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**Mitteilungen**  
**Amtsblatt (Official Register) of Freie Universität Berlin 48/2012, 31 May 2012**

**Regulations on the allocation of study placements in the double degree master's program in Environmental Earth Sciences at the Department of Earth Sciences of Freie Universität Berlin in cooperation with Nanjing University, China**

**Preamble**

On the basis of § 14, subsection 1, no. 2 of the *Teilgrundordnung* (Partial Basic Regulations) (trial model) of Freie Universität Berlin dated 27 October 1998 (FU Mitteilungen 24/1998) in conjunction with §10 of the Berlin Higher Education Admission Act for degree programs with limited admission (*Berliner Hochschulzulassungsgesetz – BerLHZG*) in the new version dated 18 June 2005 (GvBl, p. 393) last amended on 20 May 2011 (GVBl. p. 194), in conjunction with §10, subsection 5, sentence 2 of the Berlin Higher Education Act (*Berliner Hochschulgesetz – BerLHG*), in the new version dated 26 July 2011 (GVBl. p. 378), the governing board of the Department of Earth Sciences of Freie Universität Berlin issued the following regulations on 18 April 2012.\*

**§ 1**  
**Applicability**

These regulations govern the allocation of study placements according to § 10, subsection 5, sentence 2 of the Berlin Higher Education Act and selection procedure for the allocation of study placements according to § 10, subsection 1, no. 1 of the Berlin Higher Education Admission Act for the double degree master's program in Environmental Earth Sciences at the Department of Earth Sciences of Freie Universität Berlin in cooperation with Nanjing University, China (master's program). This is a consecutive master's program in accordance with § 23, subsection 3, no. 1 (a) of the Berlin Higher Education Act.

**§ 2**  
**Study placements and application**

(1) The number of placements available in the master's degree program is specified in the admission regulations of Freie Universität Berlin for each admission date.

(2) The application for admission must be submitted in writing to the university management – Applications and Admissions Office – of Freie Universität Berlin. Applications sent only by fax, e-mail or other electronic media will not be accepted as valid.

(3) The closing date for applications is 31 May of each year. The application period for the application and selection process for the 2012/13 winter semester ends on 15 August 2012.

(4) The application for admission must include an officially authenticated copy of the degree certificate of the first university degree qualifying for professional employment according to § 3, subsection 1.

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\* These regulations were confirmed by the university management of Freie Universität Berlin on 10 May 2012 and by the Senate administration responsible for higher education on 30 May 2012.

(5) A student may also apply for admission to the master's program if he/she cannot yet submit the professionally qualifying university degree according to § 3, subsection 1, because individual examination results are still lacking, and if his/her studies to date—especially the examination performance to date—indicate that the professionally qualifying university degree stated in § 3, subsection 1, will be obtained before the start of the master's program and that the criteria required by § 3, subsection 2, as prerequisites for entry to the master's program will also be fulfilled on time. In particular, this expectation is met if at least 2/3 of the overall work has been assessed, the thesis application has been submitted, and the start of work is scheduled to allow the thesis to be completed on time within the current semester. The application enters the selection procedure with the average grade based on the performance documented in the current transcript to be submitted by the applicant. In this case, the final grade of the professionally qualifying university degree will not be taken into account.

(6) Freie Universität Berlin is not obliged ex officio to ascertain the facts.

### **§ 3**

#### **Entry requirements**

(1) The prerequisite for entry to the master's program is a professionally qualifying degree from a German or equivalent foreign university in Geological Sciences, Geographical Sciences, Meteorology, Biology, Geoecology, or a university degree in natural sciences in which 15 credits were obtained in the fields of Geological Sciences, Geographical Sciences or Meteorology.

(2) Applicants who did not obtain their university degree at an educational institution where instruction was in English must provide evidence of English language skills at the C1 level of the Common European Framework of Reference for Languages (CEFR).

(3) The examining board decides on the equivalence of the submitted certificates according to subsections 1 and 2. Upon application, the equivalence of certificates will be assessed outside an ongoing application process.

### **§ 4**

#### **Selection quota, selection criteria, organizational matters**

(1) Eighty percent of the study placements remaining available after advance quotas have been taken into account will be allocated by the selection procedure regulated here (university quota). Twenty percent of the placements will be allocated on the basis of § 10, subsection 1 sentence, no. 2 of the BerlHZG. The quota of § 10, subsection 1, sentence 3 of the BerlHZG is 5 %.

(2) Selection is based on:

1. the applicant's qualification assessed on the basis of the grades from the preceding study program (§ 10, subsection 2, no. 1 of the BerlHZG),
2. additional qualifications acquired outside of university studies (§ 10, subsection 2, no. 5 of the BerlHZG).

(3) Selection in accordance with subsection 2, no. 1:

Of the study placements available within the university quota, 85 % are allocated according to the final grade in accordance with § 3 subsection 1.

(4) Selection in accordance with subsection 2 no. 2:

The remaining 15 % of the placements available within the university quota are allocated in accordance with subsection 2 no. 2.

- a) The qualifications obtained outside a university must be relevant to the academic studies and must substantiate the applicant's particular suitability for the master's program. Such qualifications include work in a research institution concerned with environmental or geoscientific issues in the broadest sense, in an agency for environmental and nature protection, a federal state planning authority or a planning office, a development aid agency, a development project, a local authority or a museum. Evidence of at least six months in such employment is required. The applicant must explain the geoscientific context and submit authenticated evidence of the qualification.
- b) In the selection process, those applicants who have not provided proof of their qualifications in accordance with a) are deleted from the ranking list based on the final grade of the preceding course of study

(5) At least two authorized persons shall conduct the selection process. They are appointed by the Dean of the Department of Earth Sciences of Freie Universität Berlin on behalf of the university management of Freie Universität Berlin. They must be authorized examiners for the master's program, and they must be in full-time employment by Freie Universität Berlin. Substitutes are not permitted.

## **§ 5**

### **Decision on admission**

(1) The selection decision is made by the university management – Applications and Admissions Office – of Freie Universität Berlin on the basis of the results of the selection procedure and the ranking list thereby established.

(2) Successful applicants receive notice of admission stating a date by which the study placement must be accepted in writing and the student must enrol. Failure to observe this deadline will result in re-allocation of the study placement according to the order of precedence drawn up by the Applications and Admissions Office.

(3) Applicants selected on the basis of a transcript are admitted conditionally and may enrol for the first semester of study on a limited-term basis. Usually at the end of the first study semester, these students must submit evidence that they have obtained their first professionally-qualifying university degree stated in § 3 subsection 1 and provide evidence of the related prerequisites. If this evidence is not submitted within the period prescribed, the admission will be terminated.

(4) Unsuccessful applicants will receive notice of rejection stating the reasons.

## **§ 6**

### **Obligation to store documents; right of inspection**

(1) The documents submitted during the selection process must be stored until the decision becomes valid and, in the event of a legal dispute, until a legally binding decision has been reached.

(2) Upon request, applicants may be granted access to the ranking lists (excluding names).

## **§ 7**

### **Entry into force**

These regulations come into effect on the day after their publication in the FU-Mitteilungen (Official Register of Freie Universität Berlin).