**Albert Ludwigs University Admission Regulations for the Master of Science in Economics Program**

At its meeting of the 25th March 2015 the Senate of the Albert Ludwigs University, on grounds of section 59 paragraph 1 clauses 1 and 2 and section 63 paragraph 2 in connection with section 19 paragraph 1 clause 2 number 10 of the law on Baden Württemberg Higher Education Institutions (Landeshochschulgesetz – LHG) of 1st January 2005 (GBI. page 1), as amended by the regulation of 1st April 2014 (GBI page 99), adopted the following rules.

**1. Start of the Program**

The Master of Science in Economics course can only be started in the Winter semester. Applications for admission to the program must be submitted to the Albert Ludwigs University by the previous 15th May.

**2. Admission Criteria**

(1) Admission to the Master of Science in Economics program in one of the three specializations Economics and Politics, Finance and Information Systems and Network Economics will be offered to those who

1. have gained a first degree with an average mark of at least 2.5 from a German university in an Economics, Mathematics, Engineering Science, Natural Science, Environmental Science, Political Science, Administrative Science, Philosophy or Sociology bachelors degree or in a comparable program of at least 3 years from a German or foreign university, which fulfills the requirements for the specified qualifications set out in paragraph 2,

2. have a command of the English language which is equivalent to at least level C1 of the Common European Reference Framework for Languages,

3. have not conclusively failed a masters, magister or diploma program nor have lost their right to take such an examination.

Marks in foreign education systems are converted into the German marks system

(2) The applicant must produce proof that have in-depth knowledge in the fields of Microeconomics, Macroeconomics and Quantitative Methods. The Admissions Panel decides on recognition of the evidence of knowledge which is equivalent to that required in clause 1. For the specialization Economics and Politics in-depth knowledge of Institutional Economics, International Relations and Trade, Political Economics and Public Choice as well as Business Studies can be recognized as equivalent; for the specialization Finance in particular the field of Corporate Finance, Financial Market Analysis, Statistics and Stochastics, and for the specialization Information Systems and Network Economics, in particular in the fields of Tele-informatics, Software Engineering, Databanks, Business Informatics, Machine Learning and Network Economics. Recognition of equivalent knowledge can fulfill the requirements for knowledge under clause 1 in no more than 2 of the fields thereby required.

(3) Notwithstanding paragraph 1 clause 1 number 3 the Admissions Panel can also admit an applicant who has lost their entitlement to take the examinations for an economics masters, magister or diploma course due to having conclusively failed a subject or part examination which lies outside the examination area of this course.

**3. Application**

(1) Application for a place on the course is on the Albert Ludwigs University designated application form for the admission to the Master of Science in Economics program. The application form must be completed in full and signed. The admission application must be accompanied by the following documents:

1. a certified copy of the first university degree certificate in accordance with section 2 paragraph 1 number 1,

2. a certified copy of a comprehensive overview of all courses and examinations in the first degree in accordance with section 2 paragraph 1 clause 1 number 1, (Transcript of Records),

3. a certified copy of appropriate evidence of sufficient language knowledge in accordance with section 2 paragraph 1 clause 1 number 2,

4. a tabular format CV in English,

5. a personal statement of motivation in English one A4 page long, in which the applicant sets out his/her personal reasons why they should be admitted to the Master of Science in Economics program in the intended specialist specialization, and

6. a declaration personally signed by the applicant in German or English stating that s/he has not conclusively failed a masters, magister or diploma program nor has s/he lost his/her entitlement to take such an examination (section 2 paragraph 1 clause 1 number 3).

If the required documents in accordance with clause 3 numbers 1 to 3 are not in German, English or French, an officially certified translation in German or English is necessary.

(2) If the applicant has just completed a university course in accordance with section 2 paragraph 1 clause 1 number 1 at the time of the application deadline as set out in section 1 clause 2, such that they cannot yet provide a copy of their certificate of university qualification, provision of confirmation from the university that the undergraduate course has been completed and of the total marks obtained, as well as a summary of the undergraduate achievements with details of the individual marks and ECTS points acquired, will be sufficient for the admission application. The officially certified copy of the certificate of the first university graduation must be submitted to the Admission Panel promptly, in any event at the latest upon registration.

(3) If the applicant has not yet completed a university course in accordance with section 1 clause 2 at the time of the application deadline, s/he must provide a certificate that s/he is expected to fulfill the admissions requirements in accordance with section 2 paragraph 1 number 1, from the university, setting out their achievements so far (including marks and details of the ECTS points awarded), as well as confirmation from the university of the marking of the final exam or alternatively of the successful submission or at least the registration for the final exam. Admission in these circumstances is on condition that the successful graduation with a university degree will be evidenced to the Admissions Panel by a certified copy of the certificate of the first degree in accordance with section 2 paragraph 1 number 1, without delay and in any event at the latest by registration.

(4) The applicant must submit the application documents required as specified under paragraph 1 within the deadline (section 1 clause 2) to the Admission Panel for the Masters in Economics program (postal address: Dekanat der Wirtschafts- und Verhaltenswissenschaftlichen Fakultät, Albert-Ludwigs-Universität, 79085 Freiburg).

(5) Originals of the certificates and proof set out in paragraph 1, clause 3 numbers 1 to 3 must be submitted if requested by the Admission Panel.

**4. Admission Panel and Procedure**

(1) The Faculty for Economics and Behavioral Science sets up an Admission Panel. The Admission Panel fulfills its allocated role in accordance with these Admissions Regulations. It is in particular responsible for decisions taken in the context of the admissions process.

(2) The Admission Panel consists of three university professors of the Faculty from the field of Economics, each of whom represents one of the three specializations, as well as a full time member of academic staff who regularly teaches on the Master in Science in Economics program and who is qualified to take examinations. An external tutor who is primarily engaged in working at the faculty can replace one of the professors who represents the relevant specialization. Members of the Admission Panel are appointed for two years; re-appointment is possible. The chairperson of the Admission Panel is appointed by the Faculty for Economics and Behavioral Science. Decisions of the Admission Panel will be taken by simple majority; in the event of a voting tie the chairperson has a casting vote. Members of the Faculty Committee have the right to be present at the proceedings of the Admission Panel; they do not, however, have a right to vote.

(3) Only applicants who have applied for a place on the course within the deadline and on the correct form can participate in the admission procedure. On the basis of the Admission Panel’s decisions the Student Registry or the Department of International Admissions and Services issues the admissions notices. Where admission is refused the Admission Panel sends the negative decision with written reasons and an explanation of the legal appeal rights.

4) The Admission Panel will report to the Faculty for Economics and Behavioral Science on the development of student numbers and makes suggestions for the further development of the selection regulations.

**5. Commencement**

This admission regulation takes effect on 1st April 2015. It first applies to the admissions process for the Winter semester 2015/2016. At the same time the admission regulation Master of Science in Economics program of 28th March 2014 (Official Proclamations vol. 45, no. 35, pp.97 - 102) ceases to be effective.

Freiburg 27th March 2015

Prof. Dr. Gunther Neuhaus

Deputy Rector