

Annex 2: Aptitude assessment process

1. Purpose of aptitude test

The applicant's aptitude for studying in the master's programme Environmental Chemistry at the University of Bayreuth is determined on the basis of the process under the terms of Article 43 para 5 BayHSchG in accordance with § 2 para 1 number 2 of the present regulations. Aptitude parameters are as follows:

1. a secure grasp of the following from the applicant's first degree programme: biology, chemistry, geoecology, geology, forestry, agricultural sciences, hydrology, ecological engineering, limnology, meteorology, physical geography, environmental physics, environmental informatics, environmental economics, environmental law, and related disciplines that are relevant to understanding and analysing issues in the field of environmental chemistry;
2. a profound interest in issues relating to environmental chemistry in addition to the ability to reflect and think abstractly to follow an interdisciplinary programme of study;
3. the ability to delve deeply into the subject area, passively and actively, in the English language.

2. Board responsible for the aptitude assessment process

The board of examiners is responsible for preparing and conducting the aptitude assessment process in accordance with § 4.

3. Process for determining aptitude

3.1 ¹The aptitude assessment process is administered once every year, in the summer semester. ²Applications for admission to the aptitude assessment process are to be submitted online by 15 June of that year (application deadline). ³If the final documentation given in number 3.2.3 is not yet available, provisional certificates can be submitted with the application for admission to the aptitude assessment process.

3.2 The following are to be enclosed with the completed application as described in number 3.1 sentence 2:

3.2.1 ¹A written rationale of up to two pages in the English language explaining the applicant's choice of the master's programme Environmental Chemistry, in which the applicant explains the specific talents and interests that make him or her particularly suited for the programme of study. ²For example, the specific motivation may be borne out by participation in professional training relating to

the programme of study, internships, stays abroad, or subject-related supplementary courses taken during one's bachelor's studies beyond the required courses. ³The relevant evidence is to be enclosed.

3.2.2 A statement that the cover letter containing the applicant's motivation for choosing the programme of study was written independently, without the help of others, and that any thoughts taken from other sources were identified as such.

3.2.3 ¹ The bachelor's certificate with an examination grade of "gut" (2,5) or better in addition to a confirmation with individual grades for the coursework and examinations completed during the applicant's studies ²If the bachelor's certificate is not yet available, confirmation containing the individual grades for all examinations and courses up registration deadline must be submitted. ³Such coursework must amount to at least 135 ECTS points and correspond to a final grade of "gut" (2,5) or better. ⁴The bachelor's certificate is to be submitted by the end of the first semester of study. ⁵Upon request, the board of examiners can extend the submission deadline for the relevant degree certificates to up to the end of the second semester, as long as the reasons for the extension are beyond the student's control. ⁶This holds, in particular, if the student has already completed all examinations but the grades have not yet been disclosed or the certificate not yet issued.

3.2.4 a list of modules from the applicant's bachelor's studies for which evidence of completion cannot yet be submitted

3.2.5 a Curriculum Vitae in the English language (one A4-sized page) as supplementary information

3.2.6 evidence of a strong command of English as described in § 2 para 1 number 3 of the present regulations

3.2.7 if available, evidence of special qualifications (e.g. interdisciplinary study skills, professional training relevant to the programme of study, accolades such as scholarships or prizes, internships, stays abroad)

3.2.8 if applicable, a request for compensation for disadvantages as described in § 15 of the present regulations:

4. Admission to the aptitude assessment process

4.1 Admission to the process requires that the documents described in number 3.2 - or provisional certificates as described in number 3.1 sentence 3 - be submitted in the proper form and by the stated deadline.

4.2 The aptitude assessment process (number 5) is to be administered to those applicants who fulfil the requirements.

- 4.3 Applicants who are not admitted are to be sent a notice of denial with a rationale and information concerning legal remedies available; number 6.1 applies *mutatis mutandis*.

5. Overview of the aptitude assessment process

5.1 On the basis of the application documents submitted, the board of examiners shall determine whether the applicant is suited for studies in the master's programme Environmental Chemistry in view of his or her qualification and the specific talents and abilities he or she described. ²The assessment is carried out on a scale of 0 to 100, where 0 is the worst score and 100 is the best score. ³The total number of points for the assessment is calculated as the sum of the individual assessments (number 5.1.1 to 5.1.3). ⁴The points are to be awarded by two committee members of the board, independently of one another. ⁵The number of points is calculated as the sum of the individual assessments divided by two and rounded to the nearest whole number value. ⁶Points are awarded according to the following criteria:

5.1.1 Written rationale (as described in 3.2.1) and special qualification (as described in number 3.2.7 item a)

¹Up to 30 points are awarded for the written rationale with the special qualification according to the following criteria:

1. Verbal skills (up to 15 points): The applicant is able to express himself/herself precisely and comprehensibly in the English language.
2. Interest (up to 10 points): The connection between personal interest and the interdisciplinary and international character of the programme of study can be explained in a structured way.

5.1.2 Previous studies (as described in numbers 3.2.3 and 3.2.4)

¹The subject-specific coursework and examinations from the bachelor's programme or an equivalent programme of study are to be graded on a scale of "0" to "50". ² In doing so, the curricular analysis is to be based on competencies, not carried out via a schematic comparison of the modules. ³ The assessment of competencies is carried out in consideration of the identifiable spectrum of skills on the basis of a close connection to the elementary subject areas, including the natural science foundations of physics, chemistry, and biology, as well as concentrations in the environmental science, e.g. relating to the atmosphere, biosphere, chemosphere, hydrosphere, pedosphere, and geosphere.

5.1.3 Interdisciplinary study skills (as described in 3.2.7 item b)

Up to 20 points are awarded for e.g. interdisciplinary coursework, supplementary studies, courses attended abroad, language courses, or other courses beyond the scope of the curriculum of the applicant's subject area.

- 5.1.4 Applicants who received at least 70 points shall be sent a confirmation - signed by the chair of examiners - of having passed the aptitude assessment process.
- 5.1.5 ¹Applicants who received 50 points or less shall not be involved in the remainder of the process. ²They shall be sent a notice of denial with a rationale and information concerning legal remedies available; Nr. 6.1 applies *mutatis mutandis*.
- 5.1.6 ¹Applicants who received between 50 and 69 points but who were awarded less than 30 points for their subject-related coursework and examinations shall not be involved in the remainder of the process. ²They shall be sent a notice of denial with a rationale and information concerning legal remedies available; Nr. 6.1 applies *mutatis mutandis*.
- 5.2 ¹The remaining applicants with an assessment of between 50 and 69 points are to be invited to an interview, as long as the subject-specific coursework and examinations in the bachelor's studies (number 5.1.2) were assessed with at least 30 points. ²The interview is to be conducted in person or online, e.g. via Skype, in the English language. ³The date and time of the interview are to be announced at least one week in advance. ⁴The applicant is to comply with the date and time of the interview. ⁵ Anyone who fails to appear on the date and time announced will be denied admission. ⁶ If a reason beyond the applicant's control prevents him or her from participating in the interview, a new appointment is to be scheduled no later than two weeks prior to the start of lectures upon justified request.
- 5.2.1 ¹The interview is to be conducted individually in the English language for each applicant. ²The interview is to last between 20 and 30 minutes for each applicant and should demonstrate whether it is to be expected that the aim of the programme of study can be achieved given the applicant's previous education. ³The interview should corroborate the impression that he or she is suited for the programme of study. ⁴The interview is to be conducted by two members of the committee. ⁵Up to 30 points are awarded for the interview according to the following criteria:
1. Verbal skills (up to 15 points): The applicant is able to express himself/herself orally in a precise and comprehensible manner in the English language, able to appropriately explain statements using arguments and suitable examples and to provide appropriate responses to questions he or she was asked.
 2. Motivation (up to 5 points): The applicant displays a specific aptitude for the programme of study such that a level of performance is to be expected that considerably exceeds the level of his or her previous degree.
 3. Subject-related aptitude (up to 10 points): The applicant is able to analyse fundamental issues in the environmental sciences in an appropriate manner.

⁶ The points are to be awarded by two committee members of the board, independently of one another. ⁷The number of points is calculated as the sum of the individual assessments divided by two and rounded to the nearest whole number value.

5.2.2 ¹ The total number of points is calculated by taking the sum of points for the interview and the assessment of subject-related coursework and examinations from the bachelor's studies (number 5.1.2). ²Applicants who receive between 55 and 80 points for the interview and coursework and examinations shall be considered eligible.

5.2.3 ¹Applicants who receive 54 points or less are not eligible for the master's programme Environmental Chemistry. ²They shall be sent a notice of denial with a rationale and information concerning legal remedies available; number 6.1 applies *mutatis mutandis*.

5.2.4 ¹ A written record shall be made of the interview, indicating the date, duration, location, name of committee members involved, the name of the applicant, the assessment of the committee members involved, and the overall outcome. ² The record must show the topics of the interview with the applicant and the rationale for the assessment. ³ The reasons and topics may be listed in note form. ⁴The record sheet is to be signed by the committee members who were involved.

6. Notification of the outcome

6.1 ¹The outcome of the aptitude assessment process is to be sent to the applicant in writing. ²The notice is to be signed by the chair of examiners. ³ A notice of denial containing a rationale and information concerning legal remedies available is to be signed by the chair of the board. ⁴As part of its supervisory duties in accordance with Article 20 para 3 sentence 1 *BayHSchG*, the chair of examiners, on behalf of the University Governing Board, shall check a random sample of 10 % of denials of admission.

6.2 Admission based on the aptitude assessment process for the master's programme Environmental Chemistry shall remain valid for future applications to this programme of study as long as the content and goals of the programme do not change so significantly that aptitude for this programme can no longer be demonstrated by having undergone the aptitude assessment process at an earlier date.

7. Repetition and conditional enrolment

- 7.1 Applicants who did not provide evidence of aptitude for the master's programme Environmental Chemistry may register for the aptitude assessment process one more time.
- 7.2 ¹Applicants who are not yet able to submit a bachelor's certificate or a degree certificate that has been recognized as equivalent and who do not pass the aptitude assessment process may enrol for one semester if it is possible for them to submit the degree certificate by the end of the first semester and to earn at least 55 points as described in 5.2.2 and an overall examination grade of "good" (grade: 2,5) or better as described in § 2 para 1 number 1. ² Upon request, the board of examiners can extend the submission deadline for the relevant degree certificates to up to the end of the second semester, as long as the reasons for the extension are beyond the student's control. ³ This holds, in particular, if the student has already completed all examinations but the grades have not yet been disclosed or the certificate not yet issued.