

## Application instructions for the study program European Cultures and Society (B.A.)

The B.A. European Cultures and Society is an English-speaking, interdisciplinary study program with a focus European studies and European research from the perspectives of liberal arts, cultural science and social science. There is a chosen specialization of either cultural science or social science. One-semester of studying abroad is mandatory.

The study program is currently subject to restricted admission (**planned**: 80 study places).

<b>Application period:</b>	<b>1. For German applicants and applicants of EU member states:</b>
	15.05. – 15.07. (for the 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester – Autumn Semester)
	01.12. – 31.01. (for the 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester – Spring Semester)
	<b>2. For citizens of non-EU member states:*</b>
	01.12. – 31.01. (for the 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester – Autumn Semester)
	15.05. – 15.07. (for the 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester – Spring Semester)

\* Admission of citizens of non-EU member states will be sent in February for the Autumn Semester and in August for the Spring Semester.

## Admission Requirements

### 1. Applications for the first semester

- General higher education entrance qualification (high-school diploma) or any equivalent qualification **or**
- Subject-related higher education entrance qualification / social or community sector **or**
- Evidence of any professional qualifications ,
- Evidence of English language skills pursuant to the Study Qualification Rules (enclosed in this document)

#### 1.1 Application documents to be submitted:

- Application form resulting from the online procedure
- Supplementary sheet to the application form (see page 4)
- **Notarized copy** of the certificate of university entrance qualification (see above)
- Current or previous certificate of enrollment in a German university, if that is/was the case, with the indication of the university semester (simple copy)
- Evidence of English language skills - see page 3 (either through the high-school certificate or a through the **notarized copy** of any of the accepted certificates)
- Evidence of the completion of any recognized services in Germany (military or community service, voluntary social year, voluntary ecological year, federal volunteer service) in single copy; or in a notarized copy if it is to be used for preferential admission
- **Optional:** a sufficiently stamped and addressed return envelope (only DIN A4 or DIN A5, not cardboard reinforced) for the returning of application documents in case of rejection in the selection procedure.

## 2. Applications for higher semesters:

A prerequisite for applying for any higher semester is the recognition of any proven examination achievements and the resulting **classification** into the study semester applied for by the Admissions Committee of the study program.

### 2.1 Application documents to be submitted when applying for higher semesters

**In addition to** the documents mentioned under **1.1)** (above) the following must also be submitted:

- official document issued by the Admissions Committee on the classification into the **higher study semester** applied for ([www.uni-flensburg.de/?40980](http://www.uni-flensburg.de/?40980)).

## 3. General information

Application documents submitted by any applicants not admitted will be **destroyed upon** completion of the admission procedure if no stamped and addressed envelope is included.

**Attention:** The application documents must be submitted to the university in full and in the required form within the deadline for applications. The later handing in of documents is not possible, as the selection procedure will immediately start after the end of the application deadline. Any incomplete or delayed application will **not be considered** in the selection procedure.

Applicants will be notified of any missing documents only via **online portal**. The access data for the online portal is obtained upon completion of the online application in the online application form.

Any missing documents must reach the university **by the end of the application period**, always with the indication of the application number, which can be found on the online application form.

### Important Information

Please note that only **one** application for admission may be submitted. If more than one application is received, only the application, which was processed last, will be considered for the selection procedure.

## Admission procedure / Matriculation:

### 1.) Autumn Semester

The admission letters regarding the application procedure of **non-EU applicants** will be sent via email by approx. **mid-February**.

The admission letters regarding the application procedure of **German and EU citizens** will be sent approx. by the **end of July**.

After that, there will be a redistribution of places through the applicants on the waiting list until all study places have been allocated. **Final rejections are expected to be sent off by mid-August**. At the beginning of September, the random selection procedure will follow if any study places already accepted have meanwhile been turned down. All applicants not having been admitted at this point in time will automatically take part in this random selection procedure.

No separate application for the random selection procedure only will be possible.

Admission letters for any **higher semesters** will only be sent after the end of the application period.

## b) Spring Semester

The admission letters will be sent via email after the end of the application period.

Admission to higher semesters is dependent on the availability of study places in the respective semester.

Overview of any study places available: ([www.uni-flensburg.de/?40970](http://www.uni-flensburg.de/?40970)).

**The matriculation** that follows by post must be completed within approx. two weeks of reception of the acceptance letter. Admitted applicants from non-EU member states must complete their matriculation within approx. six months after the reception of the admission letter. The concrete time period for matriculation will be stated in the admission letter. An extension of the matriculation deadline is only possible in exceptional cases and only after specific agreement of the Admissions Office.

The exact period of time for the enrollment will be indicated in the admission letter. Please note that any **deadline extension** will only be possible in duly substantiated and exceptional cases after personal consultation with and agreement of the Admissions Office.

***Should the matriculation not be made in due time, the right to the study place will irrevocably be lost.***

**Accepted language certificates** (Study Qualification Rules: [www.uni-flensburg.de/?40425](http://www.uni-flensburg.de/?40425) )

### **Englisch**

The application for / admission to the B.A. **European Cultures and Society** will require evidence of appropriate English language skills. The language certificate must not have been obtained longer than 2 years prior to the start of the semester to which the applicant is looking for admission. The following certificates will be equally accepted:

- a) an average grade of at least 10 points in the subject English during the German gymnasialen Oberstufe, with English being continued without cease until the high-school diploma (average value of the last four semesters),
- b) a school-leaving qualification from an English-speaking school qualifying for university entrance,
- c) the achievement the following minimum scores or minimum grades in these recognized language tests:
  1. FCE (First Certificate in English): Grade B
  2. CAE (Certificate in Advanced English): Grade C (pass)
  3. CPE (Certificate of Proficiency in English): Grade C (pass)
  4. IELTS (International English Language Testing System): Band Score 6.5
  4. TOEFL (Test of English as a Foreign Language):
    - a. Internet-Based Testing: min. 90 points (about max. 120)
    - b. Paper-Based Testing: min. 577 points (about max. 677)
    - c. Computer-Based Testing: min. 233 points (about max. 300).

**Important:** Other English language certificates which are not mentioned above can only be considered after the written recognition of the Admissions Committee, which should be attached to the application.

## Supplementary sheet for the application to the BA European Culture and Society

A **completed** and **signed** supplementary sheet must be submitted to the Admissions Office of the Europa-Universität Flensburg together with the online application form before the end of the application period.

**Surname:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Application number** (Online application form): \_\_\_\_\_

### The following documents are attached to my application:

#### 1. Mandatory documents for all applicants

- a) Application form resulting from the online application procedure.
- b) **Notarized copy** (in the original) of the university entrance qualification (e.g. high school diploma). For this purpose, please check the instruction sheet on the homepage ([www.uni-flensburg.de/?40970](http://www.uni-flensburg.de/?40970)).
- c) Current or previous certificate of enrollment in a German university, if that is/was the case, with the indication of the university semester (simple copy)
- d) **Certificate** of English language skills (or notarized copy) (if the certificate is another document other than the Abitur - diploma of the German gymnasialen Oberstufe).

#### 2. Documents depending on any personal criteria (please cross, if submitted)

Previous year's admission letter (in case of application for preferential admission) in **single copy**

Certificate of any previously **completed** service in **single copy** (in case of preferential admission as **notarized copy**)

Classification document into the „**higher study semester**“ applied for (see 2.1 on page 2)

Application for „hardship case“

Application for „compensation of disadvantages“

Application for „second degree“

#### 3. Optional

**Sufficiently stamped** and **addressed** return envelope (DIN A4 or DIN A5, not cardboard reinforced) for the returning of application documents in case of rejection in the selection procedure.

Please do not send documents not indicated here. Any "unnecessary" document will be immediately destroyed upon reception inspection.

I am aware of the fact that the application **will not be taken into consideration** in case of any missing documents or non-compliance with the application deadlines.

\_\_\_\_\_  
**Place, Date**

\_\_\_\_\_  
**Signature** (Applicant and legal guardian in case of a minor)