

	<b>UNIVERSITY OF KONSTANZ</b> <b>Regulations on the admission of applicants to the  master's programme in <i>Sport Science for Health</i>  (MSc)</b>	<b>Index number</b>  <b>MA 4.1</b>
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(as of 3 March 2022)

The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

## § 1 Applicability

- (1) These regulations govern entry and admission to the master's programme in Sport Science for Health.
- (2) The number of students accepted to the master's programme in Sport Science for Health is limited. If there are more applicants who meet the admission requirements as per § 3 than places for a semester, a selection process as per § 6 will take place. Selection decisions are made based on who has the greatest potential to meet the demands of the study programme.
- (3) In addition to this, the following apply: regulations of the *Hochschulzulassungsgesetz HZG* (law on higher education admissions), the *Hochschulzulassungsverordnung Baden-Württemberg HZVO* (provision on higher education admissions) as well as the Admission and Enrolment Regulations (*ZimmO*) of the University of Konstanz as amended.

## § 2 Deadlines

First-semester students can be admitted in the winter semester only. The application for admission, including all required documents, must have been received by the University of Konstanz by 15 April at the latest (cut-off date).

## § 3 Admission requirements

- (1) Admission requirements for the master's programme Sport Science for Health (MSc) are:
  1. A qualifying degree (minimum grade "good") in a study programme of three or more years in the field of sport science (minimum degree: Bachelor of Arts / of Science or equivalent degree) completed at a university or state/state-recognized *Berufsakademie* in Germany, or a state/state-recognized university outside of Germany. In individual cases, applicants with a qualifying degree in another study programme may meet the requirements if a sufficient connection to the master's programmes Sport Science for Health is confirmed. When recognizing academic degrees completed outside of Germany, the following have to be considered:
    - Recommendations of the *Kultusministerkonferenz, Zentralstelle für ausländisches Bildungswesen* (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, Central Office for Foreign Education)

- Equivalence agreements of the Federal Republic of Germany
- Agreements with partner universities.

The admissions committee decides whether the applicant meets the requirements (§ 5).

2. If applicants cannot present their examination certificate by the end of the application deadline, they have to prove that they will probably meet the admission requirements as per para. 1 by documenting their preliminary overall grade issued by their university. In this case, the examination certificate has to be submitted no later than two months after the start of the semester that was applied for. Admission and enrolment can be granted with the provision that applicants have successfully completed the qualifying degree before the master's programme starts and document this fact within the time limits specified.
3. The study programme is taught in English. This is why applicants must have English language skills of at least level B2 of the Common European Framework of Reference for Languages, documented by one of the following:
  - a. TOEFL-test (Test of English as a Foreign Language) minimum 90 points (internet based)
  - b. Cambridge First Certificate in English, at least grade C
  - c. IELTS (International English Language Testing System), minimum result: band 6.0
  - d. five years of continuous English lessons in secondary education at a school where classes are taught in German or an international school where classes are taught in English with a minimum grade of 7 points or the grade "satisfactory" (usually certified by the higher education entrance qualification)
  - e. successful completion of at least three courses taught in English in a previous study programme.

Applicants who are nationals of one of the following countries or who have completed secondary education/a bachelor's degree there do not have to document their English skills: USA, Canada, Great Britain, Ireland, Australia, New Zealand, South Africa.

4. The documentation of adequate English skills might be checked at the University of Konstanz in justified individual cases, with enrolment depending on the result of the test.

#### **§ 4 Application for admission**

(1) Candidates must apply for admission in the form requested by the university.

(2) Copies of the following documents (in German or English) have to be attached to the application:

1. Curriculum vitae
2. Documentation of the grade and title of the thesis completed during the previous study programme that qualifies the applicant for the master's programme. If the thesis of the previous study programme cannot be presented yet or no thesis was required, applicants have to document the grade and title of a written paper completed during the previous study programme (certified copy, e.g. a letter by the university or transcript of records).

3. Detailed documentation of the coursework and performance assessments (including grades and ECTS credits) completed during the study programme qualifying the applicant for admission to the master's programme (certified copy of the original in German or English, or certified translation into German or English).
4. Documentation of successfully completed academic degree (minimum grade "good" or equivalent) if the examination certificate is available at the time of the application deadline (certified copy of the original and certified translation into German or English). If applicants cannot present their examination certificate by the end of the application deadline, they have to document that they will probably meet the admission requirements by documenting their preliminary overall grade issued by their university. In this case, they have to attach the following to their application for admission: a confirmation of the preliminary overall grade, including an overview of the performance assessments completed and ECTS credits, as well as information about the performance assessments that still have to be completed.
5. Original or certified copies of documents showing the applicant's English language skills.
6. Description of the education and career to date on one to two pages in English, indicating the career goal.
7. For applicants from countries for which the *Kultusministerkonferenz (KMK)* (Conference of the German Ministers of Education & Cultural Affairs) recommends verification of the higher education entrance qualification: APS certificate issued by the German Embassy of the corresponding home country.

If applicable:

8. Documentation of academic and professional achievements, i.e. professional training relevant for the subject Sport Science, practical work, (especially voluntary) work in the field of sport-related health promotion, research activities and research stays at other institutions (certified copy).
  9. Documentation of sport achievements (participation in tournaments, appointment to squads and national teams)
- (3) The university may request that students submit certified copies of the documents required for the admission decision when they enrol for the first time, and, when the study programme starts in Konstanz, that they present the originals of these documents.
  - (4) Admission must be denied if the application for admission, including the required documents is not submitted by the due date or is incomplete.

## § 5 Competencies

- (1) The admissions committee decides whether applicants meet the admission requirements (§ 3) and is responsible for the selection process (§§ 6 ff). The Examination Board for the Sports Science study programmes acts as admissions committee.
- (2) After the selection process has ended, the admissions committee informs the Departmental Council about the process and makes suggestions for the further development of the selection process.
- (3) The rector decides whether to accept or reject an application for admission based on the recommendations of the admissions committee.

## § 6 Selection process

- (1) Applicants will only be considered in the selection process if they
  - a) meet the admission requirements as per § 3
  - b) have applied in time, observed the correct form and
  - c) do not participate in the admission process in a special quota category
- (2) The remaining places are allocated according to a ranking list as per § 8, which is based on the criteria stated in § 7. If two applicants achieve an equal position on the list, the selection will be based on the average grade of the university degree which is an admission requirement for this master's programme (see § 6 para. 4 sentence 4 *Hochschulzulassungsgesetz HZG* (state law on higher education admissions)). If the applicants still hold an equal position, lots are drawn as per § 33 para. 6 *Hochschulzulassungsverordnung HZVO* (provision on higher education admissions).

## § 7 Selection criteria

- (1) When compiling the ranking list for the selection process, the following criteria have to be considered:
  - a) Grade of the academic degree qualifying for the master's programme** (criterion 1). In case the examination certificate is not available by the end of the application deadline, the preliminary overall grade issued by the university will be taken into account instead. If the applicant does not submit a preliminary overall grade, the preliminary overall grade will be calculated as the arithmetic mean from the grades of the performance assessments completed so far, calculated to one decimal place and not be rounded. If the result for a performance assessment was "passed" instead of a grade, this is considered as grade 4.0 (sufficient).
  - b) Academic and professional achievements** (criterion 2)  
Professional training relevant for the subject Sport Science, practical work, (especially voluntary) work in the field of sport-related health promotion, research activities and research stays at other institutions
  - c) Field of the previous study programme** (criterion 3)
  - d) Sports achievements** (criterion 4)  
Participation in tournaments, appointment to squads and national teams

## § 8 Ranking list for the selection decision

(1) The position on the ranking list is based on the number of points allocated through the following steps:

### 1. Assessment of the academic degree (criterion 1):

Points for the final grade as per § 2 para. 1 no. 1, or for the average grade of the performance assessments completed so far, are calculated according to the following table:

Grades	1.0 - 1.24	1.25 - 1.49	1.50 - 1.74	1.75 - 1.99	2.00 - 2.24	2.25 - 2.49
Points	15	13	10	8	6	4

International grades will be converted to German grades in accordance with the current guidelines of the *Kultusministerkonferenz (KMK)* (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany).

### 2. Assessment of academic and professional achievements (criterion 2):

Professional achievements that will be considered, in addition to academic studies (BA or similar), are completed vocational training (e.g. administrative employee, sports manager, social pedagogue, physiotherapist, physical therapist, technician, lab assistant, technical assistant in the area of biology, medicine, pharmacy etc.), or professional/practical work in a field relevant for the study programme, or corresponding voluntary work (e.g. license as a trainer or exercise instructor etc.). Academic achievements that will be considered are relevant publications, outstanding academic papers, research activities and research stays at academic institutions or in industry etc.

In the application process, points for professional and sports pedagogical commitment are allocated for the following activities up to the maximum number of points indicated, whereby a maximum of 15 points can be awarded in total:

<b>Academic and professional achievements / work / activities</b>	<b>max. points</b>
• Publications, academic papers	15
• Research activities, research stays	15
• Scientific work in research institutions or industry	12
• Completed professional training in the field of sports, professional work in relevant sports-related profession	10
• Trainer or comparable qualification and activities	5

### Criteria for the allocation of points:

1. Quality of the publications and academic papers (expert journals, international reputation etc.)
2. Relevance of the activities for the professional field of sport science
3. Active commitment
4. Characteristics of activities and level (e.g. regional, national etc.)

### 3. Field of the previous study programme (criterion 3)

The field of the previous study programme and the applicant's corresponding qualification for the master's programme in Sport Science for Health is evaluated on a scale of 0-15 points based on the submitted documents.

#### 4. Assessment of sports achievements (criterion 4):

Sports achievements are championships, prizes and awards (e.g. sporting successes at the state, national or international level). A maximum of 15 points can be allocated for sports achievements. The admissions committee assesses the achievements based on the following criteria:

<b>Sports</b>	<b>Pupils</b> (up to 14 years)	<b>Youth</b> (15-21 years)	<b>Adults</b> (over 21 years)
Group A: (Olympic sports)	4-7 points	8-11 points	12-15 points
Group B: (other sports)	1-4 points	5-8 points	9-12 points

#### Criteria:

1. Importance of the sport (Group A or Group B)
2. Age at which successes were achieved

(2) The number of points count towards the total of points as follows:

Points

as per para. 1 no. 1 (assessment of the academic degree): 30 %;

as per para. 1 no. 2 (academic and professional achievements): 25 %;

as per para. 1 no. 3 (field of the previous study programme): 30 %;

as per para. 1 no. 4 (sports achievements): 15 %.

A ranking list is compiled based on the number of points calculated for each applicant.

### **§ 9 Coming into effect**

The German version of these regulations comes into effect the day after its publication in the "Amtliche Bekanntmachungen" (Official Announcements) of the University of Konstanz. It applies for the first time to the admission process for the winter semester 2022/2023.

#### **Note:**

The German version of these regulations was published in the "Amtliche Bekanntmachungen" (official announcements) of the University of Konstanz No. 20/2022 on 3 March 2022.