

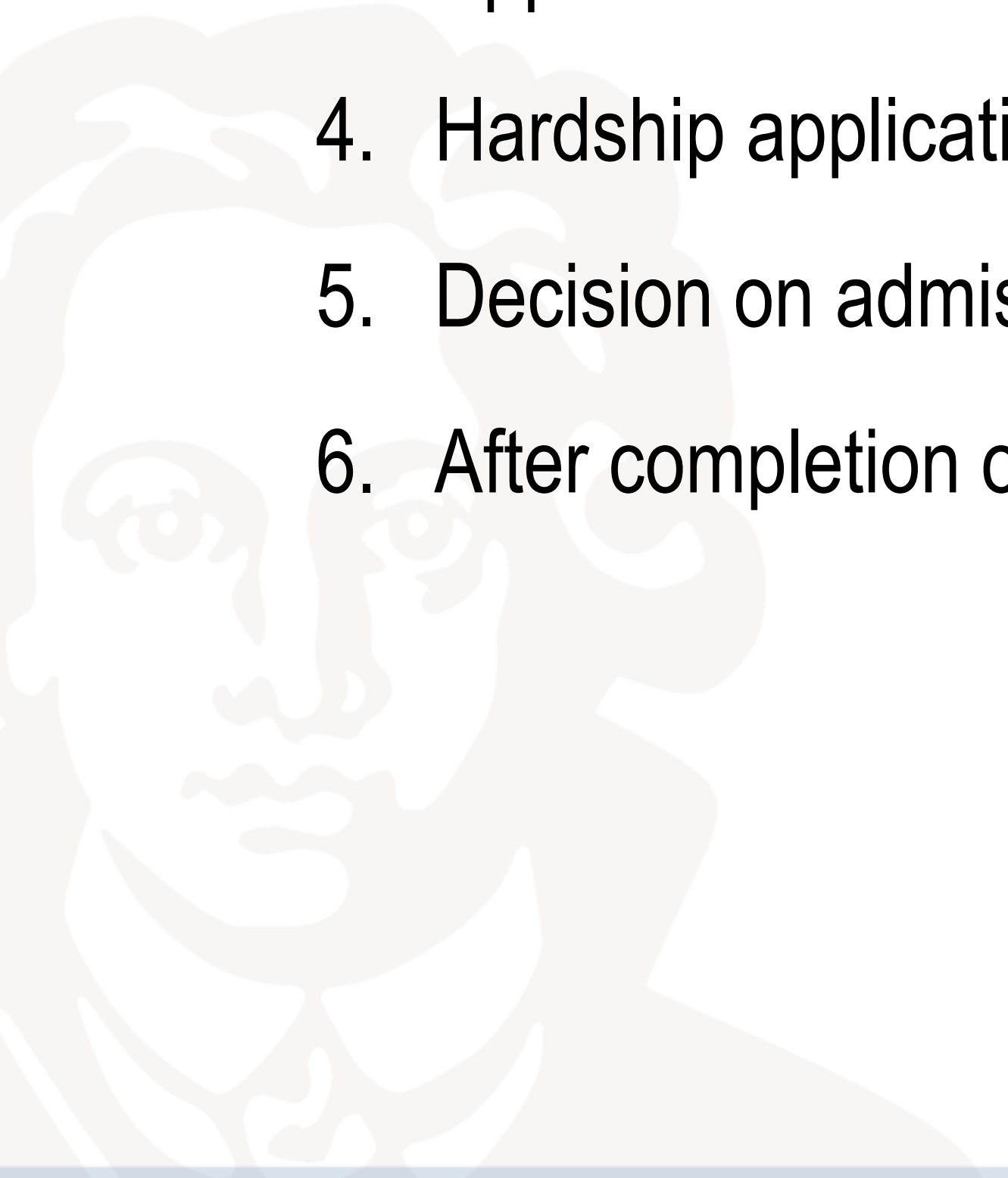
Alexander Simon | Student Counselling Service

Application procedure for the Master's program Comparative Democracy



Application Procedure

1. MA application procedure and selection criteria
2. The application portal Uni-Assist
3. Applications for higher semesters
4. Hardship applications
5. Decision on admission or rejection
6. After completion of the procedure



1. Procedure and selection criteria of the MA application.

Selection Criteria

MA Comparative Democracy

Calculation of the overall grade:

- Bachelor grade or average grade of the Transcript of Records (at least 144 CP for a Bachelor with 180 CP, at least 192 CP for a Bachelor with 240 CP): 70%
- Evaluation of the motivation letter: 30%

Basic requirements:

- at least 60 credit points in political science courses
- English language skills at C1 level

1. Procedure and selection criteria of the MA application

English language requirement C1

Verifiable by:

- a UNiCert degree of level 3 or
- a TOEFL test (Internet based score at least 95) or
- International English Language Testing System (IELTS) min. score 7.0 or
- Test of English for International Communication (TOEIC) (10-990 points) Min. score 945 points or
- a bachelor's degree in an English-language degree program or
- another certificate recognized as equivalent by the Examination Committee at the C1 level.

If you are unsure whether your proof will be recognized, please feel free to send it to studienfachberatung.fb03@soz.uni-frankfurt.de for clarification.

1. Procedure and selection criteria of the MA application

60 CP rule: Which achievements are considered comparable?

If you originally majored in political science or minored in political science with 60 CP, you meet the criteria for Comparative Democracy.

All other cases will be examined individually by the selection committee.

If you have any doubts, you are welcome to send your transcript (overview of achievements) to studienfachberatung.fb03@soz.uni-frankfurt.de beforehand for a non-binding assessment.

The student counselling service is present in all commissions in an advisory capacity and can realistically assess the chances. All persons who have not originally studied Political Science are obliged to fill out the following document (example follows on the next slide; the document is available in Uni Assist and on the website).

1. Procedure and selection criteria of the MA application

Example listing attachment to the application (60 CP rule)

| Semester | Course title | Creditpoints (ECTS) | Type of accomplishment (participation, exam, paper, etc...) |
|----------|--------------|---------------------|---|
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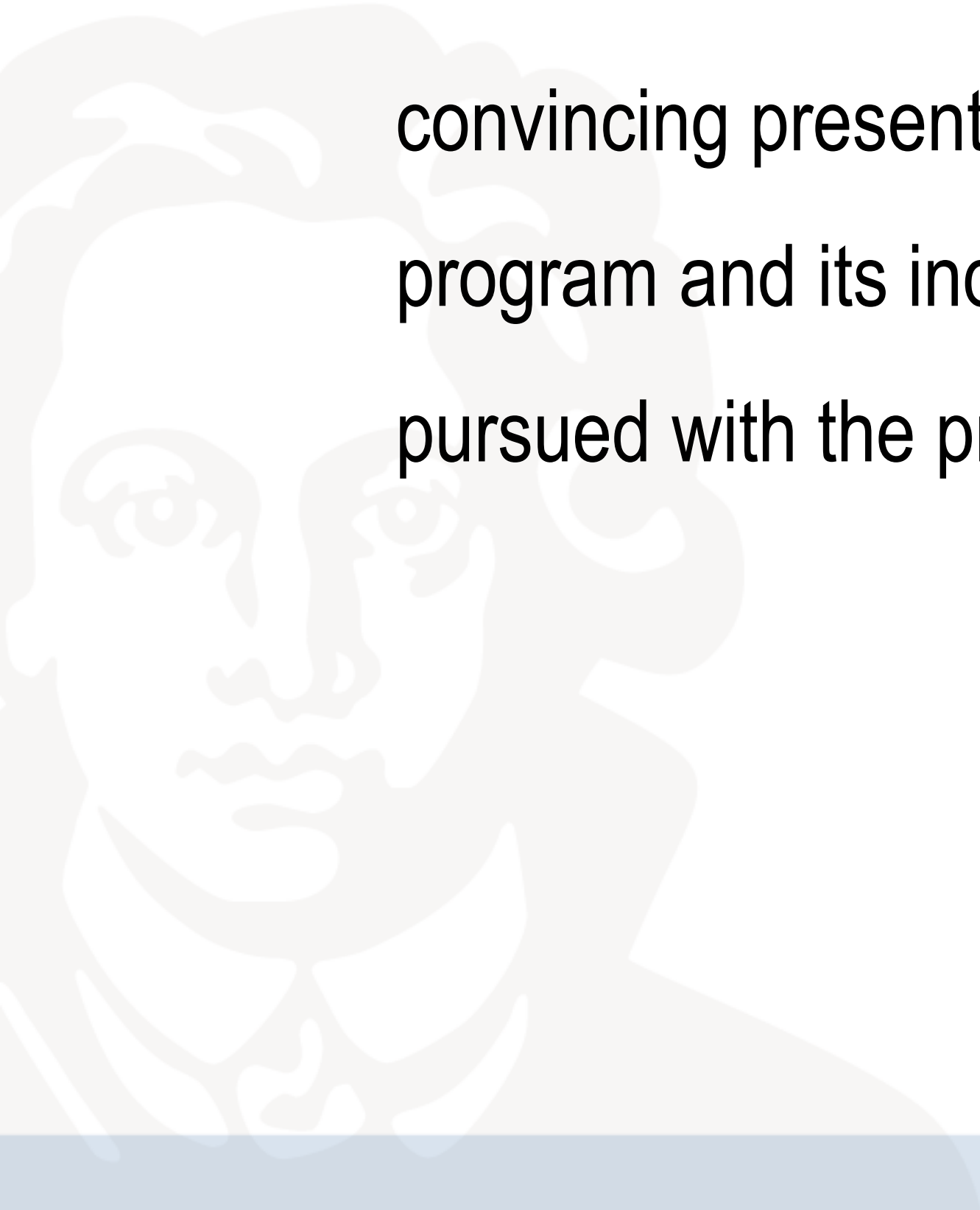
1. Procedure and selection criteria of the MA application

- You can apply for up to 3 MA programs in parallel at the University of Frankfurt.
- The application portal will be opened on 01.04.2024.
- The application deadline for MA Comparative Democracy is **15.05.2024**.
- You must be able to prove at least 144 CP for a Bachelor with 180 CP and at least 192 CP for a Bachelor with 240 CP. Applications with less CP will be categorically rejected.
- You cannot categorically submit any documents later.
- All documents that are not uploaded to Uni-Assist by the application deadline will also not be evaluated.

1. Procedure and selection criteria of the MA application

Letter of motivation:

- Maximum 700 words
- The evaluation of the motivation letter is based not only on the external form but also on the convincing presentation in particular of the personal and professional interest in the Master's program and its individual focal points as well as on the presentation of the personal goals pursued with the program.



2. The application portal Uni Assist

<https://www.uni-assist.de/en/how-to-apply/apply-online/>

- All applications are made exclusively via the Uni-Assist online portal.
- You do not have to submit any documents by post (But please note that international applicants need certified documents at latest for the immatriculation).
- Documents that are sent to Goethe University by post will not be considered!

2. The application portal Uni Assist

What does Uni Assist do?

- Uni Assist checks whether you meet the formal requirements for the desired course of study.
- Uni Assist checks all formalities, the completeness of your documents, language skills, university entrance qualification and the number of credit points.
- All content-related checks are carried out after the application by the selection committee of the faculty.

2. The application portal Uni Assist

- You must first register with Uni Assist. Important note: If you have already registered with Uni Assist using your E-mail and no longer have your password, it may take up to two days until you can log in with new access data. Please take care of this in time.
- After registering you can apply for the desired MA programs
- Uni Assist will then guide you step by step through the application process

What do I have to pay special attention to?

- Please check your uploaded documents for completeness and if they are named correctly.
Please upload pdfs only.

2. The application portal Uni Assist

Who can you contact in case of problems?

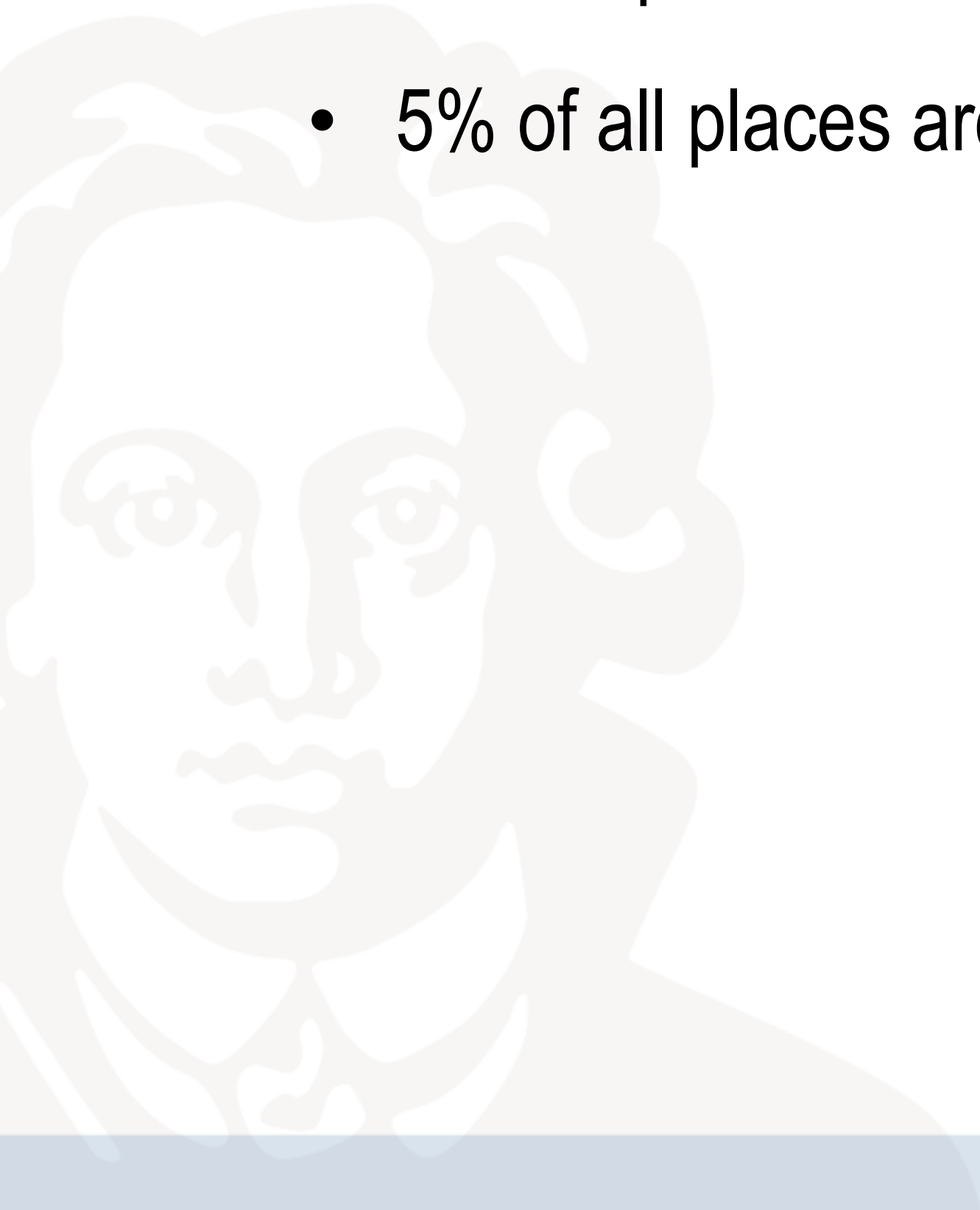
- In case of technical problems with the portal, please contact Uni Assist exclusively via the contact area: <https://my.uni-assist.de/hilfe>
- If you think Uni Assist has made a mistake in checking your documents, please contact the Student Counselling Service at studienfachberatung.fb03@soz.uni-frankfurt.de.
- The Student Counselling Service will then check the case and if you are in the right, we will then have the application delivered anyway.

3. Applications for a higher semester

- Applications to the higher semester are only possible with a fully completed Bachelor's degree.
- Please also upload official proof of your MA achievements (transcript of records or module sheets). Without matching MA achievements, you cannot apply for a higher semester.
- The examination office will then take care of the placement in a higher subject semester.
- You can specify in Uni-Assist for which semester you want to apply. Please make sure to use this function, otherwise we will treat you as an applicant for the first semester.

4. Hardship applications

- In cases of disability, chronic illness or other special personal situations, you can apply for a hardship case.
- The responsible examination committee decides on hardship applications.
- 5% of all places are reserved for hardship applications.



5. Decision on admission or cancellation

- After the formal review by Uni Assist, the applications are evaluated by the selection committees. The selection committees check the relevance (60 CP rule) and evaluate the motivation letters.
- The selection committees are composed of professors and representatives of the scientific staff.
- Student representatives and the student counselling service also participate in an advisory capacity.
- The selection committee creates a ranking and decides on the number of admissions.

5. Decision on admission or cancellation

- After 15.05. Uni Assist needs about 3 weeks to review the applications. The selection committee will meet thereafter as follows:

MA Comparative Democracy: 05.06.2024, 10 a.m.

- You will receive a non-binding announcement of admission or cancellation by the student counselling service via E-mail no later than one to two days after the session.

5. Decision on admission or cancellation

- Official admissions will be sent out by post by the Student's Office promptly after the selection committee meeting. **IMPORTANT:** You must actively accept your place. The admission notice can then also be accessed via the university portal "Goethe-Campus". You must actively accept your place by following the instructions on the admission letter - otherwise the offer of a place will expire. Please note that you cannot log in to the university portal with your HRZ account, but must register again.
- Applications that have been classified as not relevant (60 CP rule) will receive a rejection letter from the faculty promptly after the selection committee meeting.
- You will automatically take part in any move-up procedures. The official rejection letters are sent out by the Student's Office only after the entire procedure has been completed. This often takes until September or October.

6. After the application process

- If you wish to file an appeal, you can only do so after you have received your official rejection letter. You can find the relevant contact details in the rejection letter.



For all questions regarding the course of studies and the organization of your studies, you can contact the student counselling service

Student Counselling Service

Alexander Simon

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Current office hours and contact details can be found on the [website](#).

