

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

## **Admission regulations for the Master's degree program "Physical Geography: Environmental History" at the University of Bremen**

as of 21 February 2024

On February 22, 2024, the Rector of the University of Bremen announced the following in accordance with § 110 (3) of the Bremen Higher Education Act (BremHG) in conjunction with § 33 (6) BremHG in the version published on May 9, 2007 (Brem.GBl. p. 339), last amended by Article 3 of the Act of March 28, 2023 (Brem.GBl. p. 305) and § 3 (2) of the Bremen Higher Education Admission Act in the version published on November 9, 2010 (Brem.GBl. p. 545, last amended by the Act of February 28, 2023 (Brem.GBl. p. 68), approved the admission regulations for the Master's degree program "Physical Geography: Environmental History" in the following version.

### **§ 1**

#### **Admission requirements and admission procedure**

(1) The Admission requirements for the Master's degree program "Physical Geography: Environmental History" (short title: "Physical Geography") are as follows:

- a) A prior professionally qualifying university degree with at least 180 credit points (CP) according to 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) Knowledge of the English language corresponding to at least level B2 of the Common European Framework of Reference for Languages (CEFR). Proof is considered provided if applicants have obtained their university entrance qualification or last university degree in English.
- d) A letter of motivation (maximum 1,000 words), which justifies the particular interest in the subject "Physical Geography" and should contain information in accordance with § 4 paragraph 3.

(2) The selection committee decides on the recognition of academic achievements in accordance with paragraph 1 letter b.

(3) The application may also be submitted if the previous degree program has not yet been completed by the application deadline of one year, but credits amounting to at least 105 CP have been completed. If the application fulfils the other admission requirements in accordance with § 1 (1) (a), (b) and (d), admission may be granted on the condition that all requirements for the first professionally qualifying university degree and proof of language proficiency in accordance with § 1 (1) (c) have been provided no later than two weeks after the start of the Master's degree courses. In this case, the corresponding certificates and transcripts, which also prove that the final examination has been passed, must be submitted by 31 December of the same year at the latest.

(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's degree program in "Physical Geography" are enrolled at the University of Bremen for the winter semester. The semester begins on October 1<sup>st</sup>. Advanced students are enrolled either for the summer or the winter semester. The summer semester starts on April 1<sup>st</sup>.

## **§ 3**

### **Application form and deadline**

(1) The application and supporting documents in accordance with § 1 must be submitted electronically by the application deadline. Further details can be found on the University of Bremen website at [www.uni-bremen.de/master](http://www.uni-bremen.de/master).

(2) At the time of enrolment, but no later than two weeks after the start of the Master's degree programme, the documents specified in paragraph 3 must be submitted in paper form. German translations of documents that are not written in German or English must be enclosed. The translations must have been carried out by a sworn, certified or authorised translation agency in Germany.

(3) The following documents need to be submitted in paper form:

- Declaration of acceptance,
- Proof of all admission requirements specified in § 1,
- Presentation of the course of study to date (achievements in CP, transcript of records or comparable document).

(4) The application of an advanced student must be accompanied by proof of coursework creditable for the master's program amounting to 10 CP:

- For an application as an advanced student for the summer semester, this proof must be submitted by 15 January if admission to the degree program is restricted, or by two weeks after the start of the Master's degree program if admission is not restricted.
- For an application as an advanced student for the winter semester, this proof must be submitted by 28 February if admission to the degree program is restricted, or up to two weeks after the start of the Master's degree program if admission is not restricted.

(5) The application deadline for the winter semester is February 28<sup>th</sup>. The deadline for the summer semester (only possible for advanced students, cf. § 3 (4)) is January 15<sup>th</sup>. These application deadlines apply to first-year students and advanced students.

## § 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 document per § 5 based on the assessment scheme set out in par. 3.

(3) In the evaluation scheme, up to 100 points are awarded for the ranking. The following selection criteria are weighted and evaluated:

Maximum 60 points:

Overall grade of the previous degree or the grade point average achieved at the time of application (at least 105 CP). The grades are rounded to one decimal place in accordance with standard rounding rules and converted into points 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

Maximum 20 points: Grade of the relevant major fields of study with physical-geographical, geoarchaeological and/or quaternary geological contents, which have been achieved in the first degree program. These points are awarded for the following study specialisations recognisable in the documents:

- Geoarchaeology,
- Geomorphology,
- Climatology,
- Palaeobotany,
- Paleoclimatology,
- Quaternary Sciences,
- Sedimentology.

Key topics are converted into points as follows:

- 1 key topic: 10 points

- 2 key topics: 15 points

- More than two key topics: 20 points

20 points: Letter of motivation describing the applicants'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) Selection on the basis of hardship criteria in accordance with § 31 of the Study Place Allocation Regulations is possible. The study places in the hardship quota (5 per cent) are allocated on application to applicants for whom non-admission would mean exceptional hardship. Exceptional hardship exists in particular if special social or family reasons in the applicant's person make immediate admission to the degree program absolutely necessary. the order of priority is determined by the degree of exceptional hardship.

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

## **§ 5**

### **Selection committee**

A selection committee is appointed to fulfil the tasks assigned by these regulations. The members of the selection committee are appointed by the Faculty Council. It consists of:

- 3 professors working in the degree program
- 1 member of the academic staff
- 1 student

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

## **§ 6**

### **Inception**

These regulations shall enter into force on the day following their approval by the Rector. They will be published in the Official Gazette of the University of Bremen and apply to admission from the

winter semester 25/26. The admission regulations of 21 July 2021 will cease to apply when these regulations come into force.

Approved, Bremen, 22 February 2024

The Rector of the University of  
Bremen