Preamble
Any employment and occupational titles mentioned in these regulations refer to both women and men and may be used in the corresponding feminine form. This also applies to university degrees and academic titles.

§ 1 Applicability
Heidelberg University allocates the available enrolment in the Master’s Degree Programme in Computational Linguistics according to the following provisions.

§ 2 Deadline and Documents

(1) The degree programme may be commenced in the summer or winter semester.

(2) Provided that they fulfil the admission requirements according to these admission regulations and the general prerequisites for enrolment, German applicants with a German university entrance qualification may enrol in the Master’s degree programme in Computational Linguistics within the general periods of enrolment as stated in the applicable admission and enrolment rules and regulations without being required to undergo a previous admission procedure. Documentation of fulfilment of the admission requirements for the Master’s degree programme in Computational Linguistics will be provided through notification by the admission committee.

(3) Foreign applicants must submit an application for admission to the degree programme to Heidelberg University no later than 15 June for the winter semester or no later than 15 November for the summer semester (cut-off dates).

(4) If they have not yet been submitted to the university, the following documents must be included with the application for notification, as described in paragraph 2, sentence 2, or for admission:
   a) evidence that the requirements stated in § 3 have been fulfilled,
   b) documentation as to whether the applicant’s entitlement to take final examinations at a higher education institution in Germany or abroad in the Master’s Degree Programme in Computational Linguistics or in a programme with a similar content has been rescinded, and whether he or she is currently involved in an examination procedure in this academic programme.

§ 3 Admission Requirements
The admission requirements are as follows:

1. a general higher education entrance qualification, a related subject-restricted higher education entrance qualification, an international university entrance qualification, or an entrance qualification legally recognised as equivalent to this by a competent state authority;
2. a degree in computational linguistics (minimum 50% subject-specific content) earned with above-average grades at a national or international university at which the established standard period of study is a minimum of three years, or an equivalent degree.
3. knowledge of English, analogue to level B2 of the Common European Framework of Reference for Languages (as documented by school certificate, Cambridge Certificate in Advanced English (CAE) or equivalent evidence);
4. special technical competence, as evidenced by a Bachelor’s thesis, professional qualification, professional practice, or other accomplishments which are able to indicate the applicant’s aptitude for the chosen degree programme.

The following must be enclosed with the application:

1. if the degree submitted in accordance with paragraph 1, number 2, is a Bachelor’s degree, a Transcript of Records indicating the grades and credits earned;
2. a curriculum vitae in tabular form (in German or English), consisting of a minimum of two and maximum of three DIN A4 pages;
3. a motivation letter, personally written by the applicant, consisting of a minimum of one and a maximum two DIN A4 pages, citing the motivation for application to the Master’s degree programme;
4. a summary, consisting of a minimum of one DIN A4 page, of the core questions and findings of the Bachelor’s thesis or an equivalent final thesis, or a similar scientific paper that demonstrates the applicant’s skill in performing independent scientific work.

Decisions regarding the equivalence of educational backgrounds and comparability of qualifying degrees are made by the Admission Committee. 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.

If the applicant has not been issued his or her degree by the end of the application period (in accordance with § 2, paragraph 1), he/she may also submit a preliminary certificate issued by the university detailing all grades received to date and confirming that the applicant is expected to complete the respective degree programme by the beginning of the semester for which the application for admission is being made. During the admission procedure, an average grade will be determined that is calculated on the basis of past examination results; the result of the Bachelor’s examination will then be ignored during the selection procedure. Admission in a case such as that described above may be granted under the condition that documentation of the final Bachelor’s examination and the corresponding requirements will be submitted no later than the last work day prior to the beginning of the semester. Acceptance of admission will expire if the applicant does not submit the necessary documents as set forth in § 3, paragraph 2 by the established deadline.

Heidelberg University may request that originals of the documents required for admission be submitted at the time of enrolment.

In accordance with paragraph 1, the admission committee assesses the criteria on the basis of a previously-defined assessment standard.

In accordance with the evaluation standard mentioned in paragraph 6, the admission committee may recommend candidates for admission on the basis of their application documents. However, if there is still doubt as to whether documentation of the applicant’s technical competence as set forth in paragraph 1, item 4 is sufficient, the admission committee will invite the applicant for a personal interview. If the admission documents indicate that the applicant does not fulfil the
admission requirements, the admission committee will recommend that he/she not be admitted to the degree programme.

(8) For those applicants whose aptitude, as stated in para. 1, is still in doubt, an admission interview of approximately 15 minutes will be held, generally during the last week of July or of the first week of August (for the winter semester), or the last week in January or the first week of February (for the summer semester), either at the department of Computational Linguistics or by telephone. Based on the results of this interview, the Admission Committee will make a recommendation as to whether or not to admit the applicant.

§ 4 Admission Procedure

(1) Based on the recommendation of the admission committee, the President makes the decision as to whether an applicant will be admitted.

(2) The application will be rejected, if
   a) requirements in accordance with §§ 2 and 3 are not fulfilled, and / or
   b) the applicant has had his or her entitlement to take the final examination in the Master’s Degree Programme in Computational Linguistics or in a programme with a similar content rescinded, or if he or she is currently involved in an examination procedure in this or a similar academic programme.

(3) Conditional admission is possible in accordance with § 3, paragraph 4.

(4) The provisions that apply universally to the admission procedure published in Heidelberg University’s admission and enrolment regulations remain unaffected.

(5) Applicants will be notified about the status of their application for admittance to the degree programme immediately following the selection procedure.

§ 5 Admission Committee

(1) The admission committee is made up of a minimum of three members who belong to the permanent academic faculty in the Computational Linguistics department. One member must be a professor. The members choose a chairperson and deputy from their group. The chairperson must be a professor. In unambiguous cases, the evaluation of previously-earned qualifications may be delegated to an authorised representative.

(2) The members of the admission committee are appointed by the faculty council (or faculty board) of the Faculty of Modern Languages. The members are appointed for three years. Members may be re-appointed.

§ 6 Coming into Force

This Charter becomes effective on the day after it is published in the President’s Bulletin (Mitteilungsblatt des Rektors). It will first become applicable for admissions to the winter semester 2010/11.

Heidelberg, 17 May 2010

Professor Dr. Bernhard Eitel
President