

### **Unofficial Version of the JSL**

of the 30<sup>th</sup> April 2013 (Official Proclamation vol. 44, no. 19, pp. 258 - 261)  
in the version of 29<sup>th</sup> February 2016 (Official Proclamation vol. 47, no. 6, pp. 52 - 53)

## **Albert Ludwigs University Statute on the Higher Education Selection Procedure for the Study Program in Master of Science in Geology**

At its meeting of 24th April 2013 the Senate of Albert Ludwigs University passed the following statute in accordance with section 6 paragraphs 4 of the state law on Accreditation of Baden-Württemberg Higher Education Institutions (Hochschulzulassungsgesetz – HZG) as amended on 15th September 2005 (page GBl. 629), most recently amended by Article 9 of the law on 10th July 2012 (GBl. page 457), section 29 paragraph 2, clauses 5 and 6 and section 63 paragraph 2 in conjunction with section 19, paragraph 1 clause 2 number 10 of the law on Baden Württemberg Higher Education Institutions (Landeshochschulgesetz – LHG) of 1st January 2005 (GBl. page 1), most recently amended by Article 2 of the Act of 10th July 2012 (GBl. page 457) and section 20 of the Ministry of Science Regulations on awarding of university places for courses where admission is restricted by the Higher Education Institution Admissions Regulations (Hochschulvergabeordnung – HVVO) of 13th January 2003 (GBl. page 63, bulletin page 115), last amended by of the law of 3rd December 2012 (GBl. page 670).

### **1 Scope**

The Albert Ludwigs University awards the available places on the Master of Science in Geology course to applicants on the basis of the results of the university selection process. The selection decisions are taken in accordance with the level of the applicant's aptitude and motivation for the chosen course of study.

### **2 Deadline**

Student admission to the Master of Science in Geology course is only possible in the Winter semester. Applications for admission, along with all the required documents, must be submitted to the Albert Ludwigs University by the previous 15th May.

### **3 Admissions requirements**

(1) Admission to study for the Master of Science in Geology course is only open to those who

1. have graduated with a first degree from a German University on a Bachelor program in Geology or Environmental Studies with an average mark of no less than 2.7 or an equivalent minimum three year long university course in a German or foreign university, which complies with the requirements set out in paragraph 2,
2. have language skills to minimum level B2 of the Common European Framework of Reference for Languages in English,
3. have not failed the final exam in a Master or Diploma university course in Geology or who have lost their entitlement to such a qualification.

(2) The applicant must produce proof that in his/ her undergraduate studies (paragraph 1 number 1) s/he has attended courses and successfully completed a total of 40 ECTS points in Mathematics, Physics, Chemistry and Earth Sciences. In terms of recognition of achievements and their comparability with the requirements which are defined in clause 1, the Selection Panel shall decide whether the specified criteria are met.

### **4 Form of Application for Admission**

(1) the application for admission must be submitted on the form specified by the Albert Ludwigs University. The application form must be completed in full and signed, the application for admission must be accompanied by the following documents:

1. an officially certified copy of the reports of the first university degree in accordance with section 3 paragraph 1 number 1,

2. an officially certified copy of a comprehensive content outline of all academic and exam achievements on the first university degree in accordance with section 3 paragraph 1 number 1,
3. a certified copy of appropriate evidence of sufficient language skills in accordance with section 3 paragraph 1 number 2,
4. where applicable a copy of evidence of a completed professional training, a practical activity or of a period of stay abroad under section 7 paragraph 2, numbers 3 to 5,
5. a Curriculum Vitae in table form in English,
6. a personal statement of motivation in English not more than 2 A4 pages long, in which the applicant sets out his/her personal reasons why they should be admitted to study on the Master of Science in Geology course at the Albert Ludwigs University,
7. a declaration in German or in English signed by the applicant him/herself confirming that the statement of motivation as per number 6 above, has been written by them independently, that it has been completed without any outside help and that its content has not been adopted from any other sources,
8. a declaration in German or in English signed by the applicant him/herself confirming that s/he has not failed the final exam in a Master or Diploma university course in Geology nor has lost their entitlement to such a qualification (section 3 paragraph 1 number 3).

A German general university entrance qualification or a German specialist university entrance qualification will be valid by way of evidence of sufficient knowledge of English (clause 3 number 3). If the documents submitted in accordance with clause 3 numbers 1 to 4 are not in German, English or French, then an officially certified translation in German or English is required.

(2) If an applicant has just completed a university course in accordance with section 3 paragraph 1 number 1 at the time of the application deadline under paragraph 2 clause 2, such that they cannot yet provide a copy of their certificate of university qualification, provision of confirmation from the University that the undergraduate course has been completed and of the marks obtained, as well as a summary of the undergraduate achievements with details of the individual marks and ECTS points acquired, will be sufficient for the admission application. The officially certified copy of the certificate of the first University graduation must be submitted to the Selection Panel promptly, in any event at the latest, upon registration.

(3) If an applicant has not yet completed a university course in accordance with section 2 clause 2 at the time of the application deadline, s/he must provide a certificate that s/he is expected to fulfill the admissions requirements in accordance with section 3 paragraph 1 number 1, from the university, setting out their achievements so far achieved (including marks and details of the ECTS points awarded) as well as specially the acquisition of minimum 135 ECTS points and confirmation from the University of the marking of the final exam or alternatively of the successful submission or at least the registration for the final exam. The successful completion of the university degree in accordance with section 3 paragraph 1 number 1 must be proven within a deadline set by the selection Panel by the submission of confirmation from the university that the degree has been passed and with what overall mark, as well as a summary of the achievements with details of the individual marks and ECTS points awarded. The specified deadline is stated on the form of application for admission. The certified copy of the certificate of the first university graduation must be submitted to the Selection Panel promptly, in any event at the latest upon registration.

(4) The application documents required as specified under paragraph 1 must be submitted within the deadline (section 2 clause 2) set by the Selection Panel for the Masters course in Geology (Address: Studienbüro, Fakultät für Umwelt und Natürliche Ressourcen, Albert-Ludwigs-Universität, Tennenbacher Straße 4, 79106 Freiburg).

(5) Originals of the certificates and proof set out in paragraph 1, clause 3 numbers 1 to 4 and sentence 5 must be submitted if requested by the Selection Panel.

## 5 Selection Panel

(1) The Albert Ludwigs University Faculty for the Environment and Natural Resources will set up a Selection Panel for the preparation of the selection decisions. The Selection Panel will consist of two University lecturers from the Faculty and an academic member of staff who is primarily engaged in working there, who regularly gives classes in the Masters in Geology and who is authorized to conduct exams. An external tutor who is primarily engaged in working at the faculty can replace one of the lecturers. Members of the Selection Panel are appointed for two years; re-appointment is possible. The chairperson of the Selection Panel is appointed by the Faculty for the Environment and Natural Resources. Decisions of

the Selection Panel will be taken by simple majority; In the event of a voting tie the chairperson has a casting vote.

(2) On completion of the selection process the Selection Panel will report to the Faculty for the Environment and Natural Resources on the whole experience and will make suggestions for the further development of the selection procedure.

(3) Members of the Faculty Council of the Faculty for the Environment and Natural Resources have the right to be present at the proceedings of the Selection Panel; they do not, however, have a right to vote.

## **6 Selection procedure**

(1) The selection process is only applied to applicants who

1. have applied in the correct form before the deadline and
2. fulfill the admissions conditions in accordance with section 3.

(2) The Selection Panel makes a selection of the applications received based on the selection criteria set out in section 7 and creates a ranking list in accordance with section 8.

(3) The Registrar's office or, if appropriate, the Department for International Admissions shall send notification of the admissions decisions based on the decisions of the Selection Panel. Where admission is refused the Selection Panel sends the negative decision with written reasons and an explanation of the legal appeal rights.

(4) Admission will be refused if the documentation specified under section 4 is not fully completed and submitted in the correct format and within the deadline.

(5) Otherwise the general current requirements for the admissions procedure in the Albert Ludwigs University Admissions and Matriculation Regulations remain unaffected.

## **7 Selection Criteria**

(1) Selection takes place pursuant to section 8 on the basis of a ranking list created in accordance with the selection criteria set out in paragraph 2.

(2) To form the ranking list as regards the selection process the following selection criteria will be taken into account:

1. The total university undergraduate degree marks in accordance with section 3 paragraph 1 number 1, or as the case may be section 4 paragraph 3 the arithmetical average mark of the exam achievements so far,
2. The Selection Panel's assessment of the personal statement of motivation in accordance with section 4 paragraph 1 clause 3 number 6
3. Professional training course completed in a field relevant to the masters course in Geology
4. A practical activity of at least 3 uninterrupted months, which is not a part of the undergraduate university studies (section 3 paragraph 1 number 1), and
5. An educational or professional course of a minimum of six months uninterrupted stay abroad in a foreign language speaking country, which must have ended not more than five years before the intended start of the Masters course of study at Albert Ludwigs University.

## **8 Compilation of ranking list for selection decisions**

(1) The proven total mark in the university entrance qualification in decimal form according to section 3 paragraph 1 number 1 will be decisive in assessing the mark given to the applicant in the process, or where relevant, the arithmetical average mark for all of the exams taken so far. Marks in foreign attainment certificates will be converted to the German marking system. The Selection Panel will mark the personal statement of motivation in accordance with the following criteria on a scale from 1 - 5:

- convincing presentation of their own academic interests relevant to the content of the course in particular the intended section of the Masters course in Geology at the Albert Ludwigs University.
- structured and clear manner of expression

- correct format and spelling.

If the mark for the personal statement motivation is between 1 and 1.5, the procedure mark will be raised by 0.3. If the mark is worse than 1.5, but is at least 2.0, the procedure note will be increased by 0.2. If the mark is worse than 2.0 but still at least 2.5, the procedure mark is increased by 0.1. Proof of a completed professional training course as defined by section 7 paragraph 2 number 3 will increase the procedure mark by 0.3. Proof of a practical activity as defined by section 7, paragraph 2 number 4 lasting at least three months will increase the process mark by 0.1, for an activity of at least 6 months by 0.2 and for an activity of at least 9 months by 0.3. Proof of a stay abroad of at least 6 months as defined by section 7 paragraph 2 number 5 will increase the procedure mark by 0.1 and by 0.2 for a stay abroad of at least 12 months. Each of these selection criteria under section 7, paragraph 2, numbers 3 to 5 can only be counted once. If an applicant fulfills more than one of these criteria at the same time, the mark will be raised by a maximum of 0.5.

(2) the admission procedure marks calculated in accordance with paragraph 1 will form a ranked list of the participants in the selection procedure.

(3) In the event of equal rank placing, section 20 paragraph 3 of the University Allocation Rules will apply.

## **9 Commencement**

This regulation takes effect on 1st May 2013. It first applies to the admissions process for the Winter semester 2013/2014. At the same time the admission regulation of the Albert Ludwigs University for the Masters course in Master of Science (M.Sc.) "Geology in the Faculty of Chemistry, Pharmacy and Earth Sciences of 19th March 2008 (Official Proclamation vol. 39, no. 23, pp. 62 - 64) ) ceases to be effective.