

Regulations for admission for the consecutive international master's program in Architecture – Typology at Faculty VI of the Technische Universität Berlin

October 12, 2016

On October 12, 2016, the Council of Faculty VI at the Technische Universität Berlin adopted the following regulations for admission for the international master's programme in Architecture – Typology in accordance with section 18, paragraph 1, item 1 of the *Grundordnung der Technischen Universität Berlin* (the university's general rules and regulations), with section 71, paragraph 1, item 1 of the *Gesetz über die Hochschulen im Land Berlin* (the law on higher education institutions in the state of Berlin – BerlHG) in the version of July 26, 2011 (Berlin law gazette – GVBl., p. 378), and in conjunction with section 10 of the *Gesetz über die Zulassung zu den Hochschulen des Landes Berlin* (Berlin higher education admissions act) in the version of June 18, 2005 (GVBl., p. 393), last amended by article 1 of the *Gesetz zur Einführung einer Sportprofilquote bei der Studienplatzvergabe* (act to introduce a quota for allocating university places to competitive athletes) (GVBl., p. 198).

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I. General regulations

1. Scope of application

These regulations for admission apply to the entry, admission and selection modalities of the international master's program in Architecture – Typology, in conjunction with the *Satzung der Technischen Universität Berlin über die Durchführung hochschuleigener Auswahlverfahren in zulassungsbeschränkten Studiengängen* (the university's regulations regarding its own selection procedure for programs with restricted admission – AuswahlSa) as amended.

2. Period of application

These regulations take effect on the day after their publication and apply to students enrolling from the 2017/18 winter semester onwards.

II. Entry

3. Entry requirements

In addition to the general entry requirements set out in sections 10 to 13 of BerlHG, applicants must have:

1. First qualifying academic degree in a subject in the field of architecture
2. English language competency at C1 level of the Common European Framework of Reference for Languages

III. Admission

4. Admission application

The application for admission must be submitted to the responsible office in the central administration of the Technische Universität Berlin. The following must be included with the application:

1. The documents required in the application form – either originals or officially certified copies. The form the applications must take is set by the responsible office in the central university administration.
2. A certified copy of the transcript of records that shows all work done at government-recognized institutions of higher education, including credits attained for each module (for non-modular curricula, another appropriate form may be used, e.g. detailing the weekly contact hours)
3. Samples of work carried out during undergraduate degree (generally 6 to 8 A4 pages): the samples provide evidence of exceptional design skills in combination with a high level of technical, structural, artistic and creative knowledge.
4. Evidence of completed vocational education and training, work as a student assistant, stays abroad, practical professional experience and prizes and awards according to section 6, paragraph 3, where available.
5. Letter of motivation (approx. one side of A4). Applicants should state the particular reasons for choosing the program and its location, present possible aims for their future development and careers, and demonstrate their personal ability to successfully complete the course.

5. Selection criteria

Applicants are selected based on the following criteria:

1. Overall grade of the previous degree (weighting of 55%) **plus**
2. Further qualifications attained outside university courses (weighting of 5%) **plus**
3. The result of a selection interview carried out by the university (weighting of 40%).

6. Selection procedure

- (1) The number of applicants participating in the selection process can be limited by the level of qualification achieved. The selection committee takes the decision on the limit at the start of the selection process.
- (2) In the selection process, the selection committee allocates up to 100 points for the criterion in section 5, item 1 according to the following table:

Grade	Points	Grade	Points
1.0	100	2.6	66
1.1	99	2.7	62
1.2	98	2.8	58
1.3	97	2.9	54
1.4	96	3.0	50
1.5	95	3.1	40
1.6	94	3.2	30
1.7	93	3.3	20
1.8	92	3.4	10
1.9	91	3.5	9
2.0	90	3.6	8
2.1	86	3.7	7
2.2	82	3.8	6
2.3	78	3.9	5
2.4	74	4.0	4
2.5	70		

- (3) The selection criterion given in section 5, item 2 could include completed vocational education or training, work as a student assistant, stays abroad, practical professional experience, and prizes and awards. These must relate to the content and aims of the international master's program in

Architecture – Typology. The selection committee allocates up to 100 points for these according to the following system:

1. Completed vocational training, 15 points
 2. Work as a student assistant at a higher education institution for a minimum of six months, 15 points
 3. A period of at least three months spent abroad (not related to studies), 25 points
 4. Practical professional experience of at least six months, 15 points
 5. Prizes and awards, 40 points.
- (4) In the selection process, up to 100 points are allocated for the criterion in section 5, item 3 according to the following table:
- Applicant is very well suited, 70 to 100 points
 - Applicant is well suited, 40 to 69 points
 - Applicant is adequately suited, 10 to 39 points
 - Applicant is not sufficiently suited, 0 points

If after discussion the committee members leading the selection interview give different amounts of points, these are averaged and rounded to the nearest decimal place.

Each of the selection interviews is conducted by two members of the selection committee, including at least one professor. At least two specialisms of the Institute of Architecture must be represented.

To give the committee members an idea of the applicant's suitability and motivation, as well as the extent to which he or she identifies with the degree and the profession, the selection interview focuses on the following topics:

- Choice of profession, reasons for choosing this degree (expectations of the program and career)
- Design skills along with technical, structural, artistic and creative abilities
- Interests and activities, including professional and other activities
- Expectations of and information about the degree aims and the pathway through the program; volunteering and social engagement

A written record of the main content of the selection interview and the reasons for the allocation of points must be kept.

- (5) The selection committee ranks the applicants in order of preference, giving reasons. Firstly the points allocated to each of the applicants for the selection criteria are weighted as indicated in section 5. Then the figures obtained for each of the criteria are added together.

7. Admission decision

- (1) After the selection process is completed, the responsible office of the central university administration takes the decision on admission on the basis of the points gained and the list of preferred applicants.
- (2) Selected applicants receive prompt notification of admission along with a deadline for providing written acceptance of the place on the program and for registration. If the applicant does not accept the place within the deadline, it is offered to the next candidate on the list according to section 6, paragraph 5.
- (3) Applicants who are not admitted to the program receive notification of rejection, with reasons.