

Summary of the Selection Statutes for the MSc Environmental Governance

In the following, we summarize the paragraphs of the statute in easy language. Please note that only the official German Statute (Auswahlsatzung) is legally binding. Please note that in some points the study program has specified the documents to be submitted in more detail. This applies to the language proof, references and motivation letter. Here, the information on the [website](#) of the Master programme and in the [online application form](#) is authoritative.

§ 1 Scope

The University of Freiburg applies a legally defined selection procedure for places on the Master's degree program in Environmental Governance. The selection decision is made according to the applicant's degree of aptitude and motivation.

§ 2 Application deadline

Admission is only possible for the winter semester. The application deadline is May 15.

§ 3 Admission requirements

- undergraduate degree in a subject of Environmental Sciences, Social Sciences, Engineering, Economics or Law with a minimum final grade of 2.5 or better, under the German Degree System (1.0 max – 4.0 pass).
- English language skills on level C1 according to Common European Framework of Reference for Languages (CEFR).

§ 4 Application documents

- Bachelor's degree certificate (if not available in English or German, the original and a certified translation).
 - If the applicant has finished the Bachelor degree but not yet received the degree certificate a letter from the University that confirms that the study programme has been completed successfully and indicates the final grade, together with a transcript, is sufficient.
 - If the applicant did not yet complete the Bachelor degree, he/she has to prove that he/she will be able to finish the degree until the start of the Master programme by submitting the current academic transcript including grades and ECTS credits (minimum 135 ECTS credits)
- Transcript of records (if not available in English or German, the original and a certified translation).
- English language certificate (original or certified copy).
- CV
- Motivation letter
- Recommendations from two academic teachers or employers. Both must have a University degree.
- Statement signed by the applicant, that he/she wrote the motivation letter himself/herself.
- If applicable, proof of vocational training, work experience or stay abroad (not mandatory)

§5 Selection Committee

The selection committee consists of professors and lecturers who regularly teach in the MSc Environmental Governance. Decisions are passed by a simple majority.

§ 6 Selection Procedure

- Only applicants who submitted the complete documents in due time and fulfill the admission requirements can take part in the selection process.
- Each application is reviewed independently by two members of the selection committee
- The selection committee shall draw up a ranking list based on the selection criteria specified in §7.
- Based on the decision of the selection committee, the registrar's office or the office of International Admissions issues the admission letters.

§ 7 Selection Criteria

The selection is based on the following criteria:

- Overall grade of the Bachelor degree (or equivalent) or, if the overall grade is not yet available, the arithmetic average of all grades (weighted according to credits) to date.
- The average score of the grades assigned to the two references
- The grade assigned to the motivation letter
- Not mandatory: work/practical experience of minimum six continuous weeks in a field related to Environmental Governance.
- Not mandatory: Job or study program related stay abroad of minimum six continuous months. The end of the stay should not be more than 5 years before the start of the master's program.
- Not mandatory: vocational training leading to a (non-academic) profession that is relevant for Environmental Governance.

§ 8 Creation of the ranking list

1. Decisive for the calculation of the applicant's procedural grade is the overall grade of the first university degree or respectively the average of the grades obtained so far, if the degree is not yet completed. International grades are converted to the German grading system
2. The selection committee assigns a grade between 1 and 5 (1 is maximum, 5 is failed) for each of the two references. The sum is formed and divided by two. If the obtained average grade is between 1,0 and 1,5 the procedural grade is increased by 0,2. If the obtained average grade is between 1,6 and 2,5 the procedural grade is increased by 0,1.
3. The selection committee assigns a grade for the motivation letter, based on the following criteria: convincing presentation of own study interests in relation to the study contents of the master programme; structured and clear expression; correct form and spelling. If the obtained grade is between 1,0 and 1,5 the procedural grade is increased by 0,3. If the grade is between 1,6 and 2,0 the procedural grade is increased by 0,2. If the grade is between 2,1 and 2,5 the procedural grade is increased by 0,1.
4. With proof of completed vocational training (see §7) the procedural grade is increased by 0,3.
5. With proof of work experience (see §7) of at least six weeks the procedural grade is increased by 0,1. With proof at least three months it is increased by 0,2. With proof at least six months it is increased by 0,4.
6. With proof of a stay abroad experience (see §7) of at least six months the procedural grade is increased by 0,2. With proof at least 12 months it is increased by 0,2.
7. The procedural grade can be increased by maximum 0,5, even if an applicant meets several of the selection criteria. A ranking list of the applicants is drawn up according to the determined procedural grade.
8. Each of the cultural areas listed below may account for no more than 35 percent of the available study places. Within a cultural area no more than 50 percent may account for one state.
 - Africa and Middle East
 - Asia
 - Europe -
 - North America and Australia/New Zealand
 - Latin America

§ 9 Effective date

The statutes is valid since 1 May, 2013.

