates). In relation to the computer science modules as described in Section 3.1 (sentence 1), qualifications may also be considered that have been obtained through another course of university study, through working in industry, or via external study programs (e.g., online certificates). Upon request, the equivalence of the documents can be examined by parties external to the application procedure.

### **Section 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 outlined in this document (higher education quota). 20% of the study placements will be distributed according to Section 10.1.1.2 of BerlHZG. 5% of the study placements are reserved for the quota stipulated by in Section 10.1.3 of BerlHZG.

(2) Candidates are selected for the master's degree program in accordance with the following criteria:

1. The level of qualification as demonstrated by the applicant's academic performance in their degree program (Section 15.2.1 of BerlHZG)

2. Other qualifications acquired outside of a university degree program (Section 15.1.5 of BerlHZG).

(3) As part of the selection process, points are awarded for the different criteria described in Section 4.2 above. The maximum number of points that can be awarded is 100.

(4) Applicants can receive up to 80 points (see appendix 1) for the selection criterion set out under Section 4.2.1 above based on their final grade point average from their previous degree program.

(5) Applicants can receive up to 20 points for the selection criterion set out in Section 4.2.2 above by providing documentation of qualifications relevant to the proposed area of study from non-university contexts. Points are awarded based on the following:

1. 10 points for evidence of at least 450 hours of relevant employment or equivalent activity in the area of data science;
2. 10 points for evidence of a qualification obtained through a continuing education provider that required at least 40 hours of study, where the qualification is in a format that is recognized as usual for the study of data science (e.g., through certificates obtained via an online learning platform).

The certificate or other confirmation of the qualification must include a verification URL that can be used to ascertain that the qualification is genuine. It must also include the name of the course and the number of hours study it required.

(6) At least two admissions officers will be appointed to supervise the selection process. They are appointed by the chairperson of the joint commission to carry out the selection interviews on behalf of the Executive Board of Freie Universität Berlin. The appointed admissions officers must be authorized examiners for the master's degree program and employees of Freie Universität Berlin as their main employer. The positions may not be filled by substitutes or replacements.

## **Section 5 Admission Decision**

(1) The decision on which applicants are to be selected is made by the Executive Board of Freie Universität Berlin – Admissions Office, on the basis of how candidates have been ranked.

(2) Selected candidates will receive a letter of admission that includes a deadline for the applicant to accept the admission offer (in writing) and to enroll. If a candidate fails to honor this deadline, their place will be given to someone else.

(3) Candidates selected based on their transcripts are granted tentative admission and can enroll in the first semester of the program, but the duration of their enrollment is limited. Generally, at the end of the first semester of study, the university degree required for admission as defined under Section 3.1 must be submitted, including documentation demonstrating that any other requirements associated with the degree have also been met.

If the necessary documents are not submitted on time, the student's admission will be retracted.

(4) Applicants who are not admitted will receive a rejection letter that states the reasons for the decision.

(5) The documents submitted for the selection procedure are to be kept until the decision is final; in the case of legal proceedings, they are to be kept until a legally binding decision has been made.

## **Section 6 Entry into Force**

(1) These statutes enter into force on the day following their publication in *FU-Mitteilungen* (the official bulletin of Freie Universität Berlin).

(2) The admissions statutes from April 18, 2019 (*FU-Mitteilungen* 15/2019, p. 260), therefore lapse as of the amended statutes coming into force.

Appendix to Section 4.4:

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

Grade point average Selection points

1,0	80
1,1	78
1,2	75
1,3	73
1,4	70
1,5	68
1,6	65
1,7	63
1,8	60
1,9	58
2,0	55
2,1	53
2,2	50
2,3	48
2,4	45
2,5	43
2,6	40
2,7	38
2,8	35
2,9	33
3,0	30
3,1	28
3,2	25
3,3	23
3,4	20
3,5	18
3,6	15
3,7	13
3,8	10
3,9	5
4,0	0