

*** ONLY THE OFFICIAL GERMAN OF THE STATUTE IS LEGALLY BINDING ***

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

From August 27, 2024

Based on §§ 63 Paragraph 2 Sentence 1 and 59 Paragraph 1 Sentence 2 of the Law on Universities in Baden-Württemberg (Landeshochschulgesetz - LHG) in the version of January 1, 2005 (GBl. 2005 p. 1), last amended by Article 8 of the Law on February 7, 2023 (GBl. 2023 p. 26, 43), the Senate of Heidelberg University adopted the following statutes on August 27, 2024.

§ 1 Scope of application

- (1) Heidelberg University awards study places in the Master's program *Communication and Society in Ibero-America* in accordance with the following provisions.
- (2) In all other respects, the provisions of Heidelberg University's Admission and Enrollment Regulations (ZImmO) shall apply in their currently valid version.

§ 2 Start of studies, application documents, forms, and deadlines

- (1) Fulfillment of the entry requirements is demonstrated by an electronically generated admission letter delivered through Heidelberg University's online portal (HeiCo).
- (2) The request for such an admission letter as described in (1) is made by submitting an application through Heidelberg University's online portal. The following evidence and declarations must be provided with the application:
 1. Evidence to demonstrate the fulfilment of the entry requirements mentioned in § 3:
 - a) The final certificate of a university degree meeting the requirements stated in § 3 (1) No. 1; if the degree has not been completed or the final certificate is not available by the relevant deadline specified in the ZImmO, a transcript of records or a provisional certificate will suffice if, based on the course of study to date, particularly examination results, it is probable that a degree meeting the requirements of § 3 (1) No. 1 will be acquired by the last working day before the start of lectures.
 - b) Evidence of assessment of the relevant subject component as specified in § 3 (1) No. 1 (e.g., by means of a transcript of records).
 - c) Proof of English language skills at least at the C1 level according to the Common European Framework of Reference for Languages (CEFR) pursuant to § 3 (1) No. 2. This proof can be provided by:

- aa) a higher education entrance qualification or university degree from an English-speaking country or
 - bb) a university degree in a course of study with English as the language of instruction or
 - cc) a bachelor's degree with at least 50% of its courses in English Philology (or in courses with essentially the same content) or
 - dd) a certificate from an internationally recognized standardized test or
 - ee) other appropriate proof of language skills.
- d) Proof of Spanish language skills at least at the B1 level according to the Common European Framework of Reference for Languages (CEFR) pursuant to § 3 (1) No. 3. This proof can be provided by:
- aa) a higher education entrance qualification or university degree from a Spanish-speaking country or
 - bb) a university degree in a course of study in which Spanish is the language of instruction or
 - cc) a bachelor's degree with at least 25% of its courses in Spanish Philology (or in courses with essentially the same content) or
 - dd) a certification from an internationally recognized standardized test or
 - ee) other appropriate proof of language skills.
2. A declaration that: the applicant has not definitively failed any examination required by the examination regulations in either the Master's program *Communication and Society in Ibero-America* or in any program with essentially the same content at a domestic or foreign university; the applicant has not lost the right to take the examination for other reasons; and the applicant is not in an ongoing examination procedure for such a program.

The university may require that the original documents underlying the admission decision be presented at the time of enrollment.

- (3) The study program can be started in either the summer or winter semesters.
- (4) Applications for the course of study are possible from October 1 of the previous year to March 31 for the summer semester and from April 1 to September 30 for the winter semester (application period).

§ 3 Entry requirements

- (1) The entry requirements for the Master's program *Communication and Society in Ibero-America* are:
 - 1. a degree obtained from a domestic or foreign university with good results in a humanities or social sciences program with at least 50% (or 74 ECTS credits) of

coursework in a relevant subject and a minimum standard study period of three years, or an equivalent recognized qualification.

2. English language skills at least at the C1 level according to the Common European Framework of Reference for Languages (CEFR),
 3. Spanish language skills at least at the B1 level according to the Common European Framework of Reference for Languages (CEFR).
- (2) In assessing “good results”, an overall grade of at least 2.5 will generally be used as the basis. In exceptional cases, the admissions committee may, in particular if the Bachelor's thesis or the subject grade was at least 2.5, also use overall grades of up to 3.0 as the basis.
 - (3) The Admissions Committee will determine whether the requirements of (1) are met.
 - (4) The Admissions Committee decides on the equivalence of previous education and the comparability of qualifications. When recognizing foreign qualifications, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the agreements made within the framework of university partnerships must be observed. In cases of doubt, the Central Office for Foreign Education (ZAB) will be consulted.
 - (5) If the degree or the final certificate pursuant to § 3 (1) No. 1 is not available by the end of the application period, the applicant will take part in the admission procedure on the basis of a provisional average grade, derived from a provisional certificate determined on the basis of previous examination results (transcript of records); in this case, the result of the degree will be disregarded.
 - (6) If the language skills required by § 3 (1) No. 3 cannot be proven within the application period given in § 2 (4), admission to the course will only be granted subject to the submission of proof of sufficient language skills per § 2 (2) No. 1 d) by the end of the second semester at the latest. Otherwise, admission will be revoked. The end of the summer semester is September 30 and the end of the winter semester is March 31.

§ 4 Admissions Committee

- (1) An admissions committee for the Master's program *Communication and Society in Ibero-America* is formed to assess and make decisions regarding academic entry requirements. The committee consists of five full-time academic staff members, of whom at least two must be university faculty. At least one member must belong to one of the institutions involved in the degree program: the Faculty of Modern Languages (the Institute for Translation and Interpreting and the Department of Romance Studies), the Faculty of Philosophy (the Department of History), the Faculty of Economics and Social Sciences (the Institute of Political Science and the Max Weber Institute of Sociology) and the Faculty of Chemistry and Earth Sciences (the Institute of Geography). One of the members mentioned in sentence 3 must also belong to the Heidelberg Center for Ibero-American Studies (HCIAS). The members elect a chair and a deputy from among themselves, both of whom must be university faculty. The admissions committee may seek advice from other individuals in the participating institutions.
- (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. The term of office is three years. Reappointment is possible.

- (3) The Admissions Committee may, by resolution, delegate the assessment of entry requirements to individual members.

§ 5 Admission procedure

- (1) The Admissions Committee determines whether, on the basis of the documents submitted, the applicant meets the entry requirements in § 3 and makes a decision accordingly.
- (2) The application will be rejected if
 - a) the requirements laid down in § 2 and § 3 are not met or
 - b) the applicant has lost their right to examination in the Master's degree program *Communication and Society in Ibero-America* or in any degree programs with essentially the same content at a domestic or foreign university, or is in an ongoing examination procedure of such a degree program.
- (3) In the cases covered by § 3 (5), admission will be granted on the condition that proof of completion of one of the courses of study specified in § 3 (1) No. 1 and the associated prerequisites is provided by the last working day before the start of lectures. The offer of admission will expire if proof of the prerequisites specified in § 3 (1) No. 1 is not provided within the deadline.
- (4) In cases covered by § 3 (6), admission is granted only on the condition that proof is provided on time according to § 3 (6). Otherwise, the offer of admission will expire.

§ 6 Entry into force, repeal

The above statutes come into force on the day after their publication in the Rector's bulletin and apply for the first time to the admission procedure for the summer semester of 2025. The admission regulations for the Master's program *Communication and Society in Ibero-America* of February 10, 2021 (Rector's bulletin of April 27, 2021, p. 606 f.) become invalid at the same time.

Heidelberg, September 3, 2024

signed Prof. Dr. Frauke Melchior
principal

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