Second Amendment Statute of the Albert Ludwigs University Statute on the Higher Education Selection Procedure for the Study Program in Master of Science in Forestry Sciences

At its meeting of 24th April 2013 the Senate of Albert Ludwigs University passed the following statute in accordance with section 6 paragraph 4 of the state law on Accreditation of Baden-Württemberg Higher Education Institutions (Hochschulzulassungsgesetz – HZG) as amended on 15th September 2005 (GBI page 629), most recently amended by Article 9 of the law on 10th July 2012 (GBI page 457), section 20 paragraph 2, clauses 5 and 6 and section 63 paragraph 2, in connection with section 19 paragraph 1 clause 2 number 10 of the law on Baden Württemberg Higher Education Institutions (Landeshochschulgesetz – LHG) of 1st January 2005 (GBI page 1), most recently amended by Article 2 of the Act of 10th July 2012 (GBI page 457) as well as section 20 of the Ministry of Science Regulations on awarding of university places for courses where admission is restricted by the Higher Education Institution Admissions Regulations (Hochschulvergabeverordnung – HVVO) of 13th January 2003 (GBI page 63, bulletin page 115), last amended by the Act of 3rd December 2012 (GBI. Page 670).

At its meeting of 22nd February 2017 the Senate of Albert Ludwigs University passed the following amendment to the Albert Ludwigs University Statute on the Higher Education Selection Procedure for the Study Program in Master of Science in Forestry Sciences of 30th April 2013 (Official Proclamations vol. 44, no. 17, pp 249–253), last amended on 28th February 2014 (Official Proclamations vol. 45, no. 9, pp. 22–23), in accordance with section 6 paragraph 4 of the state law on Accreditation of Baden-Württemberg Higher Education Institutions (Hochschulzulassungsgesetz – HZG) as amended on 15th September 2005 (GBI. page 629), most recently amended by Article 2 of the law of 5th May 2015 (GBI. p. 313), section 59 paragraph 1 clauses 1 and 2 and section 63 paragraph 2 in connection with section 19 paragraph 1 clause 2 no. 10 of the law on Baden Württemberg Higher Education Institutions (Landeshochschulgesetz – LHG) of 1st January 2005 (GBI. page 1), most recently amended by Article 2 of the Act of 23rd February 2016 (GBI. page 108) as well as section 20 of the Ministry of Science Regulations on Awarding of University Places for Courses where Admission is Restricted by the Higher Education Institution Admissions Regulations (Hochschulvergabeverordnung – HVVO) of 13th January 2003 (GBI. page 63, bulletin page 115), last amended by the Act of 11th June 2015 (GBI. P 396).

1. Scope

The Albert Ludwigs University awards the available places for the Master of Science in Forest Sciences course to applicants on the basis of the results of university selection process. The selection decisions are taken in accordance with the level of the applicant’s aptitude and motivation for the chosen course of study.

2. Application Deadline

Admission to the Master of Science in Forest Sciences course is only possible in the Winter semester. Applications for admission from non-EU citizens for the Winter semester must be submitted to the Albert Ludwigs University by the previous 15th May and from EU citizens by the previous 30th June (deadline).
3. Entry Requirements

(1) Admission to study for the Master of Science in Forest Sciences course in the German speaking sections of Forestry, or in either of the two English speaking sections Wildlife and Biodiversity and International Forestry, is only open to those who

1. have a first degree from a German University on a Bachelor program in Forest Sciences, Forestry or Environmental Studies or an equivalent minimum three year long university course in a German or foreign university with an average mark of no less than 2.9, which complies with the requirements set out in paragraph 2, and

2. have language skills to minimum level C1 of the Common European Framework of Reference for Languages in German for admission to a German speaking section or in English for admission to the English speaking section.

(2) The applicant must produce proof that in the course of his/her first degree (paragraph 1 no. 1) s/he has successfully completed courses with credits of a total of 50 ECTS points and has gained a thorough knowledge in the fields of natural and forestry sciences, basic social sciences and economics and in quantitative methodologies. In addition, a total of 25 ECTS points must have been gained and for the section on Forestry and International Forestry a thorough knowledge must be evidenced in the field of basic forestry science and management of Natural Resources, and for the section on Wildlife and Biodiversity basic knowledge of Ecological and Population Biology. The Selection Panel shall decide on the granting of exceptions for fulfillment of the criteria in clause 1 and 2.

4. Form of Application for Admission

(1) The application for admission must be submitted on the form specified by the Albert Ludwigs University. The application form must be completed in full and signed. The application for admission must be accompanied by the following documents:

1. an officially certified copy of the of the reports on the first university degree in accordance with section 3 paragraph 1 number 1,

2. an officially certified copy of a comprehensive content outline of all academic and exam achievements on the first university degree in accordance with section 3 paragraph 1 number 1 (Transcript of Records),

3. a certified copy of appropriate evidence of sufficient language skills in accordance with section 3 paragraph 1 no. 2,

4. where applicable a copy of evidence of a completed professional training, a practical activity or of a period of stay abroad under section 7 paragraph 2, numbers 3 to 5,

5. a Curriculum Vitae in table form either in German or in English,

6. a personal statement of motivation must be submitted not more than two A4 pages long in either German or in English, in which the applicant sets out his/her personal reasons why they should be admitted to the Master of Science course in Forest Sciences in the intended section, and

7. a declaration in German or in English signed by the applicant him/herself confirming that the statement of motivation as per number 6 above, has been written by them independently, that it has been completed without any outside help and that any content adopted from external sources are identified as such,

A German general university entrance qualification or of German specialist university entrance qualification counts as sufficient evidence of adequate skill in the German language (clause 3 no. 3). If the documents submitted in accordance with clause 3 numbers 1 to 4 are not in German, English or French, then an officially certified translation in German or English is required.

(2) If an applicant has just completed a university course in accordance with section 3 paragraph 1 number 1 at the time of the application deadline as set out in section 2 sentence 2, such that they cannot yet provide a copy of their certificate of university qualification, provision of confirmation from the University that the undergraduate course has been completed and of the marks obtained, as well as a summary of the undergraduate achievements with details of the individual marks and ECTS points acquired, will be sufficient for the admission application. The officially certified copy of the certificate of the first university graduation must be submitted to the Selection Panel promptly, in any event at the latest upon registration.

(3) If an applicant has not yet completed a university course in accordance with section 2 clause 2 at the time of the application deadline, s/he must provide a certificate that s/he is expected to fulfill the admissions requirements in accordance with section 3 paragraph 1 number 1, from the university, setting out their
achievements so far (including marks and details of the ECTS points awarded) as well as specially the acquisition of minimum 150 ECTS points and confirmation from the university of the marking of the final exam or alternatively of the successful submission or at least the registration for the final exam. The successful completion of the university degree in accordance with section 3 paragraph 1 number 1 must be proven within a deadline set by the Selection Panel by the submission of confirmation from the university that the degree has been passed and with what overall mark, as well as a summary of the achievements with details of the individual marks and ECTS points awarded. The specified deadline is stated on the form of application for admission. The officially certified copy of the certificate of the first university graduation must be submitted to the Selection Panel promptly, in any event at the latest, upon registration.

(4) The application documents required as specified under paragraph 1 must be submitted within the deadline (section 2 clause 2) set by the Selection Panel for the Masters course in Forest Sciences (Address: Studienbüro, Fakultät für Umwelt und Natürliche Ressourcen, Albert-Ludwigs-Universität, Tennenbacher Straße 4, 79106 Freiburg).

(5) Originals of the certificates and proof set out in paragraph 1, clause 3 numbers 1 to 4 must be submitted if requested by the Selection Panel.

5 Selection Panel

(1) The Albert Ludwigs University Faculty for the Environment and Natural Resources will set up a Selection Panel for the preparation and implementation of the selection process. The Selection Panel will consist of two University lecturers of the Faculty and an academic member of staff who is primarily engaged in working there, who regularly gives classes in the Masters on Forest Sciences and who is authorized to conduct exams. An external tutor who is primarily engaged in working at the faculty can replace one of the lecturers. Members of the Selection Panel are appointed for two years; re-appointment is possible. The chairperson of the Selection Panel is appointed by the Faculty for the Environment and Natural Resources. Decisions of the Selection Panel will be taken by simple majority; in the event of a voting tie the chairperson has a casting vote.

(2) On completion of the selection process the Selection Panel will report to the Faculty Council for the Faculty for the Environment and Natural Resources on the whole experience and will make suggestions for the further development of the selection procedure.

(3) Members of the Faculty Council of the Faculty for the Environment and Natural Resources have the right to be present at the proceedings of the Selection Panel; they do not, however, have a right to vote.

6 Selection procedure

(1) The selection process is only applied to applicants who
1. have applied in the correct form before the deadline and
2. fulfill the entry requirements in accordance with section 3.

(2) The Selection Panel makes a selection of the applications received based on the selection criteria set out in section 7 and creates a ranking list in accordance with section 8.

(3) The Registrar's office, or, if appropriate, the Department for international Admissions shall send notification of the admissions decisions based on the decisions of the Selection Panel. Where admission is refused the Selection Panel sends the negative decision with written reasons and an explanation of the legal appeal rights.

(4) Admission will be refused if the documentation specified under section 4 is not fully completed and submitted in the correct format and within the deadline.

(5) Otherwise the general current requirements for the admissions procedure in the Albert Ludwigs University Admissions and Matriculation Regulations remain unaffected.

7 Selection Criteria

(1) Selection takes place pursuant to section 8 on the basis of a ranking list created in accordance with the selection criteria set out in paragraph 2.

(2) To form the ranking list as regards the selection process the following selection criteria will be taken into account:
1. The total university undergraduate degree marks in accordance with section 3 paragraph 1 number 1, or as the case may be section 4 paragraph 4 the arithmetical average mark of the exam achievements so far,

2. The Selection Panel’s assessment of the personal statement of motivation in accordance with section 4 paragraph 1 clause 3 number 6,

3. professional training in a field relevant to the masters course in Forest Science,

4. A practical activity of at least 3 uninterrupted months, which is not a part of the undergraduate university studies (section 3 paragraph 1 number 1), and

5. An educational or professional course of a minimum of six months uninterrupted stay abroad in a foreign language speaking country, which must have ended not more than five years before the intended start of the Masters course of study at Albert Ludwigs University.

8 Compilation of ranking list for selection decisions

(1) The proven total mark in the university entrance qualification in decimal form according to section 3 paragraph 1 number 1 will be decisive in assessing the mark given to the applicant in the process, or where relevant, the arithmetical average mark for all of the exams taken so far. Marks in foreign attainment certificates will be converted to the German marking system. The Selection Panel will assess the personal statement of motivation in accordance with the following criteria on a scale from 1 – 5:

- convincing presentation of their own academic interests relevant to the content of the course in particular the intended section of the Masters course in Forest Sciences at the Albert Ludwigs University.
- structured and clear manner of expression
- correct format and spelling.

If the mark for the personal statement of motivation is between 1 and 1.5, the procedure mark will be raised by 0.3. If the mark is worse than 1.5, but is at least 2.0, the procedure note will be increased by 0.2. If the mark is worse than 2.0 but still at least 2.5, the procedure mark is increased by 0.1. Proof of a completed professional training course as defined by section 7 paragraph 2 number 3 will increase the procedure mark by 0.3. Proof of a practical activity as defined by section 7, paragraph 2 number 4 lasting at least 3 months will increase the process mark by 0.1, for an activity of at least 6 months by 0.2 and for an activity of at least 9 months by 0.3. Proof of a stay abroad of at least 6 months as defined by section 7 paragraph 2 number 5 will increase the procedure mark by 0.1 and by 0.2 for a stay abroad of at least 12 months. If an applicant fulfills more than one of these criteria at the same time, the mark will be raised by a maximum of 0.5.

(2) The admission procedure marks calculated in accordance with paragraph 1 will form a ranked list of the participants in the selection procedure.

(3) In the event of equal rank placing, section 20 paragraph 3 of the University Allocation Rules will apply.

9. Quota of Non-German Equivalent Foreign and Stateless Students

The quota of foreign citizens and stateless people who are not treated as equal to Germans in the procedure for award of places pursuant to section 1 paragraph 2 for the Masters of Science in Forest Sciences will be 30%.

10. Commencement

This regulation takes effect on 1st May 2013. It first applies to the admissions process for the Winter semester 2013/2014. At the same time the admission regulation of the Albert Ludwigs University for the course of Master of Science in Forest Science from 9th May 2012 (Official Proclamations vol. 43, no. 44, pp.145 -147) ceases to be effective.

Commencement

This Amendment Statute takes effect on 1st April 2017. If first applies to the admission process for the Winter semester 2017/ 2018.
Freiburg 27th February 2017

Prof. Dr. Dr. h.c. Hans-Jochen Schiewer
Rector