

Zugangs- und Zulassungsordnung
für den Masterstudiengang Geophysics (englische Version)
Admissions Regulations for the Master's Program in Geophysics
at the Westfälische Wilhelms-Universität Münster
of 25 February 2020

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 Geophysik an der Westfälischen Wilhelms-Universität Münster vom 25. Februar 2020“ is legally binding. It was published in the *Amtliche Bekanntmachungen* (AB Uni; “Official Announcements”) on 9 April 2020, pp. 342--348.

In accordance with § 2 (4) and § 64 (1) of the Higher Education Act of the Federal State of North Rhine-Westphalia (HG NRW) in its version of the Act on the Future of Higher Education (Hochschulzukunftsgesetz) of 16 September 2014 (GV. NRW 2014, p. 574), most recently amended on 12 July 2019 (GV. NRW, p. 425), in the corrected version of 24 September 2019 (GV. NRW, p. 593), the University of Münster (WWU) has issued the following regulations:

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§ 1

Scope of the Admissions Regulations

These Regulations regulate the admissions process for the Master's program in Geophysics 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 program in Geophysics for the winter semester must have been received by the *Studierendensekretariat* (Student Admissions Office) of the University of Münster by 15 September of the given year. The *Antrag auf Zulassung* (admissions application) for the Master's program in Geophysics for the summer semester must have been received by the *Studierendensekretariat* (Student Admissions Office) of the University of Münster by 15 March of the given year. The deadline for handing in the admissions application is specified in the Regulations for the Allocation of Study Places in North Rhine-Westphalia¹ and in the Statutes Regulating Admissions Issues at the University of Münster². The application has to be submitted via the Online Application Portal of the University of Münster. 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 (according to § 3 (1)) must be presented at enrollment in the case of admission into the Master's program.
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 English language skills as outlined in § 3 (2).
6. If applicable: further documents demonstrating the aptitude and motivation for the desired program (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 (3) (e.g. *Behindertenausweis* (certificate of disability)).

¹ *Verordnung über die Vergabe von Studienplätzen in Nordrhein-Westfalen, VergabeVO NRW.*

² *Satzung zur Regelung zulassungsrechtlicher Fragen in der Westfälischen Wilhelms-Universität Münster.*

- (2) The admissions application can be rejected if it is not submitted on time or if the documents listed in § 2 (1) are incomplete.

Part 1: Requirements for Admission into the Master's Program

§ 3

Admissions Requirements

- (1) Apart from the general terms for enrolment at the University, the requirement for admission into the Master's program in Geophysics 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 will 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 is to be considered relevant in the sense of sentence 1 if it ensures sufficient knowledge in Geophysics, Physics and Mathematics. The course content within these fields should largely correspond to that taught within the Bachelor's program in Geophysics at the Westfälische Wilhelms-Universität. In addition, applicants can request that their degree courses in related fields with a mainly mathematics/physics-related focus (e.g. Meteorology, Physics, dual-subject Bachelor Physics/Mathematics) are also accepted by the *Studiendekanin/Studiendekan* (Dean of Studies) of the Department of Physics or a department member of staff authorized by the Dean of Studies, if substantial components in Mathematics, Physics, and Geophysics have been documented in the applicants' studies. If the knowledge of graduates of these related fields of study does not correspond fully to the requirements of the single-major Bachelor's degree in Geophysics at the Westfälische Wilhelms-University Münster, admission to the Master's program can be conditional on attending additional classes, which have to be successfully completed before starting with their Master's thesis.

- (2) A further requirement for admission into the Master's program in Geophysics is the proof of sufficient knowledge of the English language to actively participate in the class. English language skills are considered to be sufficient if they correspond to the level of B2 of the Common European Framework of Reference for Languages (CEFR). Sufficient English language skills can be proven by providing a pertinent certificate. Pertinent in the sense of sentence 3 are for example TOEFL, IELTS, CAE tests or equivalent certificates. The proof is not required for applicants with native language English, for applicants with a German higher education entrance qualification including English with a grade of at least *ausreichend*, or for applicants who have already completed a Bachelor's program taught in English. Applicants who have completed the Bachelor's program in Geophysics or Physics at the University of Münster can prove their English language skills also by

providing a document certifying that their Bachelor's thesis has been written in English and that the final oral presentation of the Bachelor's project has been given in English.

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

§ 4

Fulfilment of the Admissions Requirements

- (1) The *Studiendekanin/Studiendekan* (Dean of Studies) of the Department of Physics or a department member of staff authorized by the Dean of Studies 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 6 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. If from the Transcript of Records it does not yet unequivocally emerge that the required final overall grade will be reached, the admission will be granted under the condition that at the time of enrolment the required final overall grade as specified in § 3 (1) is proven.
- (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 Program

§ 5

Admission without a Selection Process

If the Master's program in Geophysics 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 program in Geophysics 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 a Chairperson and their deputy, both belonging to the group of university professors in Geophysics, one academic staff member and one student. For each member of the selection committee, a substitute can be appointed.
- (3) The selection committee has a quorum when at least three members, including the Chair or the Deputy Chair, 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 6 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 program 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 NRW³. The ranking is determined based on the severity of the individual case; if necessary, lots will be drawn.

Part 3: Final Provisions

§ 8

Conclusion of Admissions Process

- (1) If an applicant meets the admissions requirements and is admitted into the Master's program, she/he 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) no. 2 sentence 4, 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 program 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 she/he intends to accept the place offered to her/him. If the applicant refuses her/his place in the program, it will be offered to the next candidate from the ranking list. If the applicant does not send notification of acceptance according to sentence 1 within the deadline stated, this counts as refusal of the place.
- (3) If an applicant is not admitted into the program, the Rector will issue a letter of rejection. This letter will also inform the applicant whether the admissions requirements were met. The letter of rejection has to contain the reasons for the applicant's non-admission into the program as well as information on legal remedies available.
- (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 Regulations⁴ 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.

³ *Vergabeordnung NRW.*

⁴ *Einschreibungsordnung.*

§ 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**

- (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 2020/21 onwards.
- (2) When these Regulations come into force, the previous Admissions Regulations for the Master’s program in Geophysics of 12 September 2013 (AB Uni 34/2013, p. 2596 ff.) will cease to be valid.

Issued (in the original German version) following the resolution in written consent of the *Fachbereichsrat* (department board) of the Department of Physics (Department 11) of the University of Münster on 22 January 2020. The above Regulations are hereby announced.

Please note that in accordance with § 12 (5) of the Higher Education Act of the State of North Rhine-Westphalia (HG NRW) violations of procedural regulation as put forth by regulatory laws or other legal provisions pertaining to university autonomy may no longer be claimed within one year after this announcement, unless

1. the regulations were not properly announced,
2. the Rectorate previously raised an objection to the resolution passed by the deciding committee,
3. the University received a previous reprimand for the formal or procedural defect, and was informed of the violated legal provision and the fact that resulted in the defect,
4. the legal consequence of exclusion resulting from such reprimand was not included in the public announcement of the regulations.

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>Dekanin/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>Studiendekanin/Studiendekan</i>	Dean of Studies
<i>Studienleistung</i>	required coursework
<i>Studierendensekretariat</i>	Student Admissions Office