

**Subject-specific Admission Regulations for  
the Joint Master’s Degree Programs  
“European Film Business and Law  
(LL.M.)” and “European Film Business and  
Law (MBA)” at the University of Potsdam  
and at the Film University Babelsberg  
KONRAD WOLF**

**dated January 26, 2022**

The Faculty Council of the Faculty of Law of the University of Potsdam and the Faculty Council of Faculty I of the Konrad Wolf Film University in Babelsberg have approved the following regulations pursuant to Section 9 subsection 5 sentence 2 in conjunction with Section 72 subsection 2 No. 1 of the Brandenburg Higher Education Act (BbgHG) of 28 April 2014 ((Law and Ordinance Gazette (GVBl.) I/14, [No. 18], last amended by the Act of 23 September 2020 (GVBl. I/20, [No. 26]) in conjunction with the Brandenburg Higher Education Admissions Act (BbgHZG) of 1 July 2015 (GVBl. I/15, [No. 18]), last amended by Article 3 of the Act of 19 June 2019 (GVBl. I/19, [No. 35], p.10) in conjunction with Section 2 subsections 1-3, 5, Section 19 subsection 1 and Section 20 of the Regulation on Higher Education Admissions (HZV) of 17 February 2016 [GVBl. II/16, [No. 6]), last amended by the Regulation of 21 May 2021 (GVBl. II/21, [No. 55]) according to Article 21 subsection 2 no. 1 of the Basic Constitution of the University of Potsdam (GrundO) of 17 December 2009 (Official Announcements of the UP No. 4/2010 p. 60) in the version of the Fifth Charter to Change the Basic Constitution of the University of Potsdam (GrundO) of 21 February 2018 (Official Announcements of the UP No. 11/2018 p. 634) as well as Section 13 subsection 2 of the Basic Constitution of the Konrad Wolf Film University in Babelsberg of 20 October 2014, as amended on 17 December 2018 (Official Announcements of the Konrad Wolf Film University in Babelsberg, no. 25/2019 of 22 March 2019) on 26 January 2022 and on 17 January 2022:<sup>1</sup>

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**§ 1 Applicability**

These regulations govern the admission requirements according to Section 9 Para. 5 of the Brandenburg Higher Education Act (BbgHG) and the selection procedure for the respective available study slots for the joint master’s programs “European Film Business and Law (LLM)” and “European Film Business and Law (MBA)” at the University of Potsdam and at the Konrad Wolf Film University in Babelsberg. The admission and selection process is not an admission process as defined by state law.

**§ 2 Responsibility and Assignment of Tasks in the Procedure**

(1) The Examining Board is responsible for decisions regarding the existence of admission requirements and for the execution of the selection procedure. Only those members of the Examining Board who possess at least the qualification to be acquired in the respective master’s program or an equivalent qualification are entitled to vote on this decision. Section 4 of the subject-specific study and examination regulations "European Film Business and Law (LL.M.)" and "European Film Business and Law (MBA)" shall apply accordingly.

(2) While conducting the admission and selection procedure, the Examining Board can assign specific tasks of a purely administrative nature to qualified employees of the program who are not members of the Examining Board.

**§ 3 Admission Requirements for the Joint Master’s Degree Program “European Film Business and Law (LLM)”**

(1) Admission requirements for the degree program “European Film Business and Law (LL.M.)” are:

a) completed academic studies in law at a German institution of higher education or equivalent institution with a bachelor’s degree (LL.B.) with at least 180 credit points or a state examination (Staatsexamen) or the first state examination in Law (erste juristische Prüfung, Section 5 subsection 1 of the German Judiciary Act “Deutsches Richtergesetz – DriG”) or

<sup>1</sup>Approved by the President of the University of Potsdam on March 22, 2022. Approved by the president of the Konrad Wolf Film University in Babelsberg on February 23, 2022.

- b) a single-subject course of study in economics at a German university or equivalent institution comprising at least 180 credit points with a Bachelor's, Master's, Magister or Diplom degree, or
- c) a two-subject course of study in law or economics at a German university or equivalent institution with at least 180 credit points with a Bachelor's, Master's, Magister or Diplom degree or

d) a course of study at a foreign higher education institution that is comparable in accordance with letters a) to c).

(2) In the cases of subsection 1 letters b) and c), admission is only possible for those who can provide evidence of legal study achievements amounting to at least 30 credit points or who have relevant professional experience of at least one year.

(3) In addition, proof of at least one year of professional activity is usually required.

(4) Proof of English language proficiency equivalent to at least level C1 of the Common European Framework of Reference for Languages (CEFR). The required language skills must be documented by presenting one of the following certificates:

- UNICert© III or IV certificate,
- TOEFL® Internet-Based Test (iBT) or TOEFL iBT Home Edition with at least 95 points,
- Cambridge English C1 Advanced (CAE) with at least 180 points,
- IELTS "Academic" with at least 7 points in every test component,
- Degree certificate for the completion of an English-language degree program at a recognized institution of higher education
- Certificate of the higher education entrance qualification obtained for an English-language course of education in a country that has English as an official language,
- Pearson Test of English - PTE Academic with at least 76 points,
- Cambridge English C2 Proficiency (CPE).

(5) Other certificates or credentials recognized as equivalent will be published on the websites of the University of Potsdam and the Film University according to the decision of the University Commission for Academic Affairs (LSK) of the University of Potsdam prior to the start of the application process.

(6) The Examining Board is authorized to examine in individual cases whether another submitted certificate or credential is comparable to the certificates and credentials named in sentences 1 to 3 and also

guarantees the linguistic proficiency for studies at the specified level.

(7) Knowledge of the German language is not required.

#### **§ 4 Admission Prerequisites for the Joint Master's Degree Program "European Film Business and Law (MBA)"**

(1) Admission requirements for the degree program "European Film Business and Law (MBA)" are:

a) a bachelor's degree or an equivalent first degree qualifying for a profession from a German institution of higher education with at least 180 credit points, or

(b) a degree equivalent to (a) from a university abroad, insofar as these degrees are not fundamentally different and proof of at least one year of professional activity as a rule.

(2) Proof of English language proficiency equivalent to at least level C1 of the Common European Framework of Reference for Languages (CEFR). The required language skills must be documented by presenting one of the following certificates:

- UNICert© III or IV certificate,
- TOEFL® Internet-Based Test (iBT) or TOEFL iBT Home Edition with at least 95 points,
- Cambridge English C1 Advanced (CAE) with at least 180 points,
- IELTS "Academic" with at least 7 points in every test component,
- Degree certificate for the completion of an English-language degree program at a recognized institution of higher education
- Certificate of the higher education entrance qualification obtained for an English-language course of education in a country that has English as an official language,
- Pearson Test of English - PTE Academic with at least 76 points,
- Cambridge English C2 Proficiency (CPE).

(3) The Examining Board is authorized to examine in individual cases whether another submitted certificate or credential is comparable to the designated certificates and credentials and also guarantees the linguistic proficiency for studies at the specified level.

(4) Knowledge of the German language is not required.

## § 5 Application Periods and Documents

(1) Application for the joint master's programs in "European Film Business and Law (LLM)" and "European Film Business and Law (MBA)" is possible for the first semester in the winter semester. For higher semesters, application is possible at any semester. The application deadline for the winter semester is July 31 of the corresponding year. The application deadline for the summer semester is January 31 of the corresponding year.

(2) The completed application form for the joint master's programs "European Film Business and Law (LLM)" and "European Film Business and Law (MBA)," which is available on the homepage of the mentioned programs, along with all required documents, must be submitted electronically in full to the Universität Potsdam c/o Erich Pommer Institut gGmbH or Filmuniversität c/o Erich Pommer Institut gGmbH by the end of the application deadline. The date of receipt, not the date of postage, is definitive. If the deadline falls on a Sunday, a legal holiday, or a Saturday, then the deadline is not extended to the end of the next working day (Section 2 subsection 3 no. 2 of the Brandenburg Administrative Procedure Act in combination with Section 31 subsection 3 sentence 2 of the Federal Administrative Procedure Act).

(3) Applicants must choose either the master's program "European Film Business and Law (LL.M.);" or the master's program "European Film Business and Law (MBA)" by declaration in the application form.

(4) The following admissions documents must be submitted:

a) a completed application form as specified in subsection 2,

b) a copy of the diploma of the first degree, transcript of records or suitable preliminary proof of the grades obtained in the first degree,

c) a copy of the Diploma Supplement or other suitable proof from the university of all achievements up to the first professional degree. This documentation must include information about grading and credit points. If this coursework was completed at an institution of higher education other than the University of Potsdam or the Konrad Wolf Film University in Babelsberg, then information must be provided regarding the form, content and examination modalities of the coursework evaluation process in which the credit points were attained.

d) evidence of professional activity according to Section 3 subsection 3 or Section 4 subsection 1, including information on duration and relevance,

e) Proof of English language skills according to Section 3 subsection 4 or Section 4 subsection 2,

(5) If the degree program has restricted admissions, then, in addition to the documents listed in Section 5 subsection 4, the following documents must be submitted: evidence of additional qualifications (especially certificates, continuing education, awards, prizes) related to the course content that were acquired outside of a university degree program,

6) If credentials are in a language other than German or English, a German or English translation shall be provided at the expense of the applicant, the accuracy of which shall be certified by a sworn interpreter or translator.

## § 6 Admission Procedure

(1) Only those persons shall participate in the admission procedure who

a) have applied for a study slot in due time and form and

b) fulfill the admission requirements according to Section 3 or Section 4.

(2) Insofar as an admission restriction has been set for the degree programs, fulfillment of the admission requirements according to Section 3 or Section 4 does not imply an entitlement to admission.

(3) If a minimum number of applicants meeting the admission requirements has been set as a condition for the program to be carried out and this has not been reached by two weeks after the application deadline at the latest, the Examining Board may decide, in consultation with the EPI, not to carry out the programs. In this case, applications for admission submitted by way of applications received shall be deemed not to have been undertaken. The applicants will be informed accordingly. The determination of the minimum number as well as the relevant date are to be announced on the homepage of the program.

(4) If proof of graduation according to Section 3 subsection 1 or Section 4 subsection 1 cannot be provided by the application deadline for reasons beyond the applicant's control, admission may be granted on condition that proof of graduation is provided at the latest upon enrollment. In this case, the admission decision for students seeking a bachelor's degree is made on the basis of a suitable transcript of records of the previous course of study to the extent of the credit points required for the respective bachelor's degree minus 40 and the grade point average achieved up to that point. In the case of students whose goal is to pass the First Law Examination pursuant to Section 5 (1) DRiG, only the oral examination (of the state compulsory subject examination or

the university focus area examination) may still be outstanding. If proof of the performance stipulated in sentence 2 or sentence 3 is missing within the application deadlines, a rejection notice will be issued.”

## **§ 7 Selection Procedure**

(1) A selection procedure shall only take place if the number of applications meeting the admission requirements exceeds the number of available study slots. The admission capacity and the procedure for determining it are governed by the cooperation agreements between the institutions supporting the study programs. The valid number of slots shall be announced on the homepage of the study programs. The determination of the admission capacity and the admission procedure do not follow the state law regulations on the allocation of study slots in admission-restricted courses of study. The Examining Board is responsible for executing the selection procedure.

(2) If the number of applications fulfilling the admission requirements according to Section 3 or Section 4 exceeds the number of available slots according to subsection 1, a selection procedure shall be formed for the allocation. Applicants will be ranked according to the point value assigned to their application. Study slots are awarded in order beginning with the highest point value. The number of points assigned is determined by subsections 2 and 3. If the point value is identical for several applicants, the ranking will be decided by lot.

(3) The following selection criteria apply to the allocation of study slots in the respective study program, for each of which the maximum points indicated are awarded:

a) final grade of the first qualifying university degree  
- up to 40 points

b) evidence of the duration and relevance of work experience/qualifications acquired after the completion of the first qualifying university degree - up to 40 points

c) evidence of additional qualifications (especially certificates, continuing education, awards, prizes) related to the course content that were acquired outside of a university degree program - up to 20 points. Criteria that are not documented or are insufficiently documented will be considered with 0 points in the procedure.

(4) The point values for the criteria in subsection 3 are listed in detail in the Appendix to these Regulations.

(5) Study slots to be filled in a move-up procedure shall be filled by the Examining Board exclusively according to the position in this ranking list.

## **§ 8 Notification of Admission, Conclusion of the Procedure**

(1) Those applicants who are admitted receive a letter of admission.

(2) After admission is granted, the letter of admission for restricted-admission degree programs must set a deadline for accepting the offer of admission in accordance with Section 7. If the offer of admission is not accepted by the deadline, then the offer of admission is no longer valid and the right to enrollment expires. The letter of admission must provide information regarding these legal consequences.

(3) Applicants admitted according to Section 3 must enroll at the office responsible for enrollment within the time limit specified in the enrollment regulations of the University of Potsdam.

(4) Applicants admitted according to Section 4 must enroll at the office responsible for enrollment within the time limit specified for the Film University.

(5) If the enrollment according to subsection 3 or 4 is not completed in due time, the notice of admission becomes invalid. The letter of admission must provide information regarding these legal consequences.

(6) Those applicants who are not admitted after the completion of the university admissions selection process receive a letter of rejection that lists the applicant's attained ranking and the ranking of the last applicant admitted. A rejection notice will also be issued to those applicants who do not meet the admission requirements or have not submitted the application in due form and time. The letter of rejection must include information on available legal remedies.

(7) The admission procedure is completed when the move-up lists have been exhausted, all available study slots have been filled by enrollment, or when a further move-up procedure no longer seems reasonable due to the advanced lecture period.

## **§ 9 Admission to More Advanced Semesters of Study**

(1) For admission to an advanced semester of study at the University of Potsdam, the provisions of these regulations shall apply with the exception of Section 7.

(2) Applications for an advanced semester of study require a decision on creditable periods of study (placement in an advanced semester of study) by the Examining Board appointed for the degree program.

An application is only possible for the semester of study specified in the placement decision. Section 1 subsection 5 of the Enrollment Regulations of the University of Potsdam applies accordingly.

(3) Applications for later semesters must be made directly in writing to the Examining Board.

(4) For admission to the higher semester at the Konrad Wolf Film University in Babelsberg, the current provisions of the Framework Regulations for Admission and Admission to Studies at the Film University apply.

## **§ 10 Entry into Force**

These regulations take effect on the day of their publication in the Official Announcements of the University of Potsdam and the Film University. The relevant date is the day after the respective last publication.

## Appendix

The individual point values for the selection criteria in accordance with Section 7 subsection 3 are shown in the following tables:

### 1. Selection criterion for final overall grade according to Section 7 subsection 3 a):

a) First professional qualifications with the exception of the first state law examination/first law examination (Section 5 (1) of the German Judges Act - DRiG):

Final overall grade	Points
Grade point average 1.0 - 1.3	40
Grade point average 1.4 - 1.7	36
Grade point average 1.8 - 2.0	32
Grade point average 2.1 - 2.3	28
Grade point average 2.4 - 2.7	24
Grade point average 2.8 - 3.0	20
Grade point average 3.1 - 3.3	16
Grade point average 3.4 - 3.7	12
Grade point average 3.8 - 4.0	8

a) first state law examination/first law examination (Section 5 (1) of the German Judges Act - DRiG):

Overall result of state examination or first law examination	Points
18 to 14 points	40
13 or 12 points	36
11 or 10 points	32
9 points	28
8 points	24
7 points	20
6 points	16
5 points	12
4 points	8

### 2. Selection criterion for work experience according to Section 7 subsection 3 b):

Relevant work experience	Points
More than 9 years	40
8 years	34
5 years	28
4 years	22
3 years	16
2 years	10
1 year	4
Less than 1 year	0

### 3. Selection criterion for additional qualifications according to Section 7 subsection 3 c):

Number of relevant additional qualifications	Points
4 and more	20
3	15
2	10
1	5
0	0