

General Admission Regulations for Admission to Study at the International Psychoanalytic University Berlin

The following general admission regulations in accordance with Sec. 10 Berlin Higher Education Act (BerlHg) were determined and agreed on 22.04.2016 by the Academic Senate of the International Psychoanalytic University Berlin (IPU Berlin).

Section 1

Scope

These general admission regulations regulate the overall admission requirements and the admission procedures for the study courses at the International Psychoanalytic University Berlin. The Academic Senate can determine and agree additional admission regulations for specific study courses.

Section 2

Study Places and Application Deadline

- (1) The number of study places available on each study course is defined by the President's Office for each admission date.
- (2) The application deadline ends as a rule four weeks prior to the beginning of the semester (cut-off period). The application must include the required documents in their entirety in accordance with Section 4.

Section 3

Admission

The decision on applications for admission to one of the study courses at the IPU Berlin is taken by the President's Office and/or the Admissions Committee named in the access and admission regulations for specific study course(s) in accordance with Sections 4 and 5.

Section 4

Admission Requirements

- (1) Study applicants can be admitted to the studies when they
 - Submit a curriculum vitae in a tabular format,
 - Provide brief reasons for the intended studies, in which they present their personal suitability and motivation,
 - Attend a selection interview,

- For study courses with lectures held in German and applicants with a foreign higher education or university entrance qualification (HZB) and/or a foreign first university degree qualifying the applicant to attend the relevant course: proof of German language skills, such as the German Language University Entrance (DSH2 Test or an equivalent proof, e.g. the Test-Daf with Grade 4 overall)
 - For study courses with lectures held in German and English: proof of sufficient English knowledge so as to be able to follow lectures conducted in English,
 - For study course held solely in English: proof of English knowledge at the CERF C 1 level.
- (2) Study applicants can be admitted to a Bachelor study course when they fulfil the following suitability and qualification requirements:
- Higher education or university entrance qualification (HZB),
 - Successful completion of advanced further training in accordance with the regulations in the German Handicrafts Regulation Act (HandWo), the German Vocational Training Act (BBiG), or comparable federal or state regulations,
 - Successful completion of vocational training at a state or state-recognised vocational education school in the meaning of Section 34 Education Act (SchulG) or comparable vocational training in another German Federal State,
 - A qualification in the meaning of the German Seaman's Act comparable to advanced further training,
 - A qualification comparable to those included under advanced further training resulting from a further training measure for healthcare professions as well as those in social care or educational areas regulated on a German Federal State (Land) level,
 - A subject-related university admission qualification, provided the intended study course is listed in the subject-related university admission qualification.
- (3) In order to be accepted onto a consecutive Master study course, the candidates have to hold a relevant Bachelor degree or another university degree qualifying them for professional work. The admission application can also be submitted when the first university degree qualifying the graduate for professional work has not yet been awarded due to some examination work achievements still being outstanding, but which will however be completed prior to the beginning of the Master studies.
- (4) In order to be accepted onto a Master advanced studies course, the candidates have to hold a first university degree qualifying them for professional work in addition to subsequent qualified practical professional experience lasting not less than one year as a rule. The admission application can also be submitted when the first university degree qualifying the graduate for professional work has not yet been awarded due to some examination work achievements still being outstanding or the practical professional experience is not yet sufficient, but both of which will however be completed prior to the beginning of the Master studies.

- (5) Furthermore, study applicants can be accepted only when they have not conclusively failed examination work achievements at any other university in the same study course, in the same subject or in a module comparable to one in the respective study course requested. This must be assured in writing.

Section 5

Admission Interview

- (1) The admission interviews are conducted by professors at the IPU.
- (2) Study applicants who fulfil the requirements in accordance with Section 4 receive a written invitation to a selection interview together with details of the interview location and time. The invitation to attend is regarded as having been received in good time provided it is sent to the applicant at least ten working days prior to the admission interview.
- (3) The admission interview is conducted individually with each applicant and is not open to the public; as a rule it should not exceed a period of 30 minutes.
- (4) Minutes are recorded on the course of the admission interview, which include the principal reasons for the assessment of the applicant. In the event that the applicant is accepted and admitted onto a higher semester, this has to be reasoned separately.

Section 6

Admission Decision

- (1) Applicants who are not selected receive a rejection notification.
- (2) Study applicants who are accepted receive an admission notification containing a deadline by which written acceptance of the study place and the enrolment must be received. If this deadline is not met, the study place can be newly allocated.
- (3) The requirements for enrolling include the admission confirmation, the signing of a study contract with the International Psychoanalytic University Berlin gGmbH, the legal entity representing the IPU Berlin, as well as proof of payment of the study fees and the semester fees for the first semester.

Section 7

Students Enrolled in another Third-level Institute

- (1) Students enrolled in another university who wish to attend individual lectures at the IPU Berlin can register with the IPU as same following their application to attend the respective lecture and acceptance of their application by the head of the respective lecture. Such students enrolled in another university are not members of the IPU Berlin.

- (2) The application must be submitted in writing to the Studies and Teaching Office no later than four weeks after the commencement of the lectures. The complete amount of lectures attended should as a rule not exceed six lecture periods per week (LPS).
- (3) Such students enrolled in other universities can only attend lectures with limited numbers of study places provided no other students from the IPU Berlin are excluded from same as a result.
- (4) Such students enrolled in other universities can have graded study work achievements issued with respect to their successful attendance in a complete module. There is no legal right in this respect to sit examinations. If requested, ungraded attendance certificates can also be issued with respect to the individual lectures attended.
- (5) Attending lectures at the IPU Berlin as a student enrolled in another university is with costs. Attending lectures is free of charge for those students who are registered and enrolled with another university in Berlin. A deviation from this regulation can occur when the attendance is based on an agreement on the part of the IPU Berlin with the university in which the student in question is registered and enrolled. The amount of the attendance fee is regulated in the fees regulation from the IPU Berlin.

Section 8

Guest Students

- (1) Persons who are not enrolled in a university or third level institute and who wish to attend individual lectures at the IPU Berlin can apply for and, following agreement by the head of the respective lecture, be registered as a guest student at the IPU Berlin. Guest students are not members of the IPU.
- (2) The application is to be submitted in writing to the Studies and Teaching Office no later than four weeks after the commencement of the lectures. The complete amount of lectures attended should as a rule not exceed six lecture periods per week (LPW). The registration as a guest student is applicable for the respective semester and a certification is issued.
- (3) Guest students can only attend lectures with limited numbers of study places provided no other students from the IPU as well as no students enrolled in other universities and wishing to attend the lectures are excluded from same as a result.
- (4) Guest students are not permitted to take final examinations following the conclusion of modules. If requested, an attendance certification is issued.
- (5) Attending lectures at the IPU as a guest student is with costs. The amount of the attendance fee is regulated in the fees regulation from the IPU Berlin.

Section 9

Disadvantage or Disability Compensation

- (1) Applicants can, by means of a separate application and with appropriate documentation, credibly demonstrate that grievous health, social or family-related grounds have occurred which establish an individual disadvantage within the enrolment and admission procedures.
- (2) The applicant may ask for waivers of formal requirements, deadlines, and/or specific documents, or the kind and manner of the selection procedure.
- (3) The application has to be submitted within the application deadline to the President's Office and/or to the Admissions Committee named in the access and admission regulations for specific study course(s).
- (4) Should the application be considered, the study place will not be allocated otherwise until the decision on the application has been taken.
- (5) Prior to any decision being taken on applications in accordance with this section, the Gender Equality and Disadvantage or Disability Compensation Representative must provide a statement.

Section 10

Applicability

These regulations were approved on 24.05.2016 by the Berlin Senate Department. They are applicable and binding as and from the date following their publication on 01.06.2016.