

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

**Admission regulations for the University of Bremen Master of Science program  
“Physical Geography: Environmental History”  
of 24 June 2015**

The Rector of the University of Bremen approved the following version of the admission regulations for the master program “Physical Geography: Environmental History” on XX.XXXX.20XX in accordance with § 110 paragraph 3 of the Bremen Education Act (Bremisches Hochschulgesetz: BremHG), in conjunction with § 33 paragraph 6 BremHG in the version of the announcement of 9 May 2007 (Brem. GBl. p. 339), last amended with article 1 of the Third Bremen Education Reform Act (Drittes HochschulreformG) of 24 March 2015 (Brem. GBl. p. 141) and § 3 paragraph 2 of the Bremen Higher Education Admissions Law in the version of the announcement of 9 November 2010 (Brem. GBl. p. 545), last amended with article 2 of the Third Bremen Education Reform Act (Drittes HochschulreformG) of 24 March 2015 (Brem. GBl. p. 141).

§ 1

**Admission requirements and procedure**

(1) Admission requirements for the English-language Master of Science program “Physical Geography: Environmental History” (short title: Physical Geography) are:

- a. a prior academic degree in one of the following subjects:
  - Geography
  - Geology
  - Earth- or geosciences
  - Environmental sciences
  - Geoarchaeology

or a subject that reveals no significant differences in content, workload and requirements to these. Evidence of having obtained 180 Credit Points (CP) in accordance with the European Credit Transfer System (ECTS) or performance records that reveal no significant differences in content, workload and requirements to these are required.

- b. Proficiency in English must be at least equivalent to C1 of the Common European Framework of Reference for Languages. An English-language university entrance qualification or prior university degree is also accepted as sufficient evidence of the applicant’s English skills.
- c. A letter of motivation (max. 1000 words) explaining the applicant’s particular interest in the master programme “Physical Geography: Environmental History” and taking into account the specifications made in § 4 paragraph 3.

(1) Acceptance of study credits and/or completed study programmes in accordance with paragraph 1a will be decided upon by the selection committee in accordance with § 5.

(2) An application is also possible if the prior academic degree has not yet been completed by the application deadline, but at least 135 CP have been obtained. If the application fulfils the other admission requirements in accordance with § 1 paragraph 1a and c, the application

can be accepted on condition that all academic studies relating to the applicant's first degree have been completed and evidence of language skills in accordance with § 1 paragraph b is obtained no later than two weeks after classes in the master program begin. In this case the relevant certificates, also proof of the prior degree's completion, are to be handed in no later than 31 December of the same year.

(3) The student office verifies the existence of the formal qualifications needed for acceptance. Under the condition that the necessary requirements for the course are fulfilled, the applicant will be accepted to the course as long as the number of applicants does not exceed the number of places on the course in accordance with § 4 paragraph 1.

## § 2

### **Commencement of studies**

Applicants for a place in the Master of Science program "Physical Geography: Environmental History" are only accepted to the University of Bremen for the respective winter semester. The teaching term starts 1<sup>st</sup> October.

Advanced students are accepted for the respective summer semester. The teaching term starts 1<sup>st</sup> April.

## § 3

### **Application conditions and deadlines**

(1) The application and provision of specified documents in accordance with § 1 is to be completed online on [www.uni-bremen.de/master](http://www.uni-bremen.de/master).

(2) The certificates named in paragraph 3 are to be submitted in hard copy by the date of matriculation and no later than two weeks after classes in the master program begin. Submitted copies of official documents must be officially certified. Documents written in a language other than German or English are to be submitted with an officially certified translation. Only official certifications issued by the German authorities are accepted. The translation work must be completed or verified by a sworn translator.

(3) The following documents are to be submitted:

- an application for admission
- evidence of fulfilment of all admission requirements listed in § 1
- curriculum vitae in tabular form
- an account of previous academic studies (program achievement records in CP or similar documents),
- a letter of motivation in accordance with § 1 paragraph 1c
- if available: evidence of relevant professional or other experience

(4) Advanced applicants must include in their submissions evidence of 10 CP that can be transferred to the master program. In case of admission restrictions to the degree program, this evidence must be submitted by 15 January, in case of no admission restrictions by 31 March.

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

## § 4

### Selection of applicants

(1) The number of places in the master program may be restricted and reviewed annually. If the number of applicants that fulfil the application requirements in accordance with § 1 exceeds course capacity, a ranking order will be formed in accordance with paragraph 2 to determine the allocation of places in the program.

(2) A selection committee in accordance with § 5 evaluates the application documents based on the assessment scheme set out in paragraph 3.

(3) The assessment scheme for the ranking order is the outcome of the following procedure: A total of 100 points are awarded for the following selection criteria:

- 60% (60 points): final grade of the prior academic degree or the average grade achieved up to the time application (at least 135 CP). Grades will be converted into points as follows:
  - o Average grade of 1.0-1.5: 60 points,
  - o Average grade of 1.6-2.5: 40 points,
  - o Average grade of 2.6-3.5: 20 points,
  - o Average grade of 3.6-4.0: 0 points.
- 20% (20 points): evidence of relevant major fields of study resulting from the prior academic degree or relevant professional or other experience with technical content from one or more of the following disciplines:
  - o Physical geography
  - o Sedimentology
  - o Geochemistry
  - o Quaternary science
  - o Climatology/ paleoclimatology
  - o Fundamentals of science (mathematics/ computer science/ statistics/ physics/ chemistry/ biology).

Major fields of study (relevant professional or other experience is treated as if it were a major field of study) are converted into points as follows:

- o One major field of study: 10 points
- o Two major fields of study: 15 points
- o More than two major fields of study: 20 points
- 20% (20 points): letter of motivation including reasons for the applicant's interest in the master program. Criteria for the evaluation of the letter of motivation are to what extent the following points are successfully portrayed:
  - o Specific reference to the degree program,
  - o Clear statement concerning relevant prior knowledge and qualifications with regard to the degree program,
  - o Explanation of how the applicant's personal goals can be achieved with the degree program, particularly with regard to the connection between a possible career path and the degree program
  - o How the applicant's motivation for taking the course corresponds with the study program's orientation

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

- o Very persuasive: 20 points
- o Persuasive: 10 points
- o Hardly persuasive: 5 points
- o Unpersuasive: 0 points

(4) The selection committee suggests a ranking for admission based on the evaluation of the application documents in accordance with paragraph 3. The minutes of meeting during the selection procedure are to document the date and place of the selection procedure, the names of the participating members of the selection committee, the name of the applicant as well as the assessment.

(5) Selection based on a case of hardship is possible. The places in the master program for cases of hardship (5%) are awarded to applicants for whom non-admission would mean particular hardship. A case of hardship applies to applicants with compelling and exceptional social or family reasons for an immediate commencement of the study program. The order of priority is determined by the degree of hardship.

(6) The Rector of the University of Bremen decides on acceptance to the degree program and the handling of appeals against rejections.

## § 5

### **Selection Committee**

A selection committee is assigned the duties named in these regulations. The members of the selection committee are named by the faculty council. It consists of:

- 3 professors,
- 1 member of the academic staff,
- 1 student.

The terms of office are two years for professors and members of academic staff; the student's term of office is one year.

## § 6

### **Inception**

These regulations come into effect after approval by the Rector. They will be published in the Official Communication of the University of Bremen and apply as of admission for the winter semester 2016/17.

Approved, Bremen, 17 July 2015

The Rector  
of the University of Bremen