

Unofficial Translation
Excerpt from the
Regulations of the University of Freiburg for the
University's Selection Process in the Master of Science
in Renewable Energy Engineering and Management Degree Program

On the basis of § 6 Paragraph (4) of the Baden-Württemberg Higher Education Admissions Act (*Hochschulzulassungsgesetz*, HZG) in the version from 15 September 2005 (*Gesetzblatt*, p. 629), most recently amended by Article 9 of the Act from 10 July 2012 (GBl., p. 457), § 29 Paragraph (2) Clauses 5 and 6, and § 63 Paragraph (2) in association with § 19 Paragraph (1) Clause 2 No. 10 of the Baden-Württemberg State Higher Education Act (*Landeshochschulgesetz*, LHG) of 1 January 2005 (GBl., p. 1), most recently amended by Article 8 of the Act from 19 December 2013 (GBl. 2014, p. 1) and § 20 of the regulations of the Ministry of Science concerning university procedures for granting admission to degree programs with restrictive admissions (State University Admissions Regulations – *Hochschulvergabeverordnung*, HVVO) of 13 January 2003 (GBl. p. 63, corrected p. 115), most recently amended by the regulations of 3 December 2012 (GBl. p. 670), the Senate of the University of Freiburg passed the following regulations during its session on 26 February 2014.

§ 1 Scope

The University of Freiburg allocates the available places in the Master of Science in Renewable Energy Engineering and Management degree program to applicants in accordance with the outcome of the university's selection process. The decision is based on the applicant's degree of suitability and motivation for his or her chosen program.

§ 2 Application deadline

Applicants may only enter the Master of Science program in Renewable Energy Engineering and Management at the start of the winter semester. Applications to the program must be received by the University of Freiburg no later than the preceding 15 May, which is the final deadline.

§ 3 Admission requirements

(1) In order to be eligible for acceptance to the Master of Science in Renewable Energy Engineering and Management degree program, the applicant must meet the following criteria:

1. He or she must have earned a primary degree with a grade point average of at least 2.5 at a German university in a bachelor's degree program in engineering sciences, natural sciences, or applied environmental sciences or in an equivalent program of at least three years' duration at a German or foreign university that fulfills the requirements specified in Paragraph (2).
2. He or she must have English language skills that meet or exceed level C1 of the Common European Framework of Reference for Languages.
3. He or she must have earned a general higher education entrance qualification, a relevant field-restricted higher education entrance qualification, or an equivalent qualification for access to higher education from another country.

(2) Applicants must demonstrate sound knowledge in the fundamentals of natural sciences, the fundamentals of engineering technology, the fundamentals of environmental sciences, and quantitative methods. In addition, applicants who select the specialization Energy Systems Technology or Energy Conversion must demonstrate sound knowledge in the fundamentals of engineering and technology, and those who select the specialization Environmental Planning and Management must demonstrate sound knowledge in the fundamentals of socioeconomics and environmental planning. The Selection Committee rules on whether to accept work that is similar to that specified in Clauses 1 and 2 or whether to grant any exceptions concerning the fulfillment of individual criteria specified in Clauses 1 and 2.

§ 4 Application for admission

(1) The application for admission must be submitted on the dedicated form provided by the University of Freiburg. The application form must be filled out in its entirety and signed. The following documents must be attached to the application:

1. A certified copy of the primary university degree certificate in accordance with § 3 Paragraph (1) No. 1.
2. A certified copy of a detailed transcript of all coursework and examinations completed during the primary university degree studies in accordance with § 3 Paragraph (1) No. 1 (i.e. a transcript of records).
3. A certified copy of appropriate evidence of sufficient language skills according to § 3 Paragraph (1) No. 2.
4. A certified copy of the certificate for the general higher education entrance qualification, a relevant field-restricted higher education entrance qualification, or the qualification for access to higher education from another country, according to § 3 Paragraph (1) No. 3.
5. References, prepared in accordance with the form attached to these regulations, from two academic lecturers or practical professional training instructors who hold university degrees.
6. A curriculum vitae in English, set out in tabular form.
7. A letter of motivation (statement of intent) in English, not to exceed two A4 pages in length, describing the applicant's personal motivations for applying for admission to the Master of Science in Renewable Energy Engineering and Management degree program in the chosen specialization.
8. A declaration in German or English, signed by the applicant, that he or she has prepared the statement of intent required under No. 7 independently and without any outside assistance and that he or she has identified any content taken from other sources.

If the required documents listed in Clause 3 Nos. 1 through 4 are not in German, English, or French, an officially certified translation in German or English is required.

(2) If, on the application deadline according to § 2 Clause 2, the applicant has completed his or her university studies in a degree program according to § 3 Paragraph (1) No. 1 but is not yet able to submit a copy of the certificate for the completed program of studies, it will suffice, for purposes of the application, if he or she provides written confirmation from the university attesting to completion of the program and the final overall grade earned, together with a transcript showing the individual grades and ECTS credits earned. A certified copy of the primary university degree certificate must be submitted to the Selection Committee without delay and no later than the date of matriculation.

(3) If the applicant has not yet completed the university program by the application deadline in accordance with § 2 Clause 2, the applicant must demonstrate that he or she is expected to fulfill the admission requirement in accordance with § 3 Paragraph (1) No. 1 by submitting a certificate from the university concerning all results to date (including grades and ECTS credits earned) – including, in particular, completion of at least 135 ECTS credits – as well as written confirmation of the grade earned on the thesis, confirmation that it has been submitted, or at least confirmation of registration for preparation of the thesis. The applicant's successful completion of the university degree program in accordance with § 3 Paragraph (1) No. 1 must be verified by submission of written confirmation from the university that the program has been completed which states the final overall grade earned, together with a transcript showing the individual grades and ECTS credits earned, no later than the deadline set by the Selection Committee. The deadline is noted on the dedicated program admission application form. A certified copy of the primary university degree certificate must be submitted to the Selection Committee without delay and no later than the date of matriculation.

(4) The required application documents as specified in Paragraph (1) must be submitted by the deadline (§ 2 Clause 2) to the Selection Committee for the Master of Science in Renewable Energy Engineering and Management degree program (postal address: Studienbüro, Fakultät für Umwelt und Natürliche Ressourcen, Albert-Ludwigs-Universität, Tennenbacher Strasse 4, 79106 Freiburg, Germany).

(5) If the Selection Committee so requests, the applicant must submit the originals of the certificates and documentation specified in Paragraph (1) Clause 3 Nos. 1 through 4 and Clause 4.

§ 5 Selection Committee

(1) The Faculty of Environmental Studies and Natural Resources and the Faculty of Engineering of the University of Freiburg appoint a Selection Committee to prepare the selection decision. The Selection

Committee consists of two university lecturers from either of the two faculties and one research associate employed there on a full-time basis who regularly conducts classes in the Master of Science in Renewable Energy Engineering and Management degree program and is authorized to administer exams. One external lecturer who is employed full-time at one of the two faculties may serve in lieu of one university lecturer. The term of office of the Selection Committee is two years and reappointments are permissible. The chair of the Selection Committee is appointed by the Faculty of Environment and Natural Resources. Decisions of the Selection Committee are passed by a simple majority, with the chair deciding in the event of a tie vote.

(2) After the selection process is complete, the Selection Committee reports on its experiences to the Faculty Councils of the Faculty of Environment and Natural Resources and the Faculty of Engineering and submits proposals for improvements to the selection process.

(3) Members of the Faculty Councils of the Faculty of Environment and Natural Resources and the Faculty of Engineering have the right to be present at Selection Committee deliberations, but they do not have the right to vote.

§ 6 Selection process

(1) In order to be included in the selection process, the applicant must

1. submit an application for a place in the program in the proper form and before the deadline and
2. satisfy the requirements for admission set out in § 3.

(2) The Selection Committee makes a selection from among the applications received on the basis of the selection criteria specified in § 7 and prepares a ranked list of applicants in accordance with § 8.

(3) The Letters of acceptance are issued by the Registration Office or the Department of International Admissions and Services on the basis of the Selection Committee's decision. In the event that an applicant is denied admission, the Selection Committee issues the rejection letter, which should include the reasons for the decision and be accompanied by information about available legal remedies.

(4) Admission must be denied if the documents specified in § 4 are not submitted before the deadline in the proper form or are not complete.

(5) In other respects, the general provisions of the Admissions and Matriculation Regulations of the University of Freiburg that apply to the admissions process are unaffected.

§ 7 Selection criteria

(1) The selection is made according to a ranked list of applicants drawn up in accordance with § 8 on the basis of the selection criteria specified in Paragraph (2).

(2) The following selection criteria are considered when ranking the applicants as part of the selection process:

1. The overall grade for the university degree according to § 3 Paragraph (1) No. 1 or, in the case of § 4 Paragraph (3), the arithmetic mean of the grades for all examinations taken to date.
2. The average score of the two references in accordance with § 4 Paragraph (1) Clause 3 No. 5.
3. The Selection Committee's evaluation of the statement of intent required under § 4 Paragraph (1) Clause 3 No. 7.

§ 8 Ranking of applicants for the selection decision

(1) The applicant's score in the selection process is calculated on the basis of the overall grade for the university degree as described in § 3 Paragraph (1) No. 1, shown as a decimal figure, or the arithmetic mean of the grades on all examinations taken to date. The grades on foreign transcripts must be converted to the German grading system. On the basis of its overall impression of the applicant, the Selection Committee assigns a score of 1 to 5 to each of the two references specified under § 4 Paragraph (1) Clause 3 No. 5. The scores for the two references are added together and divided by two. If the resulting average score for the two references is between 1.0 and 1.5, the selection process score as specified in Clause 1 is raised by 0.2. If the average score is less than 1.5 but at least 2.5, the selection process score is raised by 0.1. The Selection Committee assigns the statement of intent specified under § 4 Paragraph (1) Clause 3 No. 7 a score between 1 and 5 on the basis of the following criteria:

- a convincing presentation of the applicant's academic interests in relation to the program content of the Master of Science in Renewable Energy Engineering and Management degree program at the University of Freiburg, especially with regard to the chosen specialization,
- thoughts and ideas expressed in a clear, structured manner,
- clear presentation and correct spelling.

If the score for the statement of intent is between 1 and 1.5, the selection process score is raised by 0.3. If the score is less than 1.5 but at least 2.0, the selection process score is raised by 0.2. If the score is less than 2.0 but at least 2.5, the selection process score is raised by 0.1.

(2) The participants in the selection process are ranked in a list based on the selection process score calculated according to Paragraph (1), with the proviso that no more than 40 percent of the available places in the program may be granted to applicants from any one of the following regions and no more than 50 percent of this amount may be granted to applicants from the same country:

- Africa and the Near East
- Asia
- Europe
- North America and Australia
- South and Central America.

Applicants are assigned to a region and an associated country on the basis of their citizenship.

(3) In the event of a tie in the ranking, § 20 Paragraph (3) of the State University Admissions Regulations (*Hochschulvergabeordnung, HVVO*) applies.

§ 9 Effective date

These regulations take effect on 1 March 2014. They apply to admissions processes starting in the 2013/2014 winter semester. On the same date, the Regulations of the University of Freiburg for the University's Selection Process in the Master of Science in Renewable Energy Engineering and Management Degree Program from 30 April 2013 (*Amtliche Bekanntmachungen* Vol. 44, No. 21, pp. 266–271) lose their validity.

Publication of the text of this statute in German:

“Satzung der Albert-Ludwigs-Universität für das hochschuleigene Auswahlverfahren im Studiengang Master of Science Renewable Energy Engineering and Management” (*Amtliche Bekanntmachungen der Albert-Ludwigs-Universität Freiburg im Breisgau* Vol. 45, No. 8, pp. 16–21) in the version from 30 September 2014 (*Amtliche Bekanntmachung* Vol. 45, No. 74, pp. 585–586).

Only statutes published in the *Amtliche Bekanntmachungen der Albert-Ludwigs-Universität Freiburg im Breisgau* are legally binding.

Appendix

[to § 4 Paragraph (1) Clause 3 No. 5]

Reference

in support of an application to the Master of Science in Renewable Energy Engineering and Management degree program at the University of Freiburg

Applicant

Surname, First Name		
Date of Birth, Place of Birth		

Referrer

Surname, First Name		
University/Institution		
Position		
Subjects Taught		
Telephone Number, E-Mail Address		

What grades correspond to the following assessments in your grading system?
(For example: 4.0 = A, which corresponds to the assessment "very good")

Very Good	Good	Satisfactory	Adequate	Insufficient

Information about the applicant

How long have you known the applicant?	
In what role or context?	

Evaluation form

Please evaluate the applicant in comparison with other students or colleagues of a similar education level. (Please check as appropriate.)

	Excellent	Very Good	Above Average	Average	Below Average	Unable to Evaluate
Intellectual creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for critical and analytical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for self-reflection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and carry out academic projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Classification of the applicant in comparison to students or colleagues of a similar education level	Top 5%	Top 10%	Top 30%	Top 50%	Bottom 50%
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Referrer		University/Institution Stamp
Date		

Please give the completed form to the applicant in a sealed envelope or return directly by mail or fax to:

Studienbüro Fakultät für Umwelt und Natürliche Ressourcen Albert-Ludwigs-Universität Tennenbacher Strasse 4 D-79106 Freiburg, Germany Fax: +49 (0)761 203-3690
