Admission Regulations for the international Master's Program in Computational Neuroscience at the Humboldt University of Berlin and the Technical University of Berlin

of 24th January 2007

Pursuant to § 74 sub-sec. 2 and § 71 sub-sec. 1 No. 1 of the Law on universities in the Land of Berlin (Berlin Higher Education Act, *Berliner Hochschulgesetz – BerlHG*), as amended on 13th February 2003 (GVBl. [*Gesetz- und Verordnungsblatt,* Law and Ordinance Gazette] p. 82), last amended by the Act of 6th July, 2006 (GVBI. [*Gesetz- und Verordnungsblatt,* Law and Ordinance Gazette] p. 713), and pursuant to § 8b sub-sec. 2 and § 10 of the Law on the admission to the universities of the Land of Berlin in programs with restricted admission (Berlin University Admission Act, *Berliner Hochschulzulassungsgesetz – BerlHZG*), as amended on 18th June, 2005 (GVBl. [*Gesetz- und Verordnungsblatt,* Law and Ordinance Gazette] p. 393), last amended by the Act of 6th July, 2006 (GVBI. [*Gesetz- und Verordnungsblatt,* Law and Ordinance Gazette] p. 714), the Joint Committee with decision-making power for the international Master's Program in Computational Neuroscience has issued the following Admission Regulations for the joint international Master's program at the Technical University of Berlin and Humboldt University of Berlin.

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§ 1 – Scope of application

These Admission Regulations govern the conditions of admission and selection for the international Master's Program in Computational Neuroscience at the Humboldt University of Berlin and Technical University of Berlin, except as otherwise governed by prevailing rules.

§ 2 – Type of course of study

This course of study is an international non-consecutive program offered in the English language.

§ 3 – Number of admissions and application deadline

(1) The number annually admitted to the program will be determined by the Academic Senate of the Technical University of Berlin, at the suggestion of the Joint Committee with decision-making power for the Master's program in Computational Neuroscience (*GKmE CNS*), in consultation with the faculties participating in the program.

(2) The study applicant shall file the application for admission to the program with the competent office of the Technical University of Berlin.

(3) The application deadline for acceptance into the winter semester will be 15th March of the respective year of acceptance.

§ 4 – Selection Committee

The examination board shall perform the functions of the selection committee.

§ 5 – Entry requirements

The entry requirement for the program is a first university degree qualifying for entry into a profession.

§ 6 – Admission requirements

(1) Apart from the entry requirement governed by § 5, the following admission requirements must be proved:

a) knowledge of the English language qualifying for the program, demonstrated by a Test of English as a Foreign Language (TOEFL, at least 88 points Internet-based)

b) mathematical knowledge qualifying for the program, demonstrated by at least 24 credit points (ECTS) in mathematics, including at least 6 credit points (ECTS) in each of the following areas: analysis, linear algebra as well as probability theory and statistics.

(2) The Examination Board for the Master's program in Computational Neuro-science will decide on the recognition of a comparable university degree, as well as on the equivalence of other proofs. Should there be any doubts as to the equivalence of foreign university degrees, the Central Office for Foreign Education can be heard.

§ 7 – Selection criteria

(1)For the selection, a ranking list shall be drawn up. For the respective criteria, scores from 0 – 30 shall be awarded.

Selection will be made on the basis of the following criteria:

a) Overall grade of the first degree qualifying for a given occupation (40/100). For the overall grade of the first degree qualifying for a given occupation, up to 30 points will be awarded, as follows.

Grade*	Points	Grade	Points	Grade	Points
1 ,0 – 1,1	30	2,0 – 2,1	20	3,0 – 3,1	10
1 ,1 – 1,2	29	2,1 – 2,2	19	3,1 – 3,2	9
1 ,2 – 1,3	28	2,2 – 2,3	18	3,2 – 3,3	8
1 ,3 – 1,4	27	2,3 – 2,4	17	3,3 – 3,4	7
1 ,4 – 1,5	26	2,4 – 2,5	16	3,4 – 3,5	6
1 ,5 – 1,6	25	2,5 – 2,6	15	3,5 – 3,6	5
1 ,6 – 1,7	24	2,6 – 2,7	14	3,6 – 3,7	4
1 ,7 – 1,8	23	2,7 – 2,8	13	3,7 – 3,8	3
1 ,8 – 1,9	22	2,8 – 2,9	12	3,8 – 3,9	2
1 ,9 – 2,0	21	2,9 – 3,0	11	3,9 – 4,0	1

*Two decimal places will be considered. 30 points equal 1,00–1,10, 29 points equal 1,11–1,2, 28 equal 1,21–1,3, etc.

b) applicants' qualifications acquired outside university education (30/100). For this, up to 30 points will be awarded on the basis of the submitted application documents.

c) knowledge of the English language qualifying for the program (10/100). On the basis of the proofs submitted, up to 30 points will be awarded as follows: 15 points will be awarded for an iBT TOEFL test of 88 points (§ 6 sub-sec. 1a) and comparable proofs. For each point exceeding 88 points, up to another 15 points (if the maximum score is reached) will be awarded on a pro-rata-basis.

d) mathematical knowledge qualifying for the program pursuant to § 6 sub-sec 1b (20/100). Up to 30 points for the proved mathematical knowledge will be awarded pursuant to the table under § 7 sub-sec 1a for the grade weighted and averaged with the credit points. If altogether more than 24 credit points are proved, i.e. more than 6 credit points in the respective sub-areas of analysis, linear algebra as well as probability theory and statistics, those courses with the best grades will be considered for the awarding of points.

(2) The respective points will be weighted and added up pursuant to § 7 sub-sec. 2a–d. The thus established total number of points will determine the ranking order of applicants. In case of the same ranking, § 8a *BerlHZG* will apply.

§ 8 – Admission procedure

(1) The study applicant shall direct the application for admission in writing to the competent office of the Technical University. The following documents or their officially certified translations in English or German must be enclosed with the application:

– proof of knowledge of the English language qualifying for the program,

– proof of mathematical knowledge qualifying for the program, i.e. proof of content, scope and passing of the relevant courses,

– proof of achievements previously obtained during the first degree course,

– overview of qualifications acquired outside university education,

(2) The selection committee will decide on suitability. If the number of applicants, who comply with the entry and admission requirements, exceeds the number of places available, the Selection Committee will establish a ranking order in accordance with § 7.

(3) The Selection Committee will send the list of the applicants to be admitted – incl. ranking list, if applicable – to the competent office of the Central University Administration.

(4) Applicants will immediately be informed of admission or refusal. Admitted applicants must notify the Enrolment Office in writing of the acceptance of the university place within three weeks, which will then perform enrolment. If a student fails to comply with this period, the university place will be re-allocated.

(5) Applicants who cannot provide proof of a first degree qualifying for entry into a profession until the application deadline will be preliminarily admitted. This preliminary admission will be subject to the condition subsequent that the applicant will prove the successful completion of the first degree until the start of lectures, thus reaching at least the same rank as the last admitted applicant. Otherwise, the admission will become invalid. It is possible to file a new application for start of the program at a later date.

(6) University places that were not accepted will be re-allocated in accordance with the ranking order established under § 7.

§ 9 – Entry into force

These Admission Regulations will enter into force on the day following that of their publication to all students and employees of the university.