Admissions Regulations
for the Master's programme in Comparative and Global Law
at the University of Münster
of 30 January 2025

On the basis of § 2 (4), § 49 (6) and § 64 (1) of the Higher Education Act of the Federal State of North Rhine-Westphalia [*Hochschulgesetz* – HG] as amended by the Act on the Future of Higher Education [*Hochschulzukunftsgesetz* – HZG NRW] of 16 September 2014 (GV. NRW. p. 547), as amended most recently by the Act of 29 October 2024 (GV. NRW. p. 704), and of § 10 (6) of the Act on Admission to Higher Education in North Rhine-Westphalia [*Hochschulzulassungsgesetz* – HZG] of 29 October 2019, as amended most recently by the Act of 3 November 2021 (GV. NRW. p. 1180), the University of Münster has issued the following Regulations:

Contents:

§ 1
Scope

These Admissions Regulations (*Zulassungsordnung*) regulate the admissions process for the Master's programme in Comparative and Global Law at the University of Münster.

§ 2
Dates, Deadlines and Documents

(1) [1]The admissions process takes place before the beginning of the winter semester lecture period. [2]Admissions applications (*Antrag auf Zulassung*) for the winter semester are to be submitted to the Student Admissions Office (*Studierendensekretariat*) of the University of Münster by 15 July. [3]The deadlines for submitting applications are governed by the Regulations for the Allocation of Study Places in North Rhine-Westphalia [*Verordnung über die Vergabe von Studienplätzen in Nordrhein-Westfalen* – VergabeVO NRW] and the Regulations Governing the Settlement of Admissions Procedure Issues at the University of Münster [*Ordnung zur Regelung zulassungsrechtlicher Fragen in der Universität Münster*]. [4]Applications must be submitted via the online application portal of the University of Münster. [5]Applicants must submit/upload the following documents with their application:

1. Proof of completion of an undergraduate professional degree in accordance with § 3 (1). If, at the time of application, the degree certificate in accordance with § 3 (1) is not yet available, a provisional certificate must be submitted that lists the grades received for at least the first six semesters (a minimum of 180 credits (*Leistungspunkte*)) – or for at least the first five semesters (a minimum of 120 credits) in the case of admission in accordance with § 3 (2). If the university does not issue provisional certificates, then a Transcript of Records is initially sufficient. The degree certificate in accordance with § 3 (1) must be presented at enrolment in the case of admission to the master's programme.
2. Proof of foreign language proficiency as per § 3 (3).
3. If applicable, other documents substantiating fulfilment of the criteria set out in § 7 (1) no. 2.

(2) [1]The admissions application must be rejected if it is not submitted on time. [2]The application may be rejected if the documents referred to in § 2 (1) are incomplete.

Part 1: Requirements for Admission to the Master's Programme

§ 3 Admission Requirements

(1) [1]Apart from the general terms for enrolment at the University of Münster, the requirement for admission to the Master's programme in Comparative and Global Law is the successful completion of a degree programme in a relevant field of study with a minimum standard duration of eight semesters; this degree programme must have resulted in a bachelor's

degree or other professional degree (*Diplom, Staatsexamen* etc.) in which the student earned a minimum of 240 credits (or equivalent). [2]A degree programme in law or a degree programme through which the graduate can prove that they have acquired sufficient legal knowledge, at either a German university or a university abroad, is considered to be in a relevant field of study as indicated in sentence 1. [3]If the undergraduate degree is not in law, at least 120 of the 240 credits must have been taken in the field of law. [4]The Student Admissions Office shall determine if degrees conferred by universities outside the European Union are equivalent. [4]If there is any doubt as to the equivalence of a foreign degree, an appraisal of equivalence is to be obtained from the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).

(2) If an applicant does not fulfil the requirement of a degree in law or the acquisition of 240 ECTS credits in accordance with § 3 (1), they may be admitted to the programme if they can prove that they have successfully completed a degree programme in accordance with § 3 (1) sentence 2 that is equivalent to 180 ECTS credits, as well as 60 ECTS credits from other preparatory studies or from coursework or examinations that are recognised as equivalent. In particular, applicants are expected to have

1. sufficient legal knowledge,
2. the ability to apply in practice the knowledge and understanding acquired during their studies and to develop and refine solutions to problems and arguments in their subject area,
3. the ability to derive academically sound judgements from the knowledge acquired during their studies, taking into account social, academic and ethical findings,
4. the ability to formulate and argue in favour of positions and solutions specific to the discipline,
5. the ability to exchange information, ideas, problems and solutions in their subject area both with subject representatives and with people from outside the discipline.

(3) English language skills equivalent to level C1 of the "Common European Framework of Reference for Languages" (CEFR) are a further requirement for admission to the Master's programme in Comparative and Global Law. These language skills can be demonstrated by proof of a completed English-language degree and by certificates from standardised language tests offered by external service providers such as TOEFL (95 points IBT – with a minimum of 25 points for speaking and 24 points for writing), IELTS (7 points), Cambridge Certificate in Advanced English CAE (180 points) or DuoLingo (120 points).

§ 4
Fulfilment of Admission Requirements

(1) The head of faculty, or a full-time member of the faculty authorised by the head of faculty, will examine the documents and certificates submitted with the admissions application in order to determine whether the applicant meets the admission requirements as defined in § 3.

(2) If a degree certificate is not yet available at the time of application, it is sufficient if the provisional certificate (see § 2 (1) sentence 6 no. 1) contains a grade that meets the requirements for the final grade as defined in § 3 (1) or if such a grade can be calculated from the Transcript of Records, if applicable.

(3) If an applicant is considered not to meet the admission requirements, the reasons for the rejection must be documented.

Part 2: Admission to the Master's Programme

§ 5
Admission without a Selection Process

If the number of applicants who meet the admission requirements does not exceed the restricted number of places available, the applicants who qualify for admission are to be admitted without further examination.

§ 6
Selection Process

(1) The head of faculty, or a full-time member of the faculty authorised by the head of faculty, is to conduct the selection process.

(2) Applicants are selected based on the following criteria:

1. The grade stated in the certificates as per § 2 (1) sentence 6 No. 1 is assigned points between 0 and 51 out of 100 in accordance with the conversion table in Appendix 1.
2. Additional qualifications relevant to the Master's programme in Comparative and Global Law. In the proper exercise of discretion, the head of faculty takes into account special prior training programmes, practical experience, non-academic achievements or non-academic qualifications which demonstrate the applicant's subject-specific aptitude, and assigns between 0 and 49 points out of 100.

(3) [1]The points awarded in accordance with § 6 (2) are added together. [2]The scores form the basis of a ranking list.

(4) [1]Applicants will be admitted to the available places beginning with the highest score achieved. [2]In the event of a tie, a lot will be drawn to determine the position of the candidate on the ranking list.

Part 3: Final Provisions

§ 7
Conclusion of Admissions Process

(1) [1]If an applicant meets the admission requirements and is admitted to the master's programme, they receive notification of admission (*Zulassungsbescheid*), issued by the Rector, immediately after completion of the process. [2]In the case of § 2 (1) sentence 6 no. 1, the applicant is to receive a notification of admission on the condition that the degree certificate referred to in § 3 (1) is submitted at the time of enrolment.

(3) [1]If an applicant is not admitted to the programme, the Rector is to notify them accordingly and state whether the admission requirements were met. [2]If the admission requirements were met, the applicant will also be notified of their position on the ranking list, as well as the total number of students admitted to the programme. [3]The letter of rejection must specify the reasons for rejection as well as information on the legal remedies available.

(4) [1]The applicant can only enrol at the University of Münster if they present the notification of admission to the Student Admissions Office together with the enrolment application (*Antrag auf Einschreibung*) within the designated enrolment period. [2]With regard to the other provisions, the current version of the Enrolment Regulations (*Einschreibungsordnung*) of the University of Münster applies.

§ 8
Deception

(1) [1]If an applicant has acted dishonestly in the admissions process or has submitted or uploaded false or fraudulent documents as per § 2 and § 3, and if this fact is only discovered after the applicant has been admitted, the offer of admission is to be revoked. [2]Revocation is only possible within two years of these facts becoming known.

(2) [1]The applicant must be informed immediately of any decision adverse to them, together with the reasons for the decision and information on the legal remedies available. [2]The applicant must be given the opportunity to be heard before a decision is made.

§ 9
Entry into Force

These Regulations (in the original German version) enter into force on the day following their publication in the *Amtliche Bekanntmachungen* (Official Announcements – AB Uni) of the University of Münster.

Issued (in the original German version) upon the resolution of the faculty board (*Fachbereichsrat*) of the Faculty of Law (FB 03) of the University of Münster of 14 January 2024. The above Regulations are hereby announced.

Please note that in accordance with § 12 (5) of the Higher Education Act of the Federal State of North Rhine-Westphalia [*Hochschulgesetz* – HG NRW], violations of procedural or formal requirements of the University's regulations or other legal provisions pertaining to university autonomy can no longer be asserted more than one year after this announcement, unless

1. these Regulations were not properly published,
2. the Rectorate previously raised an objection to the resolution passed by the deciding committee,
3. the University had already been given notice of a formal or procedural defect and had been informed of the legal provision that has been violated and of the fact giving rise to the defect, or
4. the legal consequence of a deadline for violation notifications was not included in the public announcement of the Regulations.

Münster, 30 January 2025 The Rector

Professor Dr Johannes Wessels

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Glossary of English-German translations

admissions application	*Antrag auf Zulassung*
admissions regulations	*Zulassungsordnung*
credit	*Leistungspunkt*
enrolment application	*Antrag auf Einschreibung*
enrolment regulations	*Einschreibungsordnung*
faculty board	*Fachbereichsrat*
notification of admission	*Zulassungsbescheid*
Standing Conference of the Ministers of Education and Cultural Affairs of the Federal Republic of Germany	*Kultusministerkonferenz* (KMK)
Student Admissions Office	*Studierendensekretariat*

Translation: Supportstelle Englisch, University of Münster, 2025

Appendix I

Conversion table as referred to in § 6 (2)

Final grade obtained in a law programme (state examination)	Final grade obtained in a Bachelor's programme	Points for the purpose of admission
18 points (*sehr gut*/excellent)	1.0 (*sehr gut*/excellent)	51
17 points (*sehr gut*/excellent)		50
16 points (*sehr gut*/excellent)		49
15 points (*gut*/good)		47
14 points (*gut*/good)		46
13 points (*gut*/good)	1.3 (*sehr gut*/excellent)	45
12 points (*vollbefriedigend*/fully satisfactory)	1.7 (*gut*/good)	40
11 points (*vollbefriedigend*/fully satisfactory)		38
10 points (*vollbefriedigend*/fully satisfactory)	2.0 (*gut*/good)	35
9 points (*befriedigend*/satisfactory)	2.3 (*gut*/good)	30
8 points (*befriedigend*/satisfactory)	2.7 (*befriedigend*/satisfactory)	25
7 points (*befriedigend*/satisfactory)	3.0 (*befriedigend*/satisfactory)	20
6 points (*ausreichend*/pass)	3.3 (*befriedigend*/satisfactory)	15
5 points (*ausreichend*/pass)	3.7 (*ausreichend*/pass)	10
4 points (*ausreichend*/pass)	4.0 (*ausreichend*/pass)	5

3 points (*mangelhaft*/fail)	5.0 (*nicht bestanden*/fail)	0
2 points (*mangelhaft*/fail)	5.0 (*nicht bestanden*/fail)	0
1 point (*mangelhaft*/fail)	5.0 (*nicht bestanden*/fail)	0
0 points (*ungenügend*/fail)	5.0 (*nicht bestanden*/fail)	0