

This translation of the admission regulations is solely for informational purposes. Only the German version is legally binding.

Admission regulations for the master program "Physical Geography: Environmental History" at the University of Bremen

as of July 21st, 2021

The rector of the University of Bremen approved the following version of the admission regulations for the master program "Physical Geography: Environmental History" on July 22nd, 2021, in accordance with § 110 par. 3 of the Bremen Education Act (Bremisches Hochschulgesetz: BremHG), in conjunction with § 33 par. 6 BremHG in the version of the announcement of May 9th, 2007 (Brem. GBl. p. 339), last amended through article 1 of the act on February 24th, 2021 (Brem. GBl. p. 216) and § 3 par. 2 of the Bremen Higher Education Admissions law in the version of the announcement of November 9th, 2010 (Brem. GBl. p. 545), last amended through the allocation of duties of the Senate on October 20th, 2020 (Brem. GBl. p. 1172).

§ 1

Admission requirements and procedure

(1) The admission requirements for the master program "Physical Geography: Environmental History" (short: "Physical Geography") are:

- a. A prior academic degree with a total of 180 credit points (CP) in accordance with the European Credit Transfer and Accumulation System (ECTS).
- b. Subject-specific competencies through evidence of at least 27 CP in physical geography, quaternary geology and/or geoarchaeology courses.
- c. English-language proficiency equivalent to at least B2 level of the "Common European Framework of Reference for Languages" (GER). An English-language university entrance qualification or a prior university degree is also accepted as sufficient evidence of the applicant's English proficiency.
- d. A letter of motivation (max. 1000 words) which explains the applicant's study motivation in alignment with the program "Physical Geography." Further, it should describe the applicant's study-specific prior knowledge, qualifications, and personal goals concerning their career path and the study program.

(2) The acceptance of study credits in accordance with par. 1b is decided upon by the selection committee per § 5.

(3) Applicants may also apply if their prior degree has not yet been completed by the application deadline. However, at least 135 CP must be obtained by then. If the application fulfills the other admission requirements in accordance with § 1 par. 1a, b and d, the application can be accepted on the condition that all academic achievements relating to the applicant's first degree and the evidence of language proficiency per § 1 par. 1c are achieved no later than two weeks after the start of the master's program. In this case, the relevant certificates that prove the completion of the prior degree are to be handed in no later than December 31st of the same year.

(4) The student office reviews the completeness of the formal qualifications needed for acceptance. If all requirements are fulfilled, the applicant will be accepted into the program as long as the number of applicants does not exceed the number of spots available in accordance with § 4 par. 1.

§ 2

Enrollment

Applicants for the master program "Physical Geography" are enrolled at the University of Bremen for the winter semester. The start of the winter semester is October 1st. Advanced students are enrolled either for the summer or the winter semester. The summer semester starts on April 1st.

§ 3

Application form and deadline

(1) The application and required documents per § 1 must be submitted electronically by the deadline. Further information can be found on the websites of the University of Bremen under www.uni-bremen.de/master.

(2) The required documents listed in par. 3 must be submitted in hard copy by the date of matriculation or no later than two weeks after classes start. Copies of official documents need to be certified by German public authorities. Documents not drawn up in German or English must be translated and certified. The translation must be performed or certified by a sworn translator.

(3) The following documents need to be submitted:

- application for admission,
- documents proving all admission requirements listed in § 1,
- tabular resume,
- presentation of previous studies (academic achievements in CP, transcript of records or similar documents),
- evidence of English-language proficiency per § 1 par. 1c,
- letter of motivation per § 1 par. 1d.

(4) Advanced students must enclose a record of 10 CP of creditable study achievements with their application. If admission to the master's program is restricted, this evidence must be submitted by January 15th for an application for the summer semester. If admission is not restricted, the deadline for submission is March 31st. For an application for the winter semester, documents must be submitted by April 30th if there are restrictions. If there are no restrictions, documents must be submitted by September 30th.

(5) The application deadline for the winter semester is April 30th. The deadline for advanced students for the summer semester is January 15th.

§ 4

Selection of applicants

(1) The number of available spots in the program may be restricted and reviewed annually. If the number of applicants who pass all admission requirements per § 1 exceeds the available spots, a ranking list will be formed per par. 2 to decide upon admission.

(2) A selection committee will evaluate the application documents per § 5 based on the assessment scheme set out in par. 3.

(3) The assessment scheme for the ranking list is drawn up as follows. A total of up to 100 points is awarded based on the following criteria:

- 60 points: Final grade of the prior degree or the current grade point average of the applicant (at least 135 CP). The grades are converted as follows:
 - Average grade 1,0 – 1,5: 60 points,
 - Average grade 1,6 – 2,5: 40 points,
 - Average grade 2,6 – 3,5: 20 points,
 - Average grade 3,6 – 4,0: 0 points.

- 20 points: Evidence of study achievements in physical geography, geoarchaeology and/or quaternary geology courses attained in the prior degree. These points are awarded for the following key topics:
 - Geoarchaeology,
 - Geomorphology,
 - Climatology,
 - Palaeobotany,
 - Paleoclimatology,
 - Quaternary Sciences,
 - Sedimentology.

Key topics are converted into points as follows:

- One key topic: 10 points,
 - Two key topics: 15 points,
 - More than two key topics: 20 points.
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- 20 points: Letter of motivation describing the applicant's interest in the program. The evaluation criteria of the letter of motivation comply with the convincing presentation of the following aspects:
 - Specific reference to the master's program,
 - Clear presentation of the applicants' study-specific prior knowledge and qualifications,
 - Explanation of the goals the applicant seeks to achieve with this master's program, specifically regarding the relation of a future career path and the program,
 - Compliance with the applicant's study motivation with the program.

The evaluation of the letter of motivation is converted into points as follows:

- Very convincing: 20 points,
- Convincing: 10 points,
- Less convincing: 5 points,
- Not convincing: 0 points.

(4) The selection committee forms a ranking list for admission based on evaluating application documents per par. 3.

(5) A selection based on a case of hardship is possible. The spots in the master's program for hardship cases (5%) are awarded to applicants for whom non-admission would mean particular hardship. A hardship case is given when applicants with exceptional social or familial reasons require the immediate start of the study program. The order of priority is determined by the degree of hardship.

(6) The rector of the University of Bremen decides upon admission and handles objections against rejection notices.

§ 5

Selection Committee

A selection committee takes on the stated tasks. The faculty council names the members of the committee. The committee consists of the following:

- Three professors,
- One member of the academic staff,
- One student.

The terms of office of the professors and the academic staff are two years, whereas the term of office of the student is one year. All members of the committee are entitled to vote.

§ 6

Inception

These regulations come into effect after approval by the rector. They are published in the Official Communication of the University of Bremen and apply for admission from the winter semester 2022/2023 onwards. Therefore, the admission regulations from November 4th, 2020, will no longer be in force after these regulations are enacted.

Approved, Bremen, July 22nd, 2021

The Rector
of the University of Bremen