

Admissions Regulations for the Master's Degree Program M.Sc. Geographies of Global Inequalities in the Department of Earth Sciences at Freie Universität Berlin

Disclaimer: Please note that only the German versions of these documents are legally binding. This translation is intended for the convenience of the non-German-reading public and is for informational purposes only.

Preamble

On the basis of Section 14.1.1.2 of the supplemental rules and regulations (*Teilgrundordnung [Erprobungsmodell]*) of Freie Universität Berlin of October 27, 1998 (*FU-Mitteilungen* 24/1998) in conjunction with Section 15 of the Law on Admissions to Higher Education in the Federal State of Berlin for Programs with Admission Requirements (*Berliner Hochschulzulassungsgesetz*, BerlHZG), in the version of the announcement of the amended version of October 9, 2019 (GVBl., p. 695), last amended July 5, 2022 (GVBl., p. 450) in conjunction with Section 10.5.2 of the Berlin Higher Education Act (*Berliner Hochschulgesetz*, BerlHG) in the version of the announcement of the amended version of July 26, 2011 (GVBl., p. 378), most recently amended on July 5, 2022 (GVBl., p. 450), the Department Council (*Fachbereichsrat*) of the Department of Earth Sciences at Freie Universität Berlin issued the following regulations on November 30, 2022:¹

Section 1 Scope

These regulations govern admissions to the degree program in accordance with Section 10.5.2 BerlHG and the selection procedure for the allocation of places in accordance with Section 15.1.1.1 BerlHZG for the master's degree program M.Sc. Geographies of Global Inequalities in the Department of Earth Sciences at Freie Universität Berlin (master's degree program). This is a consecutive master's degree program as defined under Section 23.3.1a BerlHG.

Section 2 Number of Available Places and the Application Process

- (1) The number of places available for the master's degree program for each admissions cycle is stipulated in Freie Universität Berlin's General Admissions Regulations.
- (2) Applications for admission are to be submitted electronically to the Executive Board of Freie Universität Berlin – Admissions Office using the online application system.
- (3) The application deadline is May 31 of each year.
- (4) In accordance with Section 3.1, applications for admission must be accompanied by an official certified copy of the applicant's first university degree (or equivalent professional certification) in the format specified by the Executive Board of Freie Universität Berlin – Admissions Office.
- (5) Applicants can still submit their application to the master's degree program even if they do not have the university degree referred to in Section 3.1, because certain assessment results are not yet available, as long as they otherwise have a good academic record, based on previous assessment results, and if the university degree referred to in Section 3.1 will be obtained before the master's degree program begins and as long as the requirements stipulated in Section 3.2 are also fulfilled in due time. This expectation is fulfilled in particular if at least 2/3 of the total coursework has been evaluated, the application for the final thesis project has been submitted, and the work schedule for the thesis has been set so that it can be completed in due time before the start of the master's degree program. The applicant's grade point average will be considered as part of the application and factors into the selection process. The grade point average is based on

¹ These regulations were approved by the Executive Board of Freie Universität Berlin on January 6, 2023, and by the Berlin Senate Administration's department with responsibility for higher education on May 2, 2023.

the applicant's previous coursework as reflected in their current transcript, which they should submit with the application. In this case, the result of the university degree is irrelevant.

- (6) Freie Universität Berlin has no obligation to investigate the facts of a case on its own initiative (*ex officio*).

Section 3

Admission Requirements

- (1) Admission to the master's degree program requires a higher education degree or professional qualification from a German or comparable non-German institution in the field of geographical sciences, social sciences, cultural studies, or area studies.
- (2) Applicants who did not complete a university degree at an institution where coursework was conducted in English must demonstrate English language skills at a level equivalent to C1 of the Common European Framework of Reference for Languages (CEFR).
- (3) Applicants are exempt from the requirement to provide proof of proficiency in German.
- (4) The examination board responsible for the master's degree program in the Department of Earth Sciences, Freie Universität Berlin, determines the equivalence of any documentation provided. Upon request, the equivalence of the documents can be examined by parties external to the application procedure.

Section 4

Quotas, Selection Criteria, Organizational Aspects

- (1) 80% of the study placements that are still available after the preliminary quotas have been fulfilled will be allocated according to the selection process as outlined in this document (higher education quota). 20% of the study placements will be distributed according to Section 15.1.1.2 BerlHZG. 5% of the study placements are reserved for the quota stipulated in Section 15.1.3 BerlHZG.
- (2) Candidates are selected for the master's degree program in accordance with the following criteria:
 1. The degree of qualification as demonstrated by the applicant's academic performance in their degree programs (Section 15.2.1.1 BerlHZG),
 2. A weighting of the subject (or subjects) studied as part of the previous degree program that indicates the candidate's motivation and suitability for the degree for which they are applying (Section 15.2.4 BerlHZG),
 3. Other qualifications acquired outside of a university degree program (Section 15.2.1.5 BerlHZG).
- (3) As part of the selection process, points are awarded for the different criteria described above in Sections 4.2.1 to 4.2.3. The maximum number of points that can be awarded is 100.
- (4) For the selection criteria listed under Section 4.2.1 of these regulations, a maximum of 60 selection points can be awarded in relation to the average grade stated on the degree certificate for the candidate's previous degree program. The points for each average grade are listed in the appendix to these regulations.
- (5) For the selection of candidates under Section 4.2.2: A maximum of 20 selection points can be awarded under Section 4.2.2 of these regulations. Of these, 10 selection points can be awarded once only for examinations and coursework in English for which at least 20 credit points were obtained and 10 selection points for examinations and coursework in the area of inequality research and/or critical social sciences for which at least 10 credit points were obtained.
- (6) 20 selection points can be awarded under Section 4.3 of these regulations. Qualifications from non-university contexts must be relevant to the proposed area of study and indicate the candidate's suitability for the master's degree program. Relevance and suitability can also be demonstrated by professional experience in a German or international non-governmental organization, an environmental protection facility, a planning facility, or a museum or research institution that has a connection to the geographical or earth sciences in the broadest sense. Qualifications from non-university contexts must have required at

least six months of full-time employment, study, or equivalent. Candidates must clearly demonstrate the relevance of their qualification and/or experience to the geographical or earth sciences, and must provide documented evidence of said qualification.

- (7) At least two admissions officers will be appointed to supervise the selection process. The dean of the Department of Earth Sciences appoints these two people under the authority of Freie Universität Berlin's Executive Board. Both officers must be authorized examiners for the master's degree program and must be university employees with Freie Universität Berlin as their main employer. These positions may not be filled by substitutes or alternates.

Section 5

Admission Decision

- (1) The decision on which applicants are to be selected is made by the Executive Board of Freie Universität Berlin – Admissions Office on the basis of how candidates have been ranked.
- (2) The selected candidates receive a formal notification of admission stating the deadlines for their written acceptance and enrollment. Failure to meet these deadlines will result in the place being offered to another candidate.
- (3) Candidates selected based on their transcripts are granted tentative admission and can enroll in the first semester of the program, but the duration of their enrollment is limited. Generally, the university degree required for admission as described in Section 3.1 must be submitted by the end of the first semester of study, together with relevant documentation proving that any other requirements associated with the degree have also been met. If the necessary documents are not submitted on time, the student's admission will be retracted.
- (4) Applicants who are not admitted will receive a rejection letter that states the reasons for the decision.
- (5) The documents submitted for the selection procedure are to be kept until the decision is final; in the case of legal proceedings, they are to be kept until a legally binding decision has been made.

Section 6

Entry into Force

These regulations shall enter into force on the day after its publication in *FU-Mitteilungen* (the official bulletin of Freie Universität Berlin).

Appendix to Section 4.4

Allocation of selection points for the average grade as indicated in the certificate of the first university degree in accordance with Section 4.4.

Average Grade	Selection Points
1,0	60
1,1	58
1,2	56
1,3	54
1,4	52
1,5	50
1,6	48
1,7	46
1,8	44
1,9	42
2,0	40
2,1	38
2,2	36
2,3	34
2,4	32
2,5	30
2,6	28
2,7	26
2,8	24
2,9	22
3,0	20
3,1	18
3,2	16
3,3	14
3,4	12
3,5	10
3,6	8
3,7	6
3,8	4
3,9	2
4,0	0