

Communications

ISSN 0723-0745

Official Register of Freie Universität Berlin

52/2007, September 4, 2007

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**Doctorate Rules and Regulations
of the Department of Biology, Chemistry, and
Pharmacy at Freie Universität Berlin**

Preamble

Based on Section 14, para. 1 sub-para. 2 of the Partial Basic Regulation (trial model) of Freie Universität Berlin of October 27, 1998 (FU Communication No. 24/1998) in connection with Section 70, para. 5 of the Higher Education Act of the State of Berlin (Berlin Higher Education Act [Berliner Hochschulgesetz - BerIHG]) in the version of the bulletin on the revised version of February 13, 2003 (GVBl. [Law and Ordinance Gazette] p. 81), most recently revised by the law of July 6, 2006 (GVBl. p. 713), the faculty council of the Department of Biology, Chemistry, and Pharmacy of Freie Universität Berlin has issued the following doctoral studies rules and regulations on January 10 and July 11, 2007:*

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* This regulation was approved on August 20, 2007 by the Senate Committee for Higher Education.

**§ 1
Definition of the Terms Doctorate
and Doctoral Degree**

(1) The Department of Biology, Chemistry, and Pharmacy of Freie Universität Berlin confers a doctoral degree or a Doctor of Natural Sciences (doctor rerum naturalium, abbreviated as Dr. rer. nat.) or a Doctor of Philosophy (Ph.D) on the basis of a proper doctoral procedure and in compliance with the following provisions.

(2) The doctorate confirms the successful completion of one of the study programs in the subjects offered by the Department of Biology, Chemistry, and Pharmacy and the qualification for in-depth scientific work through independent research endeavors. The doctoral work consists of a scientific paper (dissertation) and an examination colloquium (oral test) in the doctoral subject. To earn a Doctor of Philosophy (Ph.D.), the student must also provide proof of the successful completion of doctoral studies in one of the subjects offered by the Department of Biology, Chemistry, and Pharmacy at the Dahlem Research School (DRS) or comparable university studies by submitting a certificate and transcript or equivalent verification.

(3) The degree of honorary Doctor of Natural Sciences (doctor rerum naturalium honoris causa, abbreviated: Dr. rer. nat. h.c.) can be conferred for outstanding scientific work in one of the subjects relating to Biology, Chemistry, and Pharmacy.

(4) Pursuant to para. 1, a degree for a subject can only be conferred once.

**§ 2
Doctoral Committee**

(1) The faculty council appoints a doctoral committee to supervise the doctoral procedure.

(2) The faculty council appoints the members of the doctoral committee at the respective beginning of its term. The committee consists of four full-time professors each representing one of the subjects relating to the Department of Biology, Chemistry, and Pharmacy.

(3) The doctoral committee decides on the admission of applicants and their dissertation project for the doctoral procedure. It must advise the applicants. With regard to an interdisciplinary doctoral procedure, the doctoral committee makes sure that the assessment adequately takes the other subjects into consideration. The meetings of the doctoral committee are closed.

(4) The doctoral committee can, in general, assign individual decisions or certain rights to the

chair of the doctoral committee. The doctoral committee can reverse the assignment at any time.

(5) The doctoral committee reports to the faculty council and informs the faculty council of its decisions.

(6) With regard to basic questions relating to the procedure, the chair of the doctoral committee must inform the President's Office - legal office - via the department's deanship.

§ 3 Admission Requirements

(1) To be admitted to the doctoral procedure, candidates must have successfully earned a university degree in a subject essential for the doctorate at a university within the area of application of the Framework Act for Higher Education and passed

- A Master's examination,
- A diploma examination,
- The second part of the pharmaceutical state exam or
- The first state examination for teachers trained to teach at general education or vocational schools

with a final grade of at least "good".

Students can be admitted with a Bachelor's degree in one of the subjects essential for the doctorate, if the degree was conferred with the best possible grade available according to the grading scale of the respective examination regulations, and if the applicant has successfully passed an assessment test administered by two full-time professors. The doctoral committee decides on the format of the assessment test.

(2) If the applicant has a university degree other than the ones listed under para. 1, the applicant may be admitted to the doctoral procedure if the applicant's qualification for the doctoral subject is assured. The doctoral committee can approve the application for the doctoral procedure conditionally and require the applicant to provide graded course assessments within a certain time period that are customary for university studies listed under paragraph 1, or that are required to prove the applicant's knowledge of the doctorate being applied for.

(3) An equivalent university degree from a university that is not within the area of application of the Framework Act for Higher Education is also considered a university degree as per para. 1. If the university degree is not equivalent to the degrees generally governed by the *Zentralstelle für ausländisches Bildungswesen* [Central office of foreign education systems], which is part of the *Ständige Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland* [Standing Conference of Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany],

an equivalency confirmation must be obtained from that central office. If the central office for foreign education systems does not provide an assessment of the grading of the foreign university agree, the member of the doctoral committee responsible for that subject area shall certify that this university degree is comparable and has a minimum final grade of "good". If equivalency is not determined, the doctoral committee shall determine if, pursuant to the provisions under para. 2, an equivalency can be established.

(4) If the degree was conferred by a *Fachhochschule* [university of applied sciences], the respective qualification must be proven pursuant to Section 35, para. 3 BerlHG. This proof consists of a final examination at the university of applied sciences in one of the subjects essential for the doctorate with the best-possible final grade that can be given according to the grading scale of the respective examination regulations. The doctoral committee will decide on a case by case basis, if it wants to proceed in accordance with para. 1, sub-para. 2 and 3 or in accordance with para. 2.

§ 4 Admission Procedure

(1) Applications for admission to a doctorate must be submitted prior to commencing any experimental and/or theoretical work pertaining to the dissertation project and must be submitted to the doctoral committee along with the following documents:

- a) Documents, especially certificates and proof of qualifications required as per Section 3,
- b) A summary of all activities and experiences pertaining to the intended doctoral procedure in the form of a table,
- c) A statement on whether the candidate has previously declared his or her intention to earn a doctorate at another university or if a doctoral procedure is ongoing at another university or in another department, if applicable including all respective information,
- d) A statement indicating that the applicant is familiar with the currently valid doctorate rules and regulations,
- e) If the doctoral work is to be completed in German, and if the applicant's native language is not German, the person applying to Freie Universität Berlin must submit a university degree from a foreign university or similar institution, and proof of proficiency in the German language by passing the German language proficiency test for universities [*Sprachprüfung für den Hochschulzugang - DSH*] or comparable proof pursuant to the regulations for German language tests for university admission; if the doctoral work is to be completed in English, the applicant must provide proof of proficiency in English in the form of the Cambridge

Certificate of Proficiency in English or Level C2 of the Common European Framework or proof of similar language proficiency.

(2) The application for admission must be accompanied by a description of the objectives and methods of the dissertation project. The dissertation project must be approved by at least one full-time professor of the Department of Biology, Chemistry, and Pharmacy. The dissertation project must pertain to a subject that is represented by at least one professor in terms of research and teaching. The doctoral candidate shall suggest a supervisor. The supervisor must represent the subject in terms of research and teaching, and must confirm that he or she is willing to assume the respective responsibility.

(3) The doctoral committee usually decides on applications for admission to doctoral procedures within one month. Rejections must be explained in writing.

(4) The doctoral application must be rejected, if:

- a) The conditions as per Section 3 are not fulfilled;
- b) The documents as per Section 4, para. 1 and 2 were not submitted
- c) A doctoral procedure has already successfully been completed in the same scientific subject or subject area;
- d) A doctoral procedure is ongoing in the same scientific subject or subject area.

The doctoral application can also be rejected based on lack of competence as per Section 4, para. 2.

§ 5

Registration as Doctoral Candidate

(1) Doctoral candidates who are not already members of Freie Universität Berlin because they work for the university or are enrolled in a study program must register or enroll as a doctoral candidate at the Freie Universität Berlin.

(2) If the student does not register within the time period provided in the notice of admission to the doctoral procedure and/or the grace period, the admission to the doctoral procedure will expire. This does not, however, preclude a new application for admission to the doctoral procedure.

§ 6

Supervision of the Dissertation Project, Normal Doctorate Period

(1) Once the doctoral candidate is admitted to the doctoral procedure,

the department must supervise and later assess the dissertation project.

(2) Dissertation supervisors are usually professors of the Department of Biology, Chemistry, and Pharmacy. The supervision of a dissertation is an ongoing obligation of the respective professor and cannot be delegated.

(3) Notwithstanding para. 2, the directors, heads of research groups, and persons responsible for independent junior researcher groups and other peer members of non-university research institutes and educational institutes, who, based on cooperation agreements entered into with Freie Universität Berlin and in collaboration with the department, were granted the right to be involved in the doctoral procedure as supervisors, experts, and examiners, have the rights and duties of part-time professors. This also applies to persons responsible for independent junior researcher groups financed by third-party funds, for which Freie Universität Berlin is the admitting institution, and who, in collaboration with the department and within the context of an agreement, were granted the right to lead doctoral candidates to a doctorate.

(4) If warranted and justified, the doctoral committee may also appoint professors who are not associated with the Department of Biology, Chemistry, and Pharmacy. The doctoral committee shall also appoint a full-time professor from the Department of Biology, Chemistry, and Pharmacy to support the external supervisor. External supervisors must also guarantee proper supervision if their professional activities take place mainly outside of the State of Berlin, and must, in particular, guarantee that personal contact with the doctoral candidate is assured.

(5) The topic of the dissertation project can be chosen freely, but the choice must be made in consultation with the supervisor. Usually, the dissertation should be submitted after three years, and the entire procedure completed after four years (normal doctorate period).

(6) Should a doctoral candidate exceed the normal doctorate period as per para. 4, he or she must present a statement from the doctoral committee to the university administration indicating the status of the dissertation and the amount of time the candidate probably still requires. If the statement is not submitted within three months of the doctoral candidate having been asked to do so for reasons for which the doctoral candidate is responsible, admission to the doctoral program shall expire.

(7) By providing the doctoral candidate and the department with a statement, the supervisor pledges to supervise the doctoral candidate's dissertation project for a period of up to three years. Upon request, the doctoral committee shall decide in consultation with the supervisor on any period of time exceeding the three years. If the supervisor or the doctoral candidate feel compelled to terminate the supervisory relationship for good reasons, they must immediately inform the chair of the doctoral committee and state the reasons.

(8) If the supervisor's association with Freie Universität Berlin ends, the supervisor shall be entitled to complete the supervision of a commenced dissertation and be a voting member of the doctoral commission for a period of three years. This time limitation does not apply to former full-time professors of Freie Universität Berlin, whose teaching certificate and examination authorization are still valid.

§ 7 Dissertation

(1) The dissertation is a paper to be authored by the doctoral candidate that proves his or her qualification for in-depth scientific work and that represents an advancement of scientific findings.

(2) The following may be presented as a dissertation:

- a) An unpublished paper or
- b) A partially or completely published paper, with prior publications only being allowed if approved by the supervisor.

The dissertation must include an integrally closed presentation of the research work that was done together with its results.

(3) The dissertation must be written in English or in German.

(4) The doctoral candidate must reference all resources and aids that were used and assure that the paper was authored independently on this basis. The paper cannot have been accepted within the context of an earlier doctoral procedure or graded as insufficient. In the event of doubt, papers from earlier doctoral procedures must be submitted for comparison.

(5) The dissertation's title page must include the author's name, the designation "Dissertation submitted to the Department of Biology, Chemistry, and Pharmacy of Freie Universität Berlin" as well as the year of submission. It must also include a cover page for the names of the reviewers. The appendix must include summaries of the

results in German and English and a list of prior publications that have resulted from this dissertation. Subject to the doctoral candidate's approval, it should also include a short resume of the doctoral candidate.

(6) The dissertation must be submitted in three printed copies each. Each reviewer shall be provided with one copy, and one copy shall remain with the department and shall be archived.

(7) Prior publications of parts of the paper must also be submitted as reprints and in triplicate. In the event of multiple authors, the part of the doctoral candidate must be clearly defined and assessable.

§ 8 Dissertation Assessment

(1) After the dissertation has been submitted, the doctoral committee shall immediately appoint the reviewers for the dissertation and the doctoral commission pursuant to Section 9.

(2) As a general rule, the supervisor of the dissertation project is appointed as the dissertation reviewer. The doctoral committee shall appoint the second reviewer jointly with the doctoral candidate. At least one reviewer must be a full-time professor of the Department of Biology, Chemistry, and Pharmacy. At least one reviewer must belong to the dissertation's subject area. If significant methodological or objective aspects of the dissertation touch on a subject area that is predominantly represented by another department, the second reviewing professor should belong to this department. Section 6, para. 3 shall not be affected.

(3) The reviewer's opinions must be drafted independently from each other and submitted within six weeks after having been requested. Failures to observe the time limit must be justified to the doctoral committee in writing. The members of the doctoral committee and the doctoral commission must treat the reviewers' opinions confidentially. The opinions must recognize the importance of the dissertation and its results in a larger context and denote any deficiencies. If a reviewer notices deficiencies in the paper that can or must be addressed, the reviewer must describe these in detail in the expert opinion. In such cases, the reviewer can recommend that the dissertation be revised in accordance with the comments. In the overall opinion, each reviewer must recommend either that the dissertation be approved and suggest a grade

as per Section 10, or that the dissertation be rejected or returned for correction of certain deficiencies and resubmitted. If the required assessments are not clearly outlined in the reviewer's opinion, the doctoral committee shall return the opinion for revision.

(4) If the reviewers' assessments deviate from one another by more than one grade, the doctoral committee shall appoint another reviewer.

(5) After the reviewer's opinions have been finalized, the dissertation and the reviewers' grade suggestions must be laid open for review for two weeks, during the free reading period for four weeks. All professors and department members with a doctorate may review the dissertation and suggested grades and can also submit written comments that must be included in the doctoral documentation. The doctoral committee must inform this group of persons that the dissertation was laid open in an appropriate manner. In addition, also the members of the doctoral committee and the respective doctoral commission are entitled to review the opinions during the period the dissertation is laid open. In the event written comments are received during the period the dissertation is laid open, the doctoral committee may appoint another external reviewer.

§ 9 Doctoral Commission

(1) The doctoral committee shall form a doctoral commission for the pending doctoral procedure and shall appoint a chair and vice-chair who must be full-time professors of the Department of Biology, Chemistry, and Pharmacy.

(2) The doctoral commission consists of the reviewers and at least two additional professors. Three of them must be members of the Department of Biology, Chemistry, and Pharmacy, and one must be an academic staff member with a doctorate who is employed by Freie Universität Berlin or the Department of Biology, Chemistry, and Pharmacy. The doctoral commission should not contain more than one professor who was released from his duties or has retired. Section 6, para. 3 shall not be affected.

(3) The doctoral committee shall replace members of the doctoral commission who are retiring or who, for compelling reasons, cannot be actively involved in the commission for a longer period of time

with other members in accordance with the provisions of para. 2.

(4) The tasks of the doctoral commission are as follows:

- a) Assess the dissertation on the basis of the submitted opinions and, if applicable, written comments as per Section 8, para. 5,
- b) Schedule and conduct the oral exam,
- c) Grade the oral exam,
- d) Determine the final grade by taking into consideration the individual grades of the dissertation and oral exam pursuant to Sections 11 and 12.

(5) The meetings of the doctoral commission are not open to the public.

(6) The decisions of the doctoral commission are based on the majority decision of its voting members. All votes on performance assessments are taken openly; abstentions are not allowed.

§ 10 Dissertation Decisions and Oral Exam Scheduling

(1) After the period during which the dissertation must be laid open, the doctoral commission decides on the acceptance, rejection, or return of the dissertation, the admission of the doctoral candidate to the oral exam and the dissertation's grade/distinction. Accepted dissertations are graded as follows:

- | | |
|---------------|-------------------|
| – Outstanding | (summa cum laude) |
| – Very good | (magna cum laude) |
| – Good | (cum laude) |
| – Sufficient | (rite). |

The distinction "summa cum laude" may only be awarded to a dissertation that both reviewers have graded with "summa cum laude" and that was not returned to the doctoral candidate for correction of deficiencies and re-submission prior to its final grading. If the dissertation is rejected, the doctoral commission shall not schedule an oral exam, but declare the doctorate as failed, providing reasons for this decision. The chair of the doctoral commission shall inform the doctoral candidate in writing of the rejection and provide the reasons for this decision.

(2) Upon acceptance of the dissertation, the doctoral commission shall inform the doctoral candidate of its decision and shall, in consultation with the doctoral candidate, schedule the date and time of the oral exam. The oral exam should take place within four months of receipt of the last opinion. Upon request, the chair of the doctoral committee shall decide on any justified exceptions. The chair of the doctoral commission shall issue the invitation for the oral exam.

(3) If the dissertation is returned, the oral exam will not be scheduled until the revised dissertation has been re-submitted, assessed, and the period during which it is laid open has passed as per Section 8, para. 5.

(4) If the doctoral candidate declares that he or she does not want to take the oral exam, the doctorate shall not be awarded. The chair of the doctoral committee must inform the doctoral candidate of this decision in writing.

§ 11 Oral Exam

(1) The purpose of the oral exam is to prove the doctoral candidate's ability to verbally explain and discuss scientific problems. Depending on the doctoral candidate's preference, the oral exam shall be conducted in English or in German. The oral exam is open to the university unless the doctoral candidate objects. All members of the doctoral commission must attend the oral exam.

(2) The oral exam starts with a 30 minute presentation, during which the doctoral candidate explains the results of the dissertation and their significance within a larger subject-related context. Subsequently, the doctoral candidate defends the dissertation against criticism and answers questions from members of the doctoral commission. All questions should relate to a placement of the dissertation's problems into larger scientific contexts. Subsequently, the chair of the doctoral commission may allow questions from the public on the topic of the oral exam. The exchange should take at least thirty and not longer than sixty minutes.

(3) The chair of the doctoral commission shall coordinate the scientific exchange and decide the order and, if applicable, admissibility of questions. The chair may exclude the public, if this is necessary for a proper oral exam; members of the doctoral committee are not considered members of the public.

(4) The members of the doctoral commission shall appoint one of its members as recording secretary. The recording secretary shall take minutes on the progression of the oral exam. The minutes must be included in the doctoral documentation. The minutes must include the following information:

- Date /time/place of the oral exam
- A list of the attending members of the doctoral commission
- Dissertation grade

- List of discussion contributions in bullet point format
- Oral exam grade
- Final grade as per Section 12
- Special explanatory notes

The minutes must be signed by the secretary and the chair of the doctoral commission.

(5) Should the doctoral candidate miss the oral exam without a valid excuse, the exam shall be deemed as not passed. The doctoral candidate shall be informed of this fact in writing.

§ 12 Oral Exam and Doctorate Decisions

(1) Following the oral exam, the doctoral commission shall assess and grade the oral exam in a closed meeting pursuant to Section 10, para. 1. For the assessment of the oral exam, the exchange has a higher weighting than the presentation. For the final grade, the dissertation has a higher weighting than the oral exam. The doctoral commission shall then determine the final grade by using the assessment grades/distinctions listed in Section 10, para. 1. The commission shall inform the doctoral candidate about the individual grades of the dissertation, the oral exam, and the final grade. The distinction "outstanding (summa cum laude)" can only be awarded as a final grade, if the dissertation was also awarded this distinction.

(2) After the doctoral commission has determined the final grade, the doctoral candidate shall be issued an interim certificate, bearing the dissertation's title, the individual dissertation and oral exam grades and the final grade/distinction. This interim certificate does not entitle its owner to the use of the doctoral degree.

(3) The entire doctoral procedure must continue to be treated confidentially even after its completion; the person who was awarded the doctor's degree or the former doctoral candidate is entitled to review the doctoral file for one year after the completion of the doctoral procedure.

(4) If the candidate does not pass the oral exam, the chair of the doctoral committee must inform the doctoral candidate of this decision and of the respective reasons in writing within two weeks. The doctoral candidate may re-take the oral exam at a date between three and six months following the first exam.

(5) If the doctoral candidate also fails the second oral exam, the doctoral commission shall pronounce the doctorate as failed and will provide the reasons for its decision. The chair of the doctoral committee shall inform the doctoral candidate of the decision in writing within two weeks.

**§ 13
Additional Doctoral Subjects**

(1) If the doctoral candidate has gained knowledge in additional subjects within the context of his/her research-related education, the candidate must be provided with the opportunity to be tested on this knowledge.

(2) Prior to being admitted to an exam in such an additional subject, the minimum admission criteria must be determined together with the department responsible for that subject. An exam in an additional subject shall take approx. 30 minutes. It must take place after the dissertation has been submitted and prior to and independent of the oral exam.

(3) The doctoral candidate may also submit a request to the chair of the doctoral committee, asking that the grade for the examination in an additional subject is also listed on the doctoral certificate pursuant to para. 1. The performance will be assessed according to the respectively valid examination regulations.

**§ 14
Publication of the Dissertation
and Submission Provisions**

(1) The dissertation must be made available to the scientific community in an appropriate manner by copying and distributing it. This provision shall be deemed as fulfilled, if the doctoral candidate provides the university library, in addition to the three copies required as per Section 7, para. 6, with the following free of charge:

- a) 40 copies in letterpress print or picture print,
- b) Three original publications, if the entire dissertation was published in a journal,
- c) Three originals, if a commercial publishing house is taking care of its distribution within the book trade, and a minimum circulation of 150 copies can be proven.
- d) Three reproducible copies in typescript together with the original copy and 50 additional copies in the form of microfiche or
- e) One electronic version for which the data format and data carrier must be coordinated with the university library, and five printed copies

In the case of a), the university library must keep an appropriate number of exchangeable copies for four years. In the case of b) and c), the publication must be referenced as a dissertation including the location of the dissertation. In the case of a) and d), the doctoral candidate shall grant Freie Universität Berlin the right to produce and distribute additional copies of his or her dissertation.

(2) If a dissertation is distributed by a commercial publishing house and if a print subsidy was awarded from public funds, the university library must be provided with an appropriate number of copies for the purpose of exchange.

(3) The publication and fulfillment of the submission obligations as per paragraph 1 must take place within one year from the date of the oral exam. The doctoral committee is responsible for any decisions relating to an extension of this period, which must be based on a justified written application from the doctoral candidate.

**§ 15
Doctoral Certificate**

(1) A doctoral certificate shall be issued in German and, upon request, also in English.

(2) The certificate must contain the following information:

- a) The name of Freie Universität Berlin and the Department of Biology, Chemistry, and Pharmacy,
- b) The name, date of birth, and place of birth of the person who was awarded the doctorate,
- c) The awarded degree Doctor of Natural Sciences (doctor rerum naturalium, abbreviated: Dr. rer. nat.) or Doctor of Philosophy (Ph.D.),
- d) The title of the dissertation,
- e) The date of the oral exam, which is considered the date of the doctorate,
- f) The grades of the dissertation and the oral exam as well as the final grade of the doctorate,
- g) The exam grade for the additional doctoral subject pursuant to Section 13, if so requested by the doctoral candidate,
- h) The names of the reviewers,
- i) The name and signature of the dean,
- j) The seal/stamp of Freie Universität Berlin.

(2) Doctoral candidates fulfilling the requirements for the conferment of the degree Doctor of Philosophy (Ph.D.) may instead, upon request, be conferred the degree of a Doctor of Natural Sciences (Dr. rer. nat.).

(3) If it is learned before the certificate is presented to a student that

1. The applicant has been untruthful with regard to important requirements for the conferment of the doctoral degree or
2. The fulfillment of essential requirements for the conferment of the doctoral degree had erroneously been assumed without the situation described under 1 being the case,

the doctoral committee shall, subject to a decision to the contrary, not present the doctoral certificate to the candidate. In the case of a doctoral procedure as per

Sections 1-12, the entire exam shall be deemed as not passed.

(4) The doctoral certificate should be presented within six weeks after the notification on the fulfillment of the submission obligation as per Section 14, para. 1 and 3. The doctoral certificate entitles its owner to use the title of Doctor of Natural Sciences (doctor rerum naturalium, abbreviated: Dr. rer. nat.).

§ 16 Appeal

The result of the doctoral procedure can be appealed within three months after the notification on the result, must be addressed to the chair of the doctoral committee, and must include a written explanatory statement. The chair of the doctoral committee is responsible for conducting a proper appeals process. The chair shall forward the appeal to the members of the doctoral commission. The chair of the doctoral committee shall inform the doctoral candidate of the commission's decision on the appeal. The doctoral commission shall generally make a decision on the appeal within one month. The assessments that were made and the reasons for the assessments must be verified. The result of this review including the grades must be explained in writing.

§ 17 Joint Doctorate with Foreign Universities or Other Similar Educational or Research Institutes

(1) The doctoral procedure can be carried out jointly with foreign universities or equivalent educational or research institutions, if

- a) The applicant fulfills the requirements for admission to the doctoral procedure at the Department of Biology, Chemistry, and Pharmacy of Freie Universität, and
- b) The foreign educational institution has the right to grant doctorates in accordance with its national legal regulations, and if the academic degree to be awarded by this institution would have to be recognized within the area of application of the Framework Act for Higher Education.

(2) The joint doctoral procedure must be governed by an agreement. Its contractual provisions apply in addition to the provisions of these doctorate rules and regulations. To guarantee equivalency, the agreements must take these doctorate rules and regulations into consideration with regard to requirements and procedure. The parties must agree on which doctorate rules and regulations apply. The foreign doctoral

rules and regulations must, if necessary, be presented in a German or English translation to determine if its requirements and procedures are equivalent to those of the doctorate rules and regulations of the Department of Biology, Chemistry, and Pharmacy. If the foreign doctorate rules and regulations govern the procedure, it must be ascertained that the most important provisions of the doctorate rules and regulations of the Department of Biology, Chemistry, and Pharmacy of Freie Universität Berlin are also applied.

(3) The doctoral candidate must be enrolled at the institutions involved.

(4) The paper may be written in German or in English and must, if applicable, also contain a summary in a third language in addition to the German and English summaries.

(5) The doctoral commission shall consist of two professors from the university or equivalent research or educational institute involved and one departmental academic staff member with a doctorate. Both reviewers shall be members of the commission. The commission can be expanded by up to two additional professors on request, but equal representation must be guaranteed. The members of the doctoral commission must be proficient in the language of the examination.

(6) In the event of divergent grading systems in the two countries, the parties must agree on how the jointly determined exam grades should be named and uniformly documented. The grading scale of the ECTS (European Credit Transfer System) shall serve as the basis.

A = outstanding	= summa cum laude,
B = very good	= magna cum laude,
C = good	= cum laude,
D = sufficient	= rite,
F = failed	= non rite.

(7) Both universities shall jointly issue a bilingual doctoral certificate according to the template developed by the German Rectors' Conference (HRK). This way, the doctoral candidate has the option to use the doctoral degree either in the German or the foreign form. Only one doctoral degree shall be awarded, however.

§ 18 Honorary Doctorate

The faculty council can, if requested to do so by the dean, the research commission, or at least three full-time professors of the Department of Biology, Chemistry, and Pharmacy, confer the degree of Honorary Doctor of

Honorary Doctor of Natural Sciences (Dr. rer. nat. h.c.) for outstanding scientific work in the natural sciences, which is significant for one of the areas represented by the department. The doctoral committee must appoint a doctoral commission as per Section 9 to assess this work. The commission shall make a recommendation to the faculty council under consideration of two external opinions. The decision of the faculty council requires the majority of the members of the faculty council with a doctoral degree.

§ 19

Revocation of a Doctoral Degree

The revocation of a degree as per Section 1 is governed by the legal provisions.

§ 20

Discontinuation of, Withdrawal from the Procedure, New Doctoral Procedure

(1) If more than six years have passed since the student was admitted to the doctoral procedure, the doctoral committee may discontinue the procedure after having previously obtained the written approval of the supervisor and having heard the doctoral candidate. The discontinuation notice must include the committee's reasons. It is issued in writing by the chair of the doctoral committee. A

new application for admission to the doctoral procedure is thereby not ruled out.

(2) The doctoral candidate is entitled to withdraw before the first opinion is received. Once the student has withdrawn, the procedural steps taken up to that date are no longer considered part of the doctoral procedure.

(3) If the entire doctorate is not passed, admission to a new doctoral procedure may be applied for, but the new dissertation cannot be submitted until after one year has passed.

§ 21

Legal Effectiveness, Expiration, and Interim Regulations

(1) These doctorate rules and regulations shall become effective one day after their publication in the Communications (official register of Freie Universität Berlin). Concurrently, the doctorate rules and regulations of the Department of Biology, Chemistry, and Pharmacy dated February 2001 (FU Communication No. 23/ 2001) shall become invalid.

(2) Doctoral candidates who are working on a dissertation at the time these doctorate rules and regulations become effective and have been admitted pursuant to Sections 2, 3 of the doctorate rules and regulations of the Department of Biology, Chemistry, and Pharmacy dated February 14, 2001, can complete the doctoral procedure in accordance with the former rules and regulations, if an interim period of four years after these rules and regulations have become effective is not exceeded. Section 14 of these rules and regulations also applies to all procedures that have not yet been concluded pursuant to the former rules and regulations.

**Statutes
governing the approval of admission
applications for the International consecutive
Master's study program
"International Research Master
in Metropolitan Studies"**

Preamble

Based on Section 14, para. 1 sub-para. 2 of the Partial Basic Regulation (trial model) of Freie Universität Berlin of October 27, 1998 (FU Communication No. 24/1998) and Section 10, para. 5, p. 2 of the Higher Education Act in the State of Berlin (BerlHG) in the version of the bulletin on the new version dated February 13, 2003 (GVBl. p. 82, most recently amended on July 6, 2006 (GVBl. p. 713) in conjunction with Section 10, para. 1 sub-para. 1 of the Provision on Admission to Universities in the State of Berlin (Berliner Hochschulzulassungsgesetz - BerlHZG) in the version of its publication of the revised version dated June 18, 2005, (GVBl. p. 393), most recently amended on July 6, 2006 (GVBl. p. 714), the faculty council of the Department of Earth Sciences has issued the following statutes on August 7, 2007:*

**§ 1
Area of Application**

These statutes govern the admission to university studies pursuant to Section 10, para. 5, sentence 2 BerlHG and the process for the approval of admission applications pursuant to Section 10, para. 1 sub-para. 1 Berl HGZ for the International Consecutive Master's study program "International Research Master in Metropolitan Studies" of the Department of Earth Sciences of Freie Universität Berlin.

**§ 2
Admission Applications**

(1) The number of applicants that can be admitted to the International Masters study program "International Research Master in Metropolitan Studies" is determined by the admissions regulations of Freie Universität Berlin for each admission deadline.

(2) The admission application must be submitted in writing to the Admission's Department of the President's Office of Freie Universität Berlin.

* This regulation was approved on August 16, 2007 by the Senate Committee for Higher Education. The approval is for a limited period of time and ends upon completion of the application approval process for the summer semester 2008.

(3) The application deadline is August 15 of any given year.

(4) The application for admission must be accompanied by the first qualifying university diploma pursuant to Section 3, para. 1 in an officially certified form.

(5) If the qualifying university certificate listed under Section 3, para. 1 is not yet available on the application deadline, the most recent major course assessment and transcript may be submitted in its place, provided at least 2/3 of the credits to be achieved can be proven and the topic of the thesis has been issued. The application is then processed with the most recent grades.

(6) Freie Universität Berlin shall not be obligated to officially investigate the facts.

**§ 3
Admission Requirements**

(1) The admission requirements for the International Research Master in Metropolitan Studies are as follows:

- a) a first qualifying German or equivalent foreign university degree from a university in Earth Sciences with a geography segment/minor that corresponds to a Bachelor's degree in Geographic Sciences from the Department of Earth Sciences of Freie Universität Berlin.
- b) Applicants whose native language is not English and who have earned a university degree as per a) at an institution of higher learning where English is not the language of instruction, must prove their English proficiency by achieving at least 550 points on the written TOEFL test or submit evidence of an equivalent level of knowledge. The test must have been taken within the past two years.

(2) Applicants whose native language is not German, and who have earned a university degree at a foreign university or equivalent institution, must prove their proficiency in German. They can do so by passing the German language test for university admission (DSH) or by submitting proof of an equivalent level of knowledge pursuant to the regulations for the German language test for university admission of foreign applicants to Freie Universität Berlin.

(3) The examination board shall decide as to the equivalency of the submitted proof. Upon request, the board can also check other documents in terms of their equivalency outside of an ongoing application process.

**§ 4
Selection Ratio, Selection
Criteria, Organizational
Information**

(1) Starting in the winter semester 2007/2008, after consideration of the ratio ex ante, 80% of the applications shall be approved pursuant to the selection process governed by these rules and regulations (university ratio). 20% of the applications are approved on the basis of Section 10, para. 1, sub-para. 2 and 3 BerHZG. The ratio of Section 10, para. 1, sentence 3 BerHZG is 5%.

(2) The approval is based on:

1. The applicant's qualification, assessed on the basis of the grades for the preceding study program (Section 10, para. 2 sub-para. 1 BerHZG),
2. The result of an interview to be conducted with the applicant pursuant to Section 5, which is to provide some information on the applicant's motivation and qualification for the Master's study program "International Research Master in Metropolitan Studies" (Section 10, para. 2 sub-para. 6 BerHZG).

(3) Selection as per para. 2 sub-para. 1:

Pursuant to Section 3, para. 1, 85% of the applications that can be approved within the context of the university ratio are approved on the basis of the grade of the university degree.

(4) Selection as per para. 2 sub-para. 1 and 2:

The remaining 15% of the applications that can be approved within the context of the university ratio are approved pursuant to para. 2 sub-para. 1 and 2: The number of participants invited to an interview is limited to three times these 15%. The applicable selection criterion is the applicant's qualification, based on the grades of the preceding study program.

(5) Admission officers carry out this part of the selection process as per para. 4 for the Master's study program "International Research Master in Metropolitan Studies". These are appointed by the dean on behalf of the President's Office of Freie Universität Berlin. They must be authorized officers for the Master's study program "Research Master in Metropolitan Studies" and must be full-time employees of Freie Universität Berlin. Substitutions are not allowed.

**§ 5
Selection Interview**

(1) The selection interview is conducted by the admission officers pursuant to Section 4, para. 5, is a closed process, and takes approx. 20 min for each applicant.

(2) The admission officer shall invite applicants in writing to the selection interview. The invitation shall

include the time and place. The invitation shall be considered to have been issued in a timely manner, if it was mailed at least 10 work days before the selection interview.

(3) The proceedings of the selection interview shall be documented in writing. This document shall include the main reasons for the applicant's assessment.

**§ 6
Admission Decision**

(1) The admission decision is made by the Admissions Department, which is part of the President's Office of Freie Universität Berlin, on the basis of the results of the selection process.

(2) Selected applicants shall receive an admission notice, indicating a date, by which the admission decision must be accepted in writing and the student must be enrolled. If this deadline is missed, the Admission's Department shall admit another student based on the developed ranking.

(3) Applicants who are selected on the basis of a transcript are conditionally admitted and can only register for the first semester. The qualifying university degree must be submitted at the latest during the registration process for the second semester.

(4) Applicants who were not admitted shall receive a rejection notice indicating the reasons for the rejection.

**§ 7
Document Storage
and Inspection**

(1) Documents that were submitted within the context of the selection process must be stored by the Department of Earth Sciences until a valid decision has been reached and, in the event of a legal dispute, until a legally binding decision has been rendered.

(2) Upon request, applicants can be granted access to the ranking lists (excluding names).

**§ 8
Legal Effectiveness**

(1) These statutes shall become effective on the day of their publication in the Communications (official register of Freie Universität Berlin).

**Statutes
governing the Approval of Admission
Applications for the Master's Study Program
in Geological Sciences**

Preamble

Based on Section 14, para. 1 sub-para. 2 of the partial basic regulation (trial model) of Freie Universität Berlin of October 27, 1998 (FU Communication No. 24/1998) in conjunction with Section 10 of the Provision on Admission to Universities in the State of Berlin for admission-restricted study programs (Berliner Hochschulzulassungsgesetz - BerlHZG) in the version of its publication of the revised version of June 18, 2005 (GVBl. p. 393), most recently amended on July 6, 2006 (GVBl. p. 714) in conjunction with Section 10, para. 5, Sentence 2 of the Higher Education Act in the State of Berlin (Berliner Hochschulgesetz - BerlHG) in the version of its publication of the revised version on February 13, 2003 (GVBl. p. 81), most recently amended through the law of July 6, 2006 (GVBl. p. 713), the faculty council of the Department of Earth Sciences has issued the following statutes on August 7, 2007:*

**§ 1
Area of Application**

These statutes govern the admission to university studies pursuant to Section 10, para. 5, sentence 2 BerlHG and the process for the approval of admission applications pursuant to Section 10, para. 1 sub-para. 1 BerlHZG for the consecutive Master's study program Geological Sciences of the Department of Earth Sciences of Freie Universität Berlin.

**§ 2
University Applications**

(1) The number of applicants who can be admitted to the consecutive Master study program for Geological Sciences is determined by the admissions regulations of Freie Universität Berlin for each admission deadline.

(2) The admission application must be submitted in writing to the Admissions Department of the President's Office of Freie Universität Berlin. Admission applications cannot be faxed, e-mailed, or otherwise submitted via electronic media.

(3) The application deadline is August 15 of each year.

(4) The application for admission must be accompanied by the first qualifying university degree pursuant to Section 3, para. 1 in an officially certified form.

(5) If the qualifying university certificates listed under Section 3, para. 1 are not yet available by the application deadline, the most recent major course assessment and transcript may be submitted in their place, provided that at least 2/3 of the credits to be achieved can be proven and the topic of the thesis has been issued; the application is then processed with the most recent grades.

(6) Freie Universität Berlin shall not be obligated to officially investigate the facts.

**§ 3
Admission Requirements**

(1) The admission requirement for the Master's study program in Geological Sciences is a German or equivalent foreign university degree obtained by completing a study program in Geological Sciences with a geoscientific component that corresponds to the Bachelor's study program for Geological Sciences of Freie Universität Berlin.

(2) Applicants whose native language is not German and who have earned a university degree at a foreign university or equivalent institution must prove their proficiency in German. They can do so by passing the German language test for university admission (DSH) or by submitting proof of an equivalent level of knowledge pursuant to the regulations for the German language test for university admission of foreign applicants to Freie Universität Berlin.

(3) The examination committee shall decide as to the equivalency of the submitted proof. Upon request, the board can also check other documents in terms of their equivalency outside of an ongoing application process.

**§ 4
Selection Ratio, Selection
Criteria, Organizational
Information**

(1) Starting in the winter semester 2007/2008, after consideration of the ratio ex ante, 80% of the applications shall be approved pursuant to the selection process governed by these rules and regulations (university ratio).

20% of the applications are approved on the basis of Section 10, para. 1, sub-para. 2 and 3 BerlHZG. The ratio of Section 10, para. 1, sub-para. 3 BerlHZG is 5%.

(2) The approval is based on:

1. The applicant's qualification, assessed on the basis of the grades for the preceding study program (Section 10, para. 2 sub-para. 1 BerlHZG),

* This regulation was approved on August 16, 2007 by the Senate Committee for Higher Education. The approval is for a limited period of time and ends upon completion of the application approval process for the summer semester 2008.

2. Additional qualifications obtained outside of university studies.

(3) Selection as per para. 2 sub-para. 1:

Pursuant to Section 3, para. 1, 85% of the applications that can be approved within the context of the university ratio are approved on the basis of the grade of the university degree.

(4) Selection as per para. 2 sub-para. 1 and 2:

The remaining 15% of the applications that can be approved within the context of the university ratio are approved pursuant to para. 2 sub-para. 1 and 2: Qualifications obtained outside of university studies must pertain to the study program and provide information on a special qualification for the Master's study program in Geological Sciences. Particularly relevant and interesting is work in a geoscientific company, a geoscientific institution, or a government agency dealing with geoscientific questions. These pertain especially to companies active in the raw materials industry, geological engineering, hydrogeology and related fields, material science and structural geology, paleontology, environmental protection and conservation, geo-analytics, regional development, museums and government agencies on all levels that deal with geoscientific issues and geoscientific research institutes in the broader sense. Verification must be provided showing that it took at least six months to earn the qualification. The geoscientific context must clearly be demonstrated and each qualification must be proven by a certified attestation.

(5) At least two admissions officers shall be used for the selection process. These are appointed by the dean on behalf of the President's Office. They must be authorized offers for the Master's study program in Geological Sciences and must be full-time employees of Freie Universität Berlin. Substitutions are not allowed.

§ 5

Development of a Ranking List

After the selection process has been completed, a ranking is developed on the basis of the results obtained from the process. If some applicants are tied at the end of the selection process, the order is determined pursuant to Section 8 a BerlHZG.

§ 6

Admission Decision

(1) The Admissions Department, which is part of the President's Office of Freie Universität Berlin, makes the admission decision based on the ranking.

(2) Selected applicants will receive an admission notice, indicating a date by which the admission decision must be accepted in writing and the student must be enrolled. If this deadline is missed, the Admissions Department shall admit another student pursuant to the developed ranking.

(3) Applicants that are selected on the basis of the transcript are conditionally admitted and can only register for the first semester. The qualifying university degree must be submitted during the registration process for the second semester at the latest.

(4) Applicants who were not admitted will receive a rejection notice that lists the reasons for the rejection.

§ 7

Document Storage and Inspection

(1) Documents that were submitted within the context of the selection process must be stored by the Department of Earth Sciences until a valid decision has been reached and, in the event of a legal dispute, until a legally binding decision has been rendered.

(2) Upon request, applicants can be granted access to the ranking lists (excluding names).

§ 8

Legal Effectiveness

(1) These statutes shall become effective on the day of their publication in the Communications (official register of Freie Universität Berlin).

**Statutes
governing the approval of admission
applications for the Master's study program
for Geographic Sciences**

Preamble

Based on Section 14, para. 1 sub-para. 2 of the Partial Basic Regulation (trial model) of Freie Universität Berlin of October 27, 1998 (FU Communication No. 24/1998) in conjunction with Section 10 of the Provision on Admission to Universities in the State of Berlin for admission-restricted study programs (Berliner Hochschulzulassungsgesetz - BerlHZG) in the version of its publication of the revised version of June 18, 2005 (GVBl. p. 393), most recently amended on July 6, 2006 (GVBl. p. 714) in conjunction with Section 10, para. 5, Sentence 2 of the Higher Education Act in the State of Berlin (Berliner Hochschulgesetz - BerlHG) in the version of its publication of the revised version on February 13, 2003 (GVBl. p. 81), most recently amended through the law of July 6, 2006 (GVBl. p. 713), the faculty council of the Department for Earth Sciences of Freie Universität Berlin has issued the following statutes on August 7, 2007:*

**§ 1
Area of Application**

These statutes govern the admission to university studies pursuant to Section 10, para. 5, sentence 2 BerlHG and the process for the approval of admission applications pursuant to Section 10, para. 1 sub-para. 1 BerlHZG for the consecutive Master's study program of Geographic Sciences with an area of concentration in geographic development research, terrestrial systems, and environmental hydrology of the Department of Earth Sciences of Freie Universität Berlin.

**§ 2
University Applications**

(1) The number of applicants that can be admitted to the consecutive Master's study program Geographic Sciences with an area of concentration in geographic development, terrestrial systems, and environmental hydrology is determined for each admission deadline in the admission regulations of Freie Universität Berlin

(2) The admission application must be submitted in writing to the Admissions Department of the President's Office of Freie Universität Berlin. Admission applications cannot be faxed, e-mailed, or otherwise submitted via electronic media.

(3) The application deadline is August 15 of each year.

* This regulation was approved on August 16, 2007 by the Senate Committee for Higher Education. The approval is for a limited period of time and ends upon completion of the application approval process for the summer semester 2008.

(4) The application for admission must be accompanied by the first qualifying university degree pursuant to Section 3, para. 1 in an officially certified form.

(5) If the qualifying university certificate listed under Section 3, para. 1 is not available on the application deadline, the most recent major course assessment (transcript) may be submitted, provided that at least 2/3 of the credits to be achieved can be proven and the topic of the thesis has been provided; the application is then included in the selection process with the most recent grades.

(6) Freie Universität Berlin shall not be obligated to officially investigate the facts.

**§ 3
Admission Requirements**

(1) The admission requirements for the Master's study program in Geographic Sciences is a German university or equivalent foreign degree obtained by completing a study program in geoscientific sciences with a geoscientific component that corresponds to the Bachelor's study program for Geographic Sciences of Freie Universität Berlin.

(2) Applicants whose native language is not German, and who have earned a university degree at a foreign university or equivalent institution must prove their proficiency in German. They can do so by passing the German language test for university admission (DSH) or by submitting proof of an equivalent level of knowledge pursuant to the regulations for the German language test for university admission of foreign applicants to Freie Universität Berlin.

(3) Applicants whose native language is not English and who have earned a university degree at an institution of higher learning where English is not the language of instruction must prove their English proficiency within the scope of level B2 of the Common European Framework.

(4) The examination board shall decide on the equivalency of the submitted proof pursuant to paragraphs 1-3. Upon request, the board can also check other documents in terms of their equivalency outside of an ongoing application process.

**§ 4
Selection Ratio, Selection
Criteria, Organizational
Information**

(1) Starting in the winter semester 2007/2008, after consideration of the ratio ex ante, 80% of the applications shall be approved pursuant to the selection process governed by these rules and regulations (university ratio)

20% of the applications are approved on the basis of Section 10, para. 1, sentence 2 and 3 BerlHZG. The ratio of Section 10, para. 1, sentence 3 BerlHZG is 5%.

(2) The approval is based on:

1. the applicant's qualification, assessed on the basis of the grades for the preceding study program (Section 10, para. 2 sub-para. 1 BerlHZG),
2. Additional qualifications obtained outside of university studies.

(3) Selection as per para. 2 sub-para. 1:

Pursuant to Section 3, para. 1, 85% of the applications that can be approved within the context of the university ratio are approved according to the grade of the university degree.

(4) Selection as per para. 2 sub-para. 1 and 2:

The remaining 15% of the applications that can be approved within the context of the university ratio are approved pursuant to para. 2 sub-para. 1 and 2: Qualifications obtained outside of university studies must pertain to the study program and provide information on a special qualification for the Master's study program in Geographic Sciences with an area of concentration in geographic development research, terrestrial systems, and environmental hydrology. Particularly relevant and interesting are work in a planning agency, an environmental protection and conservation institute, a federal planning authority, an organization for developmental assistance, a development project, municipal government, a museum, or a research institute that deals with geographic or geoscientific issues in the broadest sense. It must be shown that it took at least six months to earn the qualification. The geographic and geoscientific context must clearly be demonstrated and each qualification must be proven by a certified attestation.

(5) At least two admissions officers shall be appointed for the selection process. They are appointed by the dean on behalf of the President's Office. They must be authorized officers for the Master's study program in Geographic Sciences with the areas of concentration geographic development research, terrestrial systems, and environmental hydrology, and must be full-time employees of Freie Universität Berlin. Substitutions are not allowed.

§ 5

Development of a Ranking List

After the selection process has been completed, a ranking is developed based on the results obtained

from the process. If some applicants are tied at the end of the selection process, the order is determined pursuant to Section 8 a BerlHZG.

§ 6

Admission Decision

(1) The Admissions Department, which is part of the President's Office of Freie Universität Berlin, makes the admission decision based on the ranking.

(2) Selected applicants shall receive an admission notice, indicating a date by which the admission decision must be accepted in writing and the student must be enrolled. If this deadline is missed, the Admissions Department shall admit another student pursuant to the established ranking.

(3) Applicants who are selected on the basis of a transcript are conditionally admitted and can only register for the first semester. The qualifying university degree must be submitted at the latest during the registration process for the second semester.

(4) Applicants who were not admitted shall receive a rejection notice that lists the reasons for the rejection.

§ 7

Document Storage and Inspection

(1) Documents that were submitted within the context of the selection process must be stored by the Department of Earth Sciences until a valid decision has been reached and, in the event of a legal dispute, until a legally binding decision has been rendered.

(2) Upon request, applicants can be granted access to the ranking lists (excluding names).

§ 8

Legal Effectiveness

(1) These statutes shall become effective on the day of their publication in the Communications (official register of Freie Universität Berlin).

**Statutes
governing the Approval of Admission
Applications for the Master's Degree
Program in Scientific Computing**

Preamble

Based on Section 14, para. 1 sub-para. 2 of the Partial Basic Regulation (trial model) of Freie Universität Berlin of October 27, 1998 (FU Communication No. 24/1998) in conjunction with Section 10 of the Provision on Admission to Universities in the State of Berlin for admission-restricted study programs (Berliner Hochschulzulassungsgesetz - BerHZG) in the version of its publication of the revised version of June 18, 2005, (GVBl. p. 393), most recently amended on July 6, 2006 (GVBl. p. 714), in conjunction with Section 10, para. 5, Sentence 2 the Higher Education Act in the State of Berlin (Berliner Hochschulgesetz - BerHGG) in the version of its publication of the revised version of February 13, 2003 (GVBl. p. 81), most recently amended by the law of July 6, 2006 (GVBl. p. 713), the faculty council of the Department of Mathematics and Computer Science at Freie Universität Berlin released the following statutes on August 7, 2007:*

**§ 1
Area of Application**

These statutes govern the admission to university studies pursuant to Section 10, para. 5, sentence 2 BerHGG and the process for the approval of admission applications pursuant to Section 10, para. 1 sub-para. 1 BerHZG for the consecutive Master's study program of Scientific Computing of the Department of Mathematics and Computer Science of Freie Universität Berlin.

**§ 2
University Applications**

(1) The number of applicants that can be admitted to the Master study program of Scientific Computing is determined by the admissions regulations of Freie Universität Berlin for each admission deadline.

(2) The admission application must be submitted in writing to the Admissions Department of the President's Office of Freie Universität Berlin. Admission applications cannot be faxed, e-mailed, or otherwise submitted via electronic media.

(3) The application deadline is August 15 of each year.

(4) The application for admission must be accompanied by the first qualifying university diploma pursuant to Section 3, para. 1 in an officially certified form.

* This regulation was approved on August 16, 2007 by the Senate Committee for Higher Education. The approval is for a limited period of time and ends upon completion of the application approval process

for the summer semester 2008.

(5) If the qualifying university certificates listed under Section 3, para. 2, sub-para. 1 are not yet available, the most recent major course assessment (transcript) may be submitted, provided that at least 2/3 of the credits to be achieved can be proven and the topic of the Bachelor thesis has been provided. The application together with the most recent grades is then included in the selection process.

(6) Freie Universität Berlin shall not be obligated to officially investigate the facts.

**§ 3
Admission Requirements**

(1) The admission requirement for the Master's study program in Scientific Computing is a final German or equivalent foreign degree from a university in Mathematics with a mathematical component that corresponds to the Bachelor's study program in Mathematics of the Department of Mathematics and Computer Science at Freie Universität Berlin.

(2) Applicants whose native language is not German, and who have earned a university degree at a foreign university or equivalent institution must prove their proficiency in German. They can do so by passing the German language test for university admission (DSH) or by submitting proof of an equivalent level of knowledge pursuant to the regulations for the German language test for university admission of foreign applicants to Freie Universität Berlin.

(3) The examination board shall decide on the equivalency. Upon request, the board can also check other documents in terms of their equivalency outside of an ongoing application process, and can provide information on insufficient major course assessments.

**§ 4
Selection Ratio, Selection Criteria,
Organizational Information**

(1) Starting in the winter semester 2007/2008, after consideration of the ratio ex ante, 80% of the applications remaining shall be approved pursuant to the selection process governed by these rules and regulations (university ratio). 20% of the applications are approved on the basis of Section 10, para. 1, sub-para. 2 and 3 BerHZG. The ratio of Section 10, para. 1, sentence. 3 BerHZG is 5%. (2) The approval is based on:

1. the applicant's qualification, assessed on the basis of the grades for the preceding study program (Section 10, para. 2 sub-para. 1 BerHZG),

2. the result of an interview to be conducted with the applicants pursuant to Section 5, that is to provide some information on their motivation and qualification for the consecutive Master's study program Scientific Computing (Section 10, para. 2 sub-para. 6 BerlHZG).

(3) Selection as per para. 2 sub-para. 1:

Pursuant to Section 3, para. 1, 85% of the applications that can be approved within the context of the university ratio are approved according to the grade of the university degree.

(4) Selection as per para. 2 sub-para. 1 and 2:

The remaining 15% of the applications that can be approved within the context of the university ratio are approved pursuant to para. 2 sub-para. 1 and 2:

(5) At least two admissions officers shall be appointed for the selection process. These are appointed by the dean on behalf of the President's Office. They must be authorized officers for the Scientific Computing Master's study program. At least two persons who are full-time employees of Freie Universität Berlin must be appointed as selection officers. Substitutions are not allowed.

§ 5 Selection Interview

(1) The selection interview is conducted by the admission officers pursuant to Section 4, para. 5, is closed, and takes approx. 20 min for each applicant.

(2) The admissions officers shall invite applicants to the selection interview in writing. The invitation shall include the time and place of the interview. The invitation shall be considered to have been issued in a timely manner if it was mailed at least 10 work days prior to the selection interview.

(3) The proceedings of the selection interview shall be documented in writing. This document shall include the main reasons for the applicant's assessment.

§ 6 Development of a Ranking List

After the selection process has been completed, a ranking is developed on the basis of the results obtained from the process. If some applicants are tied at the end of the selection

process, the order shall be determined pursuant to Section 8 a BerlHZG.

§ 7 Admission Decision

(1) The Admissions Department, which is part of the President's Office of Freie Universität Berlin, makes the admission decision based on the ranking.

(2) Selected applicants shall receive an admission notice, indicating a date by which the admission decision must be accepted in writing and the student must be enrolled. If this deadline is missed, the Admissions Department shall admit another student pursuant to the established ranking.

(3) Applicants who are selected on the basis of the transcript are conditionally admitted and can only register for the first semester. The qualifying university degree must be submitted at the latest during the registration process for the second semester.

(4) Applicants who were not admitted shall receive a rejection notice that lists the reasons for the rejection.

§ 8 Document Storage and Inspection

(1) Documents that were submitted within the context of the selection process must be stored by the office of the Department for Mathematics and Computer Science until a valid decision has been made and, in the event of a legal dispute, until a legally binding decision has been rendered.

(2) Upon request, applicants can be granted access to the ranking lists (excluding names).

§ 9 Legal Effectiveness

(1) These statutes shall become effective on the day of their publication in the Communications (official register of Freie Universität Berlin).

Publisher: The President's Office of Freie Universität Berlin, Kaiserswerther Straße 16-18, 14195 Berlin ISSN: 0723-0745
Publishing House and Distribution: Kulturbuch-Verlag GmbH, P.O. Box 47 04 49, 12313 Berlin
Street address: Berlin-Buckow, Sprosserweg 3, 12351 Berlin Phone: Sales 661 84 84; Fax 661 78 28
Website: <http://www.kulturbuch-verlag.de>
E-Mail: kbvinfo@kulturbuch-verlag.de

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The Official Register of the FU can be viewed on the Internet at www.fu-berlin.de/service/zuvdocs/amtsblatt.