

	09.08.2017	
Codiernummer	letzte Änderung	Auflage - Seitenzahl

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Universität Heidelberg für den weiterbildenden Studiengang in Soziale Sicherung in Kooperation mit der National Economics University, Hanoi, Vietnam and der Universitas Indonesia, Jakarta, Indonesien" dated 09.08.2017 has legal validity.

**Admission Regulations of Heidelberg University for International Programme Master of Science in Social Protection (MSc SP) in cooperation between Heidelberg University, Medical Faculty, Heidelberg, Germany; National Economics University, Faculty of Insurance, Hanoi, Vietnam and Universitas Indonesia, Centre for Social Security Studies, Jakarta, Indonesia**

09 August 2017

Based on §§ 63 paragraph 2, 60 paragraph 2 item 2 and § 31 paragraph 2 in conjunction with § 59 paragraph 2 clauses of the Act on Higher Education of the Land of Baden-Württemberg (LHG), amended by Art. 3 of the Law amending the Act on Higher Education and other laws from 9<sup>th</sup> May 2017 (GBl 16<sup>th</sup> May 2017, p. 245 ff), the Senate of Heidelberg University has adopted the following Admission Regulations for the Master degree's programme in Social Protection.

The President granted approval on 03/05/2018.

**Preamble**

Heidelberg University has decided to establish a postgraduate joint degree<sup>1</sup> International Programme "Master of Science in Social Protection (MSc SP)" in cooperation between Heidelberg University, Medical Faculty, Heidelberg, Germany; National Economics University, Faculty of Insurance and Institute of Public Policy and Management (IPPM) Hanoi, Vietnam and Universitas Indonesia, School of Strategic and Global Studies, Jakarta, Indonesia. In this respect, the following Admission Regulations will be enacted.

All official statuses, functions and professions that appear in the masculine form apply equally to men and women and can be used in the corresponding female form. This also applies to degrees and academic titles.

**§1 Applicability**

For the Master's degree programme in Social Protection, Heidelberg University allocates study places according to the following provisions (in accordance with the faculty decision).

**§ 2 Deadline and Application Format**

- (1) Admission to the Master of Science in Social Protection is granted once a year, on 1<sup>st</sup> September. Applications for the MSc SP must be submitted in written form by 30<sup>th</sup> April of each year to the Institute of Public Health, Im Neuenheimer Feld 130.3, 69120 Heidelberg, using the provided application form. The application form has to be completed in English.
- (2) With the application, the following documents must be enclosed in English or as

---

<sup>1</sup> One degree with two separate certificates, issued by the partner universities

	09.08.2017	
Codiernummer	letzte Änderung	Auflage - Seitenzahl

certified translations in English or German:

- a) Evidence of the required documents listed in §§ 3 and 4,
- b) A Curriculum Vitae in English (CV) and
- c) A statement as to whether the applicant has lost their entitlement to take final examinations at a higher education institution in Germany, Indonesia, Vietnam or abroad in the MSc SP, or in a programme with similar content, and whether he or she is currently involved in an examination procedure in this academic programme.

### **§ 3 Admission Requirements**

(1) Admission requirements are:

- a) Proof that one of the following degrees has been awarded with above average grades: a bachelor's degree (Bachelor of Arts, Bachelor of Science), a medical degree (medicine or dentistry), or another degree equivalent to 210 ECTS.
- b) Proof of at least 1 year of relevant work experience
- c) Proof of English language skills level C1 according to the Common European Framework of Reference for Languages. English proficiency must be proven with one of the following documents:
  - Cambridge Certificate in Advanced English (CAE)
  - IELTS minimum overall score 7.0
  - TOEFL minimum overall score 95 (internet based)
  - TOEFL minimum overall score 587 (paper-based)
  - TOEFL minimum overall score 240 (computer-based)

If English is the native language or if studies have largely been completed in an English-speaking country, the relevant evidence shall be sufficient.

(2) The Admission Committee takes decisions regarding the equivalence of educational backgrounds and comparability of qualifying degrees. When recognising degrees obtained abroad, recommendations from the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Kultusministerkonferenz, KMK) and agreements between partner universities must be considered. If necessary, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, ZAB) shall be consulted.

(3) In case of need Heidelberg University may request to see and verify the copies of the documents with the originals.

### **§ 4 Selection of Applicants**

(1) If, due to the limited number of study places, a selection has to be made between applicants who meet the entry requirements according to § 3, applicants will be selected using a ranking of applicants and according to the following criteria:

	09.08.2017	
Codiernummer	letzte Änderung	Auflage - Seitenzahl

1. Type, focus and grade of the final exam stated in § 3;
2. A special professional suitability, proven by course-specific credits and examination results or a course-specific vocational training, practical experience or other results which can provide insight about the suitability for the chosen programme;
3. A recommendation of the National Economics University, Hanoi, or the Universitas Indonesia, Jakarta.

(2) The criteria stated in paragraph 1 will be evaluated by the Admission Committee based on the previously developed evaluation standard. In case of equal qualifications, § 20 paragraph 3 of the Hochschulvergabeordnung applies.

### **§ 5 Admission Procedure**

- (1) The President decides upon the admission of applicants, based on recommendations of the Admission Committee and the ranking list stated in § 4.
- (2) Applications will be rejected if:
  - a) requirements are not fulfilled in accordance with § 2 and § 4 and/or
  - b) the applicant has lost their entitlement to take final examinations in the Master's degree programme in Social Protection or in a programme with similar content, or is currently involved in an examination procedure in one of these academic programmes.
- (3) The provisions that apply universally to the admission procedure published in Heidelberg University's admission and enrolment regulations remain unaffected.

### **§ 6 Fees**

- (1) The Master's degree programme in Social Protection is subject to fees. Details are stated in the applicable Schedule of Fees.
- (2) Enrolment in the Master's degree programme in Social Protection at Heidelberg University requires the payment of fees according to the applicable Schedule of Fees.

### **§ 7 Admission Committee**

- (1) For the selection of applicants and preparations of admission, the three universities involved form a common Admission Committee. The Admission Committee consists of the Programme Director at Heidelberg University and two professors at the partner universities – both from NEU Vietnam and Universitas Indonesia. According to Act 2, members of the Admission Committee have to be university lecturers. They are appointed for a term of 3 years. Reappointment is possible.
- (2) Members elect a Chairman who has to be Professor or hold an equivalent

	09.08.2017	
Codiernummer	letzte Änderung	Auflage - Seitenzahl

qualification.

### **§ 8 Coming into force**

This Charter becomes effective on the day after it is published in the Bulletin of the President.

Heidelberg, 03.05.2018

Prof. Dr. Dr. h.c. Bernhard Eitel

President of Heidelberg University

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Universität Heidelberg für den weiterbildenden Studiengang in Soziale Sicherung in Kooperation mit der National Economics University, Hanoi, Vietnam und der Universitas Indonesia, Jakarta, Indonesien" dated 10.08.2016 has legal validity.