

**Zugangs- und Zulassungsordnung für den Masterstudiengang Physik (englische Version)**

**Admissions Regulations for the Master's Programme in Physics  
at the Westfälische Wilhelms-Universität Münster  
of 26 April 2013**

This is a translation of the original German text. It is for your information only. Under German law only the official German version of the „Zugangs- und Zulassungsordnung für den Masterstudiengang Physik an der Westfälischen Wilhelms-Universität Münster vom 26. April 2013“ is legally binding. It was published in the *Amtliche Bekanntmachungen* (AB Uni; “Official Announcements”) on 6 May 2013, pp. 1087 – 1096.

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## § 1

### Scope of the Admissions Regulations

These Regulations regulate the admissions process for the Master's programme in Physics at the University of Münster.

## § 2

### Dates, Deadlines and Documents

(1) The admissions and selection process takes place prior to the beginning of both the winter and summer semester. The *Antrag auf Zulassung* (admissions application) for the Master's programme in Physics must have been received by the *Studierendensekretariat* (Student Admissions Office) of the University of Münster by 15 September of any given year for the winter semester and by 15 March for the summer semester. The deadline for handing in the admissions application is specified in the Regulations for the Allocation of Study Places in North Rhine-Westphalia<sup>1</sup> and in the Statutes Regulating Admissions Issues at the University of Münster<sup>2</sup>. Applicants must submit the following application documents:

1. Proof of a general university entrance qualification or of an appropriate subject-specific university entrance qualification.
2. Proof of completion of a first degree to at least B.Sc. level (see § 3 (1)). If at the time of application the degree certificate is not yet available, then a provisional certificate must be submitted which lists at least the grades for the first five semesters (constituting a minimum of 120 *Leistungspunkte* (credits)). If the university does not issue provisional certificates, then a Transcript of Records will suffice provisionally. The actual degree certificate must be presented at enrolment in the case of admission into the Master's programme.
3. CV (tabular format).
4. List of completed *Studien-* and *Prüfungsleistungen* (required coursework and degree-relevant examinations, e.g. Transcript of Records of the first degree).
5. Proof of adequate German or English language skills as outlined in § 3 (2).

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<sup>1</sup> Verordnung über die Vergabe von Studienplätzen in Nordrhein-Westfalen, VergabeVO NRW.

<sup>2</sup> Satzung zur Regelung zulassungsrechtlicher Fragen in der Westfälischen Wilhelms-Universität Münster.

6. If applicable: further documents demonstrating the aptitude and motivation for the desired programme (e.g. job references, documentation of work experience or other relevant additional qualifications).
7. If applicable: documents proving a specific case of hardship as defined by § 7 (5) (e.g. *Behindertenausweis* (certificate of disability)).

- (2) The admissions application can be rejected if it is not submitted on time or if the documents listed in § 2 (1) are incomplete.
- (3) For the Spanish-German Master's programme offered jointly with the University of Seville, different application deadlines may apply.

## **Part 1: Requirements for Admission into the Master's Programme**

### **§ 3**

#### **Admissions Requirements**

- (1) Apart from the general terms for enrolment at the University, the requirement for admission into the Master's programme in Physics is the previous successful completion of a degree course in a relevant field of study with a minimum standard duration of six semesters. This degree course must have resulted in a Bachelor's degree or another degree (*Diplom, Staatsexamen* etc.) with a final overall grade of at least *befriedigend* (satisfactory) (or an ECTS grade of at least C) at a university in Germany or abroad. If there are doubts about the equivalence of a foreign degree, an appraisal stating equivalence must be obtained from the *Ständige Konferenz der Kultusminister der Bundesrepublik Deutschland* (Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany).

A degree course in General Physics without further specialization is to be considered as a degree course in a relevant field. In addition, applicants can, in accordance with § 6, request that their degree courses in related fields with a mainly technical/physics-related focus are also accepted by the *Auswahlkommission* (admissions committee) if substantial components in Physics have been documented in their studies. Related fields are, e.g., Physics with a further specialization, a double-major Bachelor's degree

in Physics/Mathematics or Physics/Chemistry, degrees in Engineering or Physical Chemistry. If the knowledge of graduates of these related fields of study does not correspond exactly to the requirements of the single-major Bachelor's degree in Physics at the University of Münster, admission to the Master's programme can be on the condition that they attend additional classes before beginning with their Master's thesis.

(2) Applicants who have not passed a German-language higher education entrance qualification and who have not completed a German-language Bachelor's degree must also prove that their language skills are good enough for active participation in class. These language skills are usually proven through a language test on Level 2 of the *Deutsche Sprachprüfung für den Hochschulzugang* (DSH) in accordance with the DSH Examination Regulations of the University of Münster. However, in order to be admitted to the Master's programme in Physics, language skills corresponding to Level 1 of the DSH (Level B 2 of the Common European Framework of References for Languages or TestDaF TDM-3) or English skills corresponding to the level of the German higher education entrance qualification are sufficient. In the latter cases, successful candidates are advised to select *Deutsch als Fremdsprache* (DaF, German as a Foreign Language) as a module in their interdisciplinary studies.

Applicants who are native speakers of German do not have to provide proof of their German language skills.

(3) Applicants will not be admitted to the Master's programme in Physics if they have irrevocably failed a university examination or state examination in Physics.

## § 4

### **Fulfilment of the Admissions Requirements**

(1) The *Studiendekan* (Dean of Studies) of the Department of Physics or a department member of staff authorized by the Head of Department checks the documents and certificates which have been submitted with the *Antrag auf Zulassung* (admissions application) to determine if the applicant meets the admissions requirements as specified in § 3.

- (2) If a degree certificate is not yet available at the time of application, it suffices if the provisional certificate (see § 2 (1) sentence 4 no. 2) shows a grade that meets the requirements for the final overall grade as specified in § 3 (1) or if the final overall grade can be calculated from the Transcript of Records.
- (3) If the applicant is considered not to have fulfilled the requirements stipulated, then the reasons for the rejection must be documented.

## **Part 2: Admission into the Master's Programme**

### **§ 5**

#### **Admission without a Selection Process**

If the Master's programme in Physics is non-restricted or if the number of applicants who meet the admissions requirements does not exceed the restricted number of places available, the applicants who meet the admissions requirements are admitted without any further selection.

### **§ 6**

#### **Selection Committee**

- (1) If the Master's programme in Physics is restricted and the number of applicants who meet the admissions requirements exceeds the number of places available, the *Fachbereichsrat* (department board) of the Department of Physics will set up a selection committee consisting of department members of staff to carry out the selection process.
- (2) The selection committee consists of the Head of Department or the Dean of Studies as Chair, three professors, one academic staff member and two students. For each member of the selection committee, a substitute can be appointed.
- (3) The selection committee has a quorum when the Chair or the Deputy Chair as well as at least two additional members are present. In the event of a tie, the vote of the Chair or, if he/she is unable to attend, the Deputy Chair decides.

(4) Meetings of the selection committee are not public. The members of the selection committee have an obligation of maintaining confidentiality.

(5) Minutes will be kept of the committee's deliberations and application assessments.

## § 7

### Selection Process

(1) Applicants are selected according to a ranking based on points. Points are awarded as follows:

1. The final overall grade (between 1.0 and 3.5) stated in the degree certificate (see § 2 (1) sentence 4 no. 2) is assigned points as follows:

"points = (six minus grade) multiplied by ten"

2. On the basis of an assessment by the selection committee, additional points can be assigned as follows:

- a) up to five points for work placements relevant to the occupational field or to research,
- b) up to five points for relevant work experience,
- c) up to five points for an exceptional motivation to study the Master's programme applied for (e.g. for organizing workshops or for voluntary commitment in the *Fachschaft*),
- d) up to five points for other relevant additional qualifications (e.g. scientific publications and awards as a pupil or student).

(2) Applicants will be admitted to the available places beginning with the highest number of points achieved. In the case of a tie, the ranking precedence will be decided by the drawing of lots.

(3) Up to 2 % of the places available are to be assigned in advance by the *Studierendensekretariat* (Student Admissions Office) to applicants in hardship cases who meet the admissions requirements, in accordance with the Allocation

Regulations NRW<sup>3</sup>. The ranking is determined based on the severity of the individual case; if necessary, lots will be drawn.

(4) According to the agreement with the University of Seville, a small number of the available places are reserved for the Spanish-German Master's programme. Applicants for these places are selected in a separate process.

### **Part 3: Final Provisions**

#### **§ 8**

##### **Conclusion of Admissions Process**

(1) If an applicant meets the admissions requirements and is admitted into the Master's programme, he/she will receive an offer of admission, issued by the Rector of the University, immediately after the selection process has been completed. In the case of § 2 (1) sentence 4 no. 2, the applicant will receive a conditional offer upon the condition that the degree certificate is submitted at the time of enrolment in accordance with § 3 (1).

(2) If admission to the Master's programme is made on the basis of a ranking, the offer of admission states a time limit within which the applicant must notify the University that he/she intends to accept the place offered to him/her. If the applicant refuses his/her place in the programme, it may be offered to the next candidate from the ranking list. If the applicant does not send notification of acceptance (see § 8 (2) sentence 1) within the deadline stated, this counts as refusal of the place.

(3) If an applicant is not admitted into the programme, the Rector will issue a letter of rejection. This letter will also inform the applicant if the admissions requirements were met. If this was the case, the letter also states the applicant's position on the ranking list as well as the total number of students admitted into the programme. The letter of rejection has to contain the reasons for the applicant's non-admission into the programme as well as information on legal remedies available.

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<sup>3</sup> Vergabeordnung NRW.

- (4) Enrolment at the University of Münster is only possible if the offer of admission is submitted to the *Studierendensekretariat* (Student Admissions Office) together with the *Antrag auf Einschreibung* (enrolment application form) within the designated time limit. In general, the current Enrolment Regulations<sup>4</sup> of the University of Münster apply.
- (5) If a conditional offer has been made in accordance with § 3 (1) requiring additional classes to be attended, this is stated in the offer of admission.

## § 9

### **Deception**

- (1) If an applicant acted dishonestly or submitted false or fake documents (see § 2 and § 3) and if this is only discovered after the applicant has been admitted, then the admission will be revoked. The revocation is only possible within a two-year period after these facts have become known.
- (2) Applicants have to be informed without delay of decisions detrimental to them, together with the reasons for the decision and information on legal remedies available. Before a final decision is made, the applicant concerned must be given the opportunity to be heard.

## § 10

### **Publication and Coming into Force**

(Note: This paragraph refers to the original German version of the Admissions Regulations.)

- (1) These Regulations will come into force the day after their publication in the *Amtliche Bekanntmachungen* of the University of Münster (AB Uni; “Official Announcements”). They apply for admissions from the winter semester 2013/14 onwards.
- (2) When these Regulations come into force, the previous Admissions Regulations for the Master’s programme in Physics, contained in § 4 of the Examinations Regulations for Physics at the University of Münster of 2 January 2008 (AB Uni 2/2008) and last

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<sup>4</sup> *Einschreibungsordnung*.

amended by a second adjustment on 14 September 2009 (AB Uni 40/2009, p. 2906), will cease to be valid.

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### Glossary

<i>Antrag auf Einschreibung</i> .....	enrolment application
<i>Antrag auf Zulassung</i> .....	admissions application
<i>Auswahlkommission</i> .....	admissions committee
<i>Behindertenausweis</i> .....	certificate of disability
<i>Dekan</i> .....	Head of Department
<i>Fachbereichsrat</i> .....	Department board
<i>Härtefall</i> .....	hardship case
<i>Leistungspunkt</i> .....	credit
<i>Prüfungsleistung</i> .....	degree-relevant examination
<i>Studiendekan</i> .....	Dean of Studies
<i>Studienleistung</i> .....	required coursework
<i>Studierendensekretariat</i> .....	Student Admissions Office

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Issued following the resolution in written consent of the *Fachbereichsrat* (department board) of the Department of Physics of the University of Münster on 4 March 2013. (Note: This paragraph refers to the original German version of the Admissions Regulations.)

Münster, 26 April 2013

The Rector

Prof. Ursula Nelles

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The above Regulations are hereby announced in accordance with the University of Münster's Regulations on the Announcement of Orders, the Publication of Decisions, and the Disclosure of Statutes<sup>5</sup> of 8 February 1991 (AB Uni 91/1) as amended on 23 December 1998 (AB Uni 99/4). (Note: This paragraph refers to the original German version of the Examination Regulations.)

Münster, 26 April 2013

The Rector

Prof. Ursula Nelles

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<sup>5</sup> *Ordnung der Westfälischen Wilhelms-Universität über die Verkündung von Ordnungen, die Veröffentlichung von Beschlüssen sowie die Bekanntmachung von Satzungen.*