

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled “Zulassungsordnung der Ruprecht-Karls-Universität Heidelberg für den Masterstudiengang Governance of Risk and Resources” of 30 September 2020, published in the Rector’s bulletin (Mitteilungsblatt des Rektors) dated 2 October 2020, p. 747 ff., has legal validity.

**Heidelberg University Admission Regulations for the  
Master’s Degree Programme in Governance of Risk and Resources**

dated 30 September 2020

The Senate of the Heidelberg University adopted the following statutes on 29 September 2020 on the basis of §§ 63 paragraph 2, 60 paragraph 2, item 2, 29 paragraph 4, 59 paragraph 2 of the State Act on Higher Education of the Land of Baden-Württemberg (Landeshochschulgesetz, LHG), dated 1 January 2005 (official state gazette 2005, p. 1), amended by the Article 1 of the Third Act on the Amendment of Higher Education Law Provisions (Drittes Hochschulrechtsänderungsgesetz – 3. HRÄG) dated 1 April 2014 (official state gazette 2014, p. 99) last amended by Article 1 of the Law on the Development of Higher Education (des Gesetzes zur Weiterentwicklung des Hochschulrechts - HRWeitEG) dated 13 March 2018 (official state gazette dated 13 March 2018 (official state gazette 2018, p. 85).

Approved by the Rector on 30 September 2020.

**Statement of Equality**

All titles, whether official, functional, or professional, that appear in these regulations in the masculine form, are understood to refer equally to men and women. This is also the case for any references to university degrees, and academic titles or post-nominals.

**§ 1 Applicability**

Heidelberg University allocates the 25 available places for the Master’s degree programme in Governance of Risk and Resources in accordance with the following provisions. Any provisions contained in the Admission and Immatriculation Regulations of Heidelberg University (Zulassungs- und Immatrikulationsordnung, ZImmo) which apply to this process remain unaffected, unless otherwise stated in these regulations.

**§ 2 Start of programme**

- (1) New students will be admitted to the Master’s degree programme for the first semester of the Chilean academic year. This begins on 1 March each year at the Heidelberg Center for Latin America.
- (2) An application for admission to the first academic semester in Chile must include all of the documents specified in § 3 paragraph 2 and must be submitted by 10 January (statutory cut-off date) of the year in which an applicant wishes to begin the course. Applications must be submitted to the Heidelberg Center for Latin America, Las Hortensias 2340, Providencia, Santiago de Chile, Chile.
- (3) The written application documents must arrive at the Heidelberg Center for Latin America on or before the statutory cut-off date (10 January). The application is considered to have been submitted on the date of receipt at the Center. Any incomplete applications, or applications which arrive after the statutory cut-off date, cannot be considered.

### § 3 Form

- (1) The application must take the form stipulated in the Admission and Immatriculation Regulations of Heidelberg University (ZImmO).
- (2) The application must include
  1. documentation to prove fulfilment of the requirements stipulated in § 4 paragraph 1, items 1 - 2,
  2. in the case of § 4 paragraph 3, applicants may submit a provisional degree certificate from the university listing all grades received to date and confirming that they are expected to successfully graduate from the relevant degree programme on or before the last workday before the beginning of the semester for which the application for admission is being submitted,
  3. a personal statement (approx. 1000 words) detailing the applicant's research interests as well as their professional goals and individual career aspirations,
  4. a statement confirming that the applicant has not previously failed a final examination required by the examination regulations for the Master's degree programme in Governance of Risk and Resources or in a related degree programme with considerably similar content; that the applicant has not lost their entitlement to take the final examinations in such a degree programme for any other reason; and that the applicant is not currently involved in an examination procedure for such a degree programme

The above documents must be submitted in English or German.

- (3) At the point of enrolment, the applicant must provide a statement indicating whether they intend to undertake the Master's degree programme full-time, or study part-time alongside paid employment. If the applicant intends on the latter option, they must also enclose written agreement from their employer confirming that they will have sufficient time to study alongside their work.
- (4) Heidelberg University may request that the documents required for the admission decision are submitted as original versions at the time of enrolment.

### § 4 Admission Requirements

- (1) The admission requirements are as follows:
  1. successful completion of a degree programme in Geography, Economics, Agronomy or another related discipline (210 ECTS credits) with relevance to the Master's degree programme in Governance of Risk and Resources and a minimum standard duration of three years. The applicant must demonstrate above-average performance in said degree. The degree may have been undertaken at a university in Germany or abroad. Equivalent degrees may be accepted,
  2. a minimum of one year's professional experience in a relevant position,

**Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Ruprecht-Karls-Universität Heidelberg für den Masterstudiengang Governance of Risk and Resources" of 30 September 2020, published in the Rector's bulletin (Mitteilungsblatt des Rektors) dated 2 October 2020, p. 747 ff., has legal validity.**

3. a personal statement.
- (2) For the purposes of assessing whether an applicant's performance in a previous degree programme was above average in accordance with paragraph 1, item 1, the following may be considered:
    - a) final grade of at least 2.5 or ECTS grade B (good),
    - b) individual subject-specific grades that provide insight into the applicant's aptitude for the desired degree programme,
    - c) documentation indicating the applicant's ranking in view of their performance on the final examination in their previous degree programme considered relevant for admission to the Master's degree programme in Governance of Risk and Resources.
  - (3) If proof of successful completion of a previous degree programme in line with paragraph 1, item 1 is not available by the statutory cut-off date for application stated in § 2 paragraph 2, applicants may submit an application on the basis of their performance in the relevant degree programme prior to that point. The applicant's previous performance must indicate that they are likely to successfully graduate from the degree programme in accordance with paragraph 1, item 1 before the beginning of the Master's degree programme in Governance of Risk and Resources.
  - (4) Degrees completed at non-German, public or state-recognised universities will be recognised provided that the skills gained are not considerably different to those demonstrated by completion of the degrees which they replace. The admission committee will determine whether such qualifications can be recognised. When recognising degrees obtained outside Germany, recommendations from the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Kultusministerkonferenz, KMK) and agreements between partner universities are considered. If necessary, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, ZAB) will be consulted.

## **§ 5 Admission committee**

- (1) The admission requirements and allocation of places is determined by the admission committee, which has been established from the Faculty of Chemistry and Earth Sciences for this specific purpose. The admission committee consists in seven people. It includes two representatives of Heidelberg University, two representatives of the Pontifical Catholic University of Chile (UC), two representatives of the University of Chile (U de Ch), and one representative of the Heidelberg Center for Latin America. One member must be a professor. The members are appointed for a two-year term. They may be re-appointed.
- (2) The admission committee informs the Faculty of Chemistry and Earth Sciences of their experiences and makes recommendations to inform the further development of the admissions process.
- (3) The members of the faculty council of the Faculty of Chemistry and Earth Sciences may attend the meetings of the admission committee and any selection interviews, however, they do not have any voting rights.

**Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Ruprecht-Karls-Universität Heidelberg für den Masterstudiengang Governance of Risk and Resources" of 30 September 2020, published in the Rector's bulletin (Mitteilungsblatt des Rektors) dated 2 October 2020, p. 747 ff., has legal validity.**

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Ruprecht-Karls-Universität Heidelberg für den Masterstudiengang Governance of Risk and Resources" of 30 September 2020, published in the Rector's bulletin (Mitteilungsblatt des Rektors) dated 2 October 2020, p. 747 ff., has legal validity.

## § 6 Selection procedure

- (1) If the number of applicants possessing the qualifications required for admission in accordance with § 4 exceeds the number of available places, applicants will be selected according to the following process.
- (2) The selection procedure will consist in two stages. The admission committee selects a preliminary group of applicants in accordance with § 7 (first stage - pre-selection). The chosen applicants will be invited to attend a selection interview in accordance with § 8 (second stage).

## § 7 Pre-selection

- (1) In order to restrict the number of applicants who are invited to interview in line with § 8, the admission committee will conduct an initial pre-selection procedure. Applicants will be considered on the basis of the grade point average achieved in their previous degree programme which, in line with § 4 paragraph 1, item 1, is a requirement for admission to the Master's degree programme in Governance of Risk and Resources. Applicants' personal statements will also be considered as part of the pre-selection process.
- (2) The grade point average achieved in the applicant's previous degree programme will be awarded a score according to the following scale:

1.0 corresponds to	15 points,
1.1 to 1.2 corresponds to	14 points,
1.3 to 1.4 corresponds to	13 points,
1.5 to 1.6 corresponds to	12 points,
1.7 to 1.8 corresponds to	11 points,
1.9 to 2.0 corresponds to	10 points,
2.1 to 2.3 corresponds to	9 points,
2.4 to 2.6 corresponds to	8 points,
2.7 to 2.9 corresponds to	7 points,
3.0 to 3.3 corresponds to	6 points,
3.4 to 3.6 corresponds to	5 points,
3.7 to 4.0 corresponds to	4 points,

- (3) Where § 4 paragraph 3 applies, the grade point average considered for the purpose of this process will be based on the grades achieved by the applicant in any examination components previously completed. The grade achieved in the applicant's degree programme will not be considered.
- (4) In line with § 4 paragraph 1, item 3 the applicant's personal statement will be evaluated by a member of the admission committee and awarded points on a scale between 0 and 15. The criteria according to which the personal statement is evaluated are determined by the admission committee.
- (5) The results of the pre-selection procedure are determined by the total number of points gained by each applicant via the processes described in paragraphs 2 and 4.

**Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Ruprecht-Karls-Universität Heidelberg für den Masterstudiengang Governance of Risk and Resources" of 30 September 2020, published in the Rector's bulletin (Mitteilungsblatt des Rektors) dated 2 October 2020, p. 747 ff., has legal validity.**

- (6) The results achieved as per paragraph 5 are used to create a ranking of all applicants. Where applicants have the same number of points, a lottery system is used.
- (7) Applicants are invited for interview according to their ranking, whereby the highest ranking applicants will be invited until the full quota of interviews has been filled. The total number of selection interviews conducted will be three times the number of places available for the Master's degree programme in Governance of Risk and Resources, as stated in § 1.

## **§ 8 Selection Interview**

- (1) Following pre-selection in accordance with § 7, the selection interview is intended to determine the extent of the applicant's ability and aptitude for the Master's degree programme in Governance of Risk and Resources.
- (2) The selection interview will take place after the application deadline via the video conference system provided by Heidelberg University's University Computing Centre, or if possible, at the Heidelberg Center for Latin America. The date, time, and location of selection interviews will be communicated by Heidelberg University two weeks prior to their taking place. Applicants will be invited to interview by Heidelberg University in good time. The invitation to interview will be sent by email.
- (3) The admission committee or a member of the admission committee will conduct an individual interview of approximately 15 minutes with each applicant. This will focus in particular on the applicant's motivations for undertaking the Master's degree programme.
- (4) The main content from the interview questions and answers will be recorded in the minutes which must be signed by the members of the admission committee. The minutes must detail the date and location of the selection interview, the names of the members of the admission committee present at the interview, the names of the applicant, and the assessments made by the admission committee.
- (5) The members of the admission committee must allocate the applicant a score ranging between 0 and 15 points to reflect the applicant's ability and aptitude for the Master's degree programme in Governance of Risk and Resources. The assessment must be made immediately following the selection interview.
- (6) If the applicant fails to attend the appointment without providing a valid reason, they will be awarded 0 points for the interview. If the applicant does not attend the interview but is able to provide Heidelberg University with written notice of a valid reason for non-attendance immediately after the original interview date, then they may attend the selection interview on the next available date. In the case of illness, the applicant must provide a doctor's certificate.

## **§ 9 Determination of a Ranking and Selection according to the Results of the Selection Procedure**

- (1) Pre-selection of applicants in accordance with § 7 determines a ranking which is established according to the following criteria:
  - a) the grade point average achieved in the applicant's previous degree programme, which in line with § 4 paragraph 1, item 1 is a requirement for admission to the Master's

**Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Ruprecht-Karls-Universität Heidelberg für den Masterstudiengang Governance of Risk and Resources" of 30 September 2020, published in the Rector's bulletin (Mitteilungsblatt des Rektors) dated 2 October 2020, p. 747 ff., has legal validity.**

degree programme in Governance of Risk and Resources, or in the case of § 4 paragraph 3, the grade point average achieved in examination components previously completed by the applicant,

- b) the personal statement and
- c) the assessment from the selection interview.

(2) The total number of points awarded in accordance with § 7 paragraphs 2 and 4 (maximum of 30 points) and the total number of points awarded in accordance with § 8 paragraph 5 (maximum of 15 points), will be added. The applicants will be ranked in view of the total number of points they have been awarded (maximum of 45 points).

(3) Where applicants have the same number of points, a lottery system is used.

### **§ 10 Admission procedure**

(1) On the basis of the recommendation made by the admission committee, the Rector decides whether an applicant is to be admitted.

(2) The application will be rejected, if

1. the requirements outlined in § 4 are not fulfilled, and/or
2. the applicant has lost their entitlement to take the final examinations in the Master's degree programme in Governance of Risk and Resources or in related degree programmes with considerably similar content, or if the applicant is currently involved in an ongoing examination procedure for such a degree programme.

(3) Admission in the case of an application pursuant to § 4 paragraph 3 may be granted under the condition that the applicant submits the relevant degree certificate and the corresponding requirements no later than the last workday prior to the beginning of lectures. Admission will be rescinded if relevant proof is not submitted in time.

### **§ 11 Coming into Force**

These regulations become effective on the day after they are published in the Rector's bulletin (Mitteilungsblatt des Rektors). They simultaneously supersede the admission regulations of Heidelberg University for the Master's degree programme in Governance of Risk and Resources at the Heidelberg Center for Latin America, Santiago de Chile dated 3 November 2011 (Rector's bulletin dated 30 November 2011, p. 1129).

Heidelberg, 30 September 2020

Prof. Bernhard Eitel (Rector)

---

Published in the Rector's bulletin (Mitteilungsblatt des Rektors) dated 2 October 2020, p. 747 ff.

**Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Zulassungsordnung der Ruprecht-Karls-Universität Heidelberg für den Masterstudiengang Governance of Risk and Resources" of 30 September 2020, published in the Rector's bulletin (Mitteilungsblatt des Rektors) dated 2 October 2020, p. 747 ff., has legal validity.**