

Admissions Regulations
for the Master's Programme in Geophysics
at the University of Münster
of 21 March 2024

This is a translation of the original German text and is intended for your information only. Under German law, only the official German version of the "*Zugangs- und Zulassungsordnung für den Masterstudiengang Geophysics an der Universität Münster vom 21.03.2024*" is legally binding. It was published in the *Amtliche Bekanntmachungen* (Official Announcements – AB Uni) on 11. April 2024, pp. 968 - 974.

On the basis of § 2 (4), § 49 (6) and § 64 (1) of the Higher Education Act of the Federal State of North Rhine-Westphalia [*Hochschulgesetz – HG*] as amended by the Act on the Future of Higher Education [*Hochschulzukunftsgesetz – HZG NRW*] of 16 September 2014 (GV. NRW. 2014, p. 547), as amended most recently by the Act of 5 December 2023 (GV. NRW. p. 1278), the University of Münster has issued the following regulations:

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§ 1

Scope

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

§ 2

Dates, Deadlines and Documents

- (1) The admissions process takes place before the beginning of the winter and summer semesters. Admissions applications (*Antrag auf Zulassung*) for the Master's programme in Geophysics are to be submitted to the Student Admissions Office (*Studierendensekretariat*) of the University of Münster. The deadlines for submitting applications are governed by the Regulations for the Allocation of Study Places in North Rhine-Westphalia [*Verordnung über die Vergabe von Studienplätzen in Nordrhein-Westfalen – VergabeVO NRW*] and the Regulations Governing the Settlement of Admissions Procedure Issues at the University of Münster [*Ordnung zur Regelung zulassungsrechtlicher Fragen in der Universität Münster*]. Applications must be submitted via the online application portal of the University of Münster. Applicants must submit/upload the following documents with their application:
 1. Proof of a general university entrance qualification or of an appropriate subject-specific university entrance qualification.
 2. Proof of completion of an undergraduate professional degree in accordance with § 3 (1). If, at the time of application, the degree certificate in accordance with § 3 (1) is not yet available, a provisional certificate must be submitted that lists the grades received for at least the first five semesters (a minimum of 120 credits (*Leistungspunkte*)). If the university does not issue provisional certificates, then a Transcript of Records will suffice for the present. The degree certificate in accordance with § 3 (1) must be presented at enrolment in the case of admission to the master's programme.
 3. CV (tabular format).
 4. Proof of required coursework (*Studienleistungen*) and degree-relevant examinations (*Prüfungsleistungen*) completed (e.g. Transcript of Records).
 5. Breakdown and allocation of the successfully completed relevant courses according to the subject areas mentioned in § 3 (1) sentence 1 and indication of the corresponding ECTS credits. If the credit system used in the programme leading to the undergraduate professional degree is not in line with the European Credit Transfer System, the applicant must also indicate which ECTS point value the courses listed in sentence 1 correspond to. This breakdown may be waived at the discretion of the Dean of Studies (*Studiendekanin/Studiendekan*) for applicants from EU and EEA countries.
 6. If applicable, proof of adequate English language proficiency as per § 3 (2).
 7. If applicable, other documents in support of the criteria set out in § 7 (1) no. 2.
 8. If applicable, documents proving a specific case of hardship (*Härtefall*) as defined by § 7 (3) (e.g. certificate of disability (*Behindertenausweis*)).
- (2) The admissions application must be rejected if it is not submitted on time. The application may be rejected if the documents referred to in § 2 (1) are incomplete.

Part 1: Requirements for Admission to the Master's Programme

§ 3

Admission Requirements

- (1) Apart from the general terms for enrolment at the University, the requirement for admission to the Master's programme in Geophysics is the successful completion of an undergraduate degree programme in a relevant field of study with a minimum standard duration of six semesters; this degree programme must have resulted in a bachelor's degree or other professional degree (*Diplom, Staatsexamen*, etc.) with a final grade of "*befriedigend*" (satisfactory) or better (or an ECTS grade of "C" or better) at a university in Germany or abroad. If there is any doubt as to the equivalence of a foreign degree, an appraisal stating equivalence will be obtained from the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).

A degree completed at a university in Germany or abroad is considered to be in a relevant field of study within the meaning of sentence 1 if it ensures a sound knowledge of geophysics, physics and mathematics largely similar to the course content taught in the Bachelor's programme in Geophysics at the University of Münster. Applicants may also request that their degrees in related subjects with a main focus on mathematics/physics (e.g. meteorology, bachelor's degree in physics, bachelor's degree in two subjects "physics/mathematics") be recognised as relevant by the Dean of Studies of the Faculty of Physics, or a full-time member of the faculty authorised by the Dean of Studies, if sufficient knowledge of mathematics, physics and geophysics can be demonstrated.

If it is not clear from the documents to be submitted in accordance with § 2 (1) whether the degree completed can be recognised as being in a relevant field of study, and if there is sufficient likelihood that the applicant can contribute to clarification, the Dean of Studies of the Faculty of Physics, or a full-time member of the faculty authorised by the Dean of Studies, may conduct a personal interview with the applicant.

If in such a case the knowledge acquired by the graduate in a related subject does not fully correspond to the requirements of the Bachelor's programme in Geophysics at the University of Münster, admission to the master's programme can be made conditional on pursuing compensatory studies, which must be successfully completed before starting work on the master's thesis.

- (2) A further requirement for admission to the Master's programme in Geophysics is proof of sufficient knowledge of English to participate actively in the courses. English language skills equivalent to level B2 of the "Common European Framework of Reference for Languages" (CEFR) are considered sufficient. Evidence of sufficient knowledge of English may be provided by the submission of a recognised certificate. Examples of recognised certificates within the meaning of sentence 4 are TOEFL, IELTS and CAE tests, and comparable supporting documents. Applicants whose first language is English, applicants with a German university entrance qualification including English with an average grade of "*ausreichend*" (pass) or better, and applicants who have already completed a bachelor's programme taught in English are not subject to this requirement. Applicants who have previously completed the Bachelor's programme in Geophysics or Physics at the University of Münster may also provide evidence of their command of English by submitting a document certifying that their bachelor's thesis was written in English and that the final oral presentation of the bachelor's thesis with subsequent discussion was also given in English.
- (3) Applicants will not be admitted to the Master's programme in Geophysics if they have irrevocably failed a university or state examination in a geophysics degree programme.

§ 4

Fulfilment of Admission Requirements

- (1) The Dean of Studies of the Faculty of Physics, or a full-time member of the faculty authorised by the Dean of Studies, will examine the documents and certificates submitted with the admissions application in order to determine whether the applicant meets the admission requirements as defined in § 3.
- (2) If a degree certificate is not yet available at the time of application, it is sufficient if the provisional certificate (see § 2 (1) sentence 5 no. 2) contains a grade that meets the requirements for the final grade as defined in § 3 (1) or if the final grade can be calculated from the Transcript of Records, if applicable. If the Transcript of Records does not clearly show that the required final grade will be achieved, admission will be granted on condition that the required final grade as defined in § 3 (1) is proven at the time of enrolment.
- (3) If an applicant is deemed not to meet the admission requirements, the reasons for the rejection must be documented.

Part 2: Admission to the Master's Programme

§ 5

Admission without a Selection Process

If the Master's programme in Geophysics is non-restricted or if the number of applicants who meet the admission requirements does not exceed the restricted number of places available, the applicants who qualify for admission will be admitted without further examination.

§ 6

Selection Committee

- (1) If admission to the Master's programme in Geophysics is restricted and the number of applicants who meet the admission requirements exceeds the number of places available, the faculty board (*Fachbereichsrat*) of the Faculty of Physics will set up a selection committee (*Auswahlkommission*) consisting of full-time members of the faculty to carry out the selection process.
- (2) The selection committee is made up of a chair and a vice-chair, both of whom must be professors of geophysics, one full-time academic staff member from the Institute of Geophysics and one student member. Substitutes may be appointed for any of the members. The term of office for selection committee members is one year. Re-election is possible.
- (3) The selection committee is quorate if at least three members are present, including the chair or the vice-chair. In the event of an equality of votes, the chair or, in their absence, the vice-chair will have the casting vote.

- (4) Meetings of the selection committee are not open to the public. Selection committee members are bound by official secrecy.
- (5) Minutes will be kept of the selection committee's deliberations and application assessments.

§ 7

Selection Process

- (1) Applicants are selected according to a points-based ranking system. Points are awarded as follows:
 1. The final grade (between 1.0 and 3.5) stated in the certificate as per § 2 (1) sentence 5 no. 2 is assigned points according to the formula
$$\textit{"points = (six minus grade) multiplied by ten"}.$$
 2. In the proper exercise of discretion, the selection committee can assign additional points 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 professional experience,
 - c) up to five points for other relevant additional qualifications (e.g. scientific publications, and school and university prizes).
- (2) Applicants will be admitted to the available places beginning with the highest number of points achieved. In the event of a tie, a lot will be drawn.
- (3) Up to 2% of the places available are to be assigned in advance by the Student Admissions Office to applicants who qualify for admission on the basis of the hardship provisions of the Regulations for the Allocation of Study Places in North Rhine-Westphalia [VergabeVO NRW]. The ranking will be determined by the level of exceptional hardship; in cases of doubt, a lot will be drawn.

Part 3: Final Provisions

§ 8

Conclusion of Admissions Process

- (1) If an applicant meets the admission requirements and is admitted to the master's programme, they will receive an offer of admission, issued by the Rector, immediately after completion of the process. In the case of § 2 (1) sentence 5 no.2, the applicant will receive a notification of admission (*Zulassungsbescheid*) on the condition that the degree certificate referred to in § 3 (1) is submitted at the time of enrolment.
- (2) If the applicant is admitted to the master's programme on the basis of a ranking list, the Rector will set a deadline by which the applicant must notify the University of their intention to accept the place offered. If the applicant declines the place, it will be offered to the next applicant on the ranking list. If the applicant fails to notify the University in accordance with § 8 (2) sentence 1 by the given deadline, the place is deemed to have been declined.
- (3) If an applicant is not admitted to the programme, the Rector will notify them accordingly and state whether the admission requirements were met. The letter of rejection must give the reasons for rejection as well as information on legal remedies.
- (4) The applicant can only enrol at the University of Münster if they present the notification of admission to the Student Admissions Office together with the enrolment application (*Antrag auf Einschreibung*) within the designated enrolment period. For the rest, the current version of the Enrolment Regulations (*Einschreibungsordnung*) of the University of Münster applies.
- (5) If a conditional offer is made in accordance with § 3 (1) requiring the completion of compensatory studies, this will be stated in the notification of admission.

§ 9

Deception

- (1) If an applicant has acted dishonestly in the admissions process or has submitted false or fraudulent documents as per § 2 and § 3, and if this fact is only discovered after the applicant has been admitted, the offer of admission will be revoked. Revocation is only possible within a period of two years from the date of announcement.
- (2) The applicant must be informed immediately of any decision adverse to them, together with the reasons for the decision and information on the legal remedies available. The applicant must be given the opportunity to be heard before a decision is made.

§ 10

Entry into Force

- (1) These regulations (in the original German version) enter into force on the day following their publication in the *Amtliche Bekanntmachungen* (Official Announcements – AB Uni) of the University of Münster. They apply for the first time to admissions for the winter semester 2024/25.
- (2) When these regulations come into force, the Admissions Regulations for the Master's programme in Geophysics of 25 February 2020 (AB Uni 6/2020, pp. 342 ff.) will cease to apply.

Issued (in the original German version) upon the resolution of the faculty board of the Faculty of Physics (Faculty 11) of 22 February 2024. The above regulations are hereby announced.

Please note that in accordance with § 12 (5) of the Higher Education Act of the Federal State of North Rhine-Westphalia [*Hochschulgesetz* – HG NRW], violations of procedural or formal requirements of the University's regulations or other legal provisions pertaining to university autonomy can no longer be asserted more than one year after this announcement unless

1. these regulations were not properly published,
2. the Rectorate previously raised an objection to the resolution passed by the deciding committee,
3. the University had already been given notice of a formal or procedural defect and had been informed of the legal provision that has been violated and of the fact giving rise to the defect, or
4. the legal consequence of a deadline for violation notifications was not included in the public announcement of the regulations.

Münster, 21 March 2024

The Rector

Professor Dr Johannes Wessels

Glossary of English-German translations

admissions application	<i>Antrag auf Zulassung</i>
case of hardship	<i>Härtefall</i>
certificate of disability.....	<i>Behindertenausweis</i>
credit	<i>Leistungspunkt</i>
Dean of Studies	<i>Studiendekanin/Studiendekan</i>
degree-relevant examination	<i>Prüfungsleistung</i>
enrolment application	<i>Antrag auf Einschreibung</i>
Enrolment Regulations.....	<i>Einschreibungsordnung</i>
faculty board	<i>Fachbereichsrat</i>
notification of admission	<i>Zulassungsbescheid</i>
required coursework.....	<i>Studienleistung(en)</i>
selection committee.....	<i>Auswahlkommission</i>
Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany	<i>Kultusministerkonferenz (KMK)</i>
Student Admissions Office	<i>Studierendensekretariat</i>

Translation: Supportstelle Englisch, University of Münster, 2024