

AM 89/2016

Official Announcements 89/2016

**Regulations on Admission to the Integrated
Model (Integrated Track) of the Faculty of
Arts and Humanities of the University of
Cologne of 18 July 2016**



DISCLAIMER: This translation of the „Ordnung über die Zulassung zum integrierten Modell (Integrated Track) der Philosophischen Fakultät der Universität zu Köln vom 18. Juli 2016“ published in „Amtliche Mitteilungen 89/2016“ is NOT LEGALLY BINDING.

Universität zu Köln



**LEGAL
INFORMATION**

Publisher: UNIVERSITY OF
COLOGNE
THE RECTOR

Address: ALBERTUS-MAGNUS-
PLATZ
50923 COLOGNE

Date of issue: 25 JULY 2016

Made public: 25 July-15 Aug. 2016

**Regulations on Admission
to the Integrated Track
of the Faculty of Arts and Humanities
of the University of Cologne
from 18 July 2016**

On the basis of Sect. 2 para. 4 of the North Rhine-Westphalia University Act (*Hochschulgesetz – HG*) in the Future Higher Education Act (*Hochschulzukunftsgesetz, HZG*) version from 16 September 2014 (GV. NRW. p. 547), as amended by the Act from 14 June 2016 (GV. NRW. p. 310), the Faculty of Arts and Humanities of the University of Cologne has issued the following regulations:

Table of Contents

- Sect. 1 Scope of Application**
- Sect. 2 Admissions Prerequisites**
- Sect. 3 Admissions Committee**
- Sect. 4 Application and Dates**
- Sect. 5 Selection Procedure**
- Sect. 6 Admission to the Integrated Track**
- Sect. 7 Deception**
- Sect. 8 Inspection of the Files**
- Sect. 9 Coming into Effect, Publication**

**Sect. 1
Scope of Application**

These regulations govern admission to the Integrated Track of doctoral studies on the basis of the Doctoral Regulations of the Faculty of Arts and Humanities of the University of Cologne (Official Notices 53/2015; hereinafter referred to as Doctoral Regulations from 11 June 2015 as amended). The number of available places to study is announced on an annual basis on the homepage of the a.r.t.e.s. Graduate School for the Humanities Cologne (AGSHC) of the Faculty of Arts and Humanities of the University of Cologne.

Sect. 2

Admissions Prerequisites

The prerequisite for admission to the Integrated Track is a relevant, qualified Master or a comparable degree pursuant to Sect. 4 of the Doctoral Regulations in a subject pursuant to Annex 1 to the Doctoral Regulations, as well as successful completion of the Selection Procedure pursuant to these regulations.

Sect. 3

Admissions Committee

(1) The Admissions Committee decides on the allocation of study places in the Integrated Track. The Admissions Committee has the following voting members:

1. the chairperson,
2. the professors who run the departments (classes) of the Graduate School and their representatives,
3. the Managing Director of the Graduate School as representative of the group of academic staff,
4. one member from the group of students,
5. one member from the group of technical and administrative staff.
6. The chairperson of the Admissions Committee, as well as the professors who run the departments (classes) and their representatives, will be selected by the faculty proper. The Admissions Committee selects the chairperson's representatives from the group of professors pursuant to No. 2.

The member from the group of students will be selected by the students of the Integrated Track. The member from the group of technical and administrative staff that is voted into the doctoral committee will be delegated to the Admissions Committee and is the member pursuant to No. 5. This member only has the right to vote in matters governing teaching if he or she performs relevant functions in the university and thus has particular experience in this regard. The chairperson of the Admissions Committee, and the Rectorate in cases of doubt, decides on the existence of these prerequisites at the beginning of the member's term of office.

The composition of the Admissions Committee is announced on the homepage of the AGSHC.

(2) The Admissions Committee is invited in writing by the chairperson and has a quorum if at least half of its voting members are present. The quorum is determined at the beginning of a session. Decisions require the majority of the members present. In the event of a tie, the vote of the chairperson decides. Votes are carried out by a show of hands.

(3) The meetings of the Admissions Committee are not public. The members of the Admissions Committee are subject to the official obligation of confidentiality. If they are not in public service, they are to be sworn to secrecy by the chairperson of the doctoral committee.

(4) The Admissions Committee is an authority in terms of administrative procedural law.

Sect. 4

Application and Dates

(1) The announcement of the available places to study (cf. Sect. 1) takes place once a year, usually in September, for the subsequent summer semester, and will be published on AGSHC's homepage with an application deadline.

(2) The application for admission to the Integrated Track is to take place when applying for admission to doctoral studies. The wish to be admitted to the Integrated Track can be noted here. Application can only take place at the time of applying for admission to doctoral studies.

(3) Those who, when applying for admission to doctoral studies, at the same time submitted an application for admission to the Integrated Track, will receive an invitation to the selection interview. The selection interviews take place in February/March of a given year. The exact dates will be communicated to applicants separately.

(4) In well-founded exceptional cases, the application for admission to the Integrated Track can also be submitted after the application for admission to doctoral studies, at the latest, however, by 15 January of the calendar year following the application. The Admissions Committee decides on whether a case is exceptional.

Sect. 5

Selection Procedure

(1) The Admissions Committee invites the applicants to a selection interview of 30 minutes.

(2) For every applicant, the Admissions Committee appoints two of its members from the group of professors. These two professors conduct and evaluate the selection interview. In the selection interview, questions are asked about the doctoral dissertation project. Minutes on the selection interview are to be written and filed. After the selection interview, the two members appointed by the Admissions Committee pursuant to sentence 1 each allot zero to ten points. The arithmetical mean of these two evaluations is the total rating the applicant receives. To get a place of study, a minimum rating of 7.5 is required.

(3) After concluding all selection interviews, the Admissions Committee ranks the applicants on the basis of the evaluation of the members who conducted the selection interview. Depending on the availability of the places of study, the applicants with the most points are accepted. In case of equal rankings, the results will be decided by the drawing of lots.

(4) If the applicant through no fault of his or her own cannot come to the selection interview appointment, a new appointment will be defined within 14 days.

(5) If the applicant is not admitted to the Integrated Track, he or she can re-apply once. Additional applications are not permitted.

Sect. 6

Admission to the Integrated Track

(1) The applicants will be informed in writing of the decision of the Admissions Committee.

(2) Negative decisions of the Admissions Committee are to include instructions about available legal remedies.

Sect. 7

Deception

If an applicant has deceived in the procedure or has submitted falsified documents, and if this fact becomes known only after admission, the Admissions Committee shall revoke admission.

Sect. 8

Inspection of the Files

After conclusion of the procedure, upon request, access will be granted to the files. The request is to be made in writing to the chairperson of the Admissions Committee.

Sect. 9

Coming into Effect, Publication

These regulations come into effect on the day after their publication in the Official Announcements of the University of Cologne. At the same time, the regulations on admission to the Integrated Track from 12 Mar. 2013 (Official Announcements 9/2013) cease to be in force.

Issued on the basis of the resolution of the faculty proper of the Faculty of Arts and Humanities of the University of Cologne on 25 May 2016 and the decision of the Rectorate of the University of Cologne on 12 July 2016.

Cologne, 18 July 2016

The Dean of
the Faculty of Arts and Humanities of the University of Cologne

University Professor Dr. Stefan Grohé