

MSc Paleobiology at FAU

Step-by-step guide for online applications

Admissions for 2024/25



Friedrich-Alexander-Universität
Naturwissenschaftliche Fakultät

The full application process is divided into three steps:

1. **Email:** Please send an email to pal-master@fau.de to let us know that you are applying. We can then assist with the application process, check your official documents, and provide advice on relocating to Germany.
2. **Online application:** Submitted through the Campo portal - [outlined in this document](#)
3. **Interview:** Most applicants will take part in an interview to complete their application

Before beginning the application process, please ensure that you meet the academic admissions criteria and have acquired the required documents.

Academic admissions requirements:

1. Bachelor's degree in Geosciences or a related field (e.g. Earth Sciences, Biosciences, Environmental Sciences, Palaeontology). The outcome of this degree must be equivalent to or better than a German grade 2.5. You can find an online conversation tool [here](#).
2. Good English language skills equivalent to at least B2 level CEFR (i.e. upper intermediate). More information on the comparability of internationally recognised language tests can be found on the FAU webpage [here](#).

Translations of certain documents are necessary if they are not already in English, German or French - these are marked with an asterisk below. For further details, please see [here](#).

Required documents:

1. University entrance qualification* (i.e. school leaving certificate), issued by your secondary school if you have completed your secondary level education in Germany. International applicants follow separate instructions [see [B5](#)]
2. Transcript of records*, issued by your university [see [B9](#)]
3. Degree certificate(s)* if available, issued by your university [see [B9](#)]
4. German language exemption document [see [B13](#)].
5. Proof of proficiency in English (if applicable) [see [B14](#)]
6. CV (max. 2 pages, in English) outlining your qualifications and experience [see [B16c](#)]
7. Motivation letter (max. 700 words, in English) outlining your motivations for applying for this program and how it aligns with your career aspirations [see [B18](#)]

* These documents must be in English, German or French, otherwise, a translated copy is required.

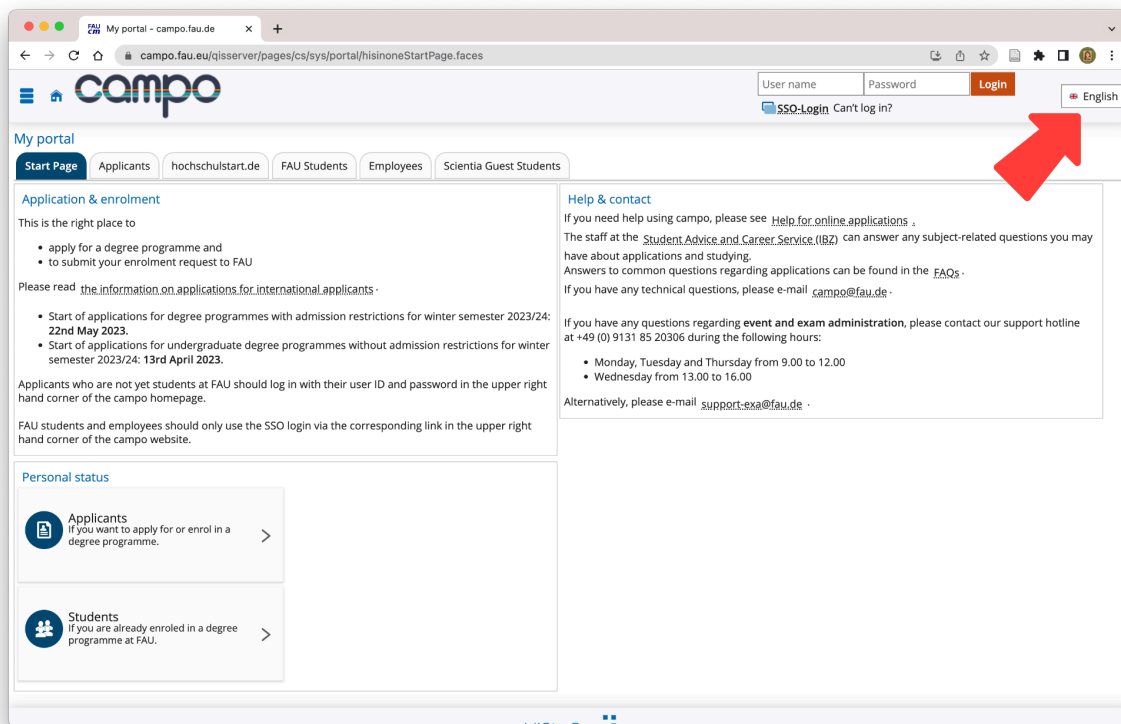
At the application stage, scanned or photocopied versions of these documents are acceptable. However, official physical copies will need to be produced upon enrollment before the beginning of the first semester. Failure to produce these documents may result in your enrollment being unsuccessful.

Part A: Registering for a Campo account

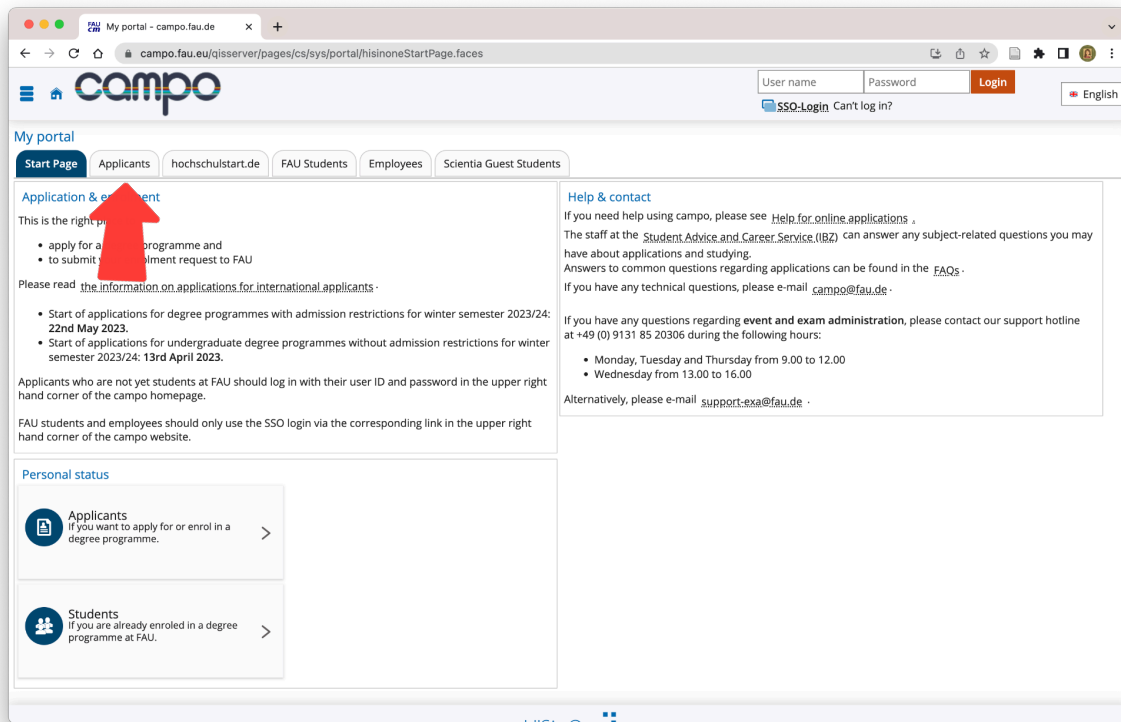
This part of the application process will take approximately 15 minutes to complete.

Once you have emailed us at pal-master@fau.de, it's time to start **Step 2**, your online application via Campo.

1. Go to campo.fau.de. The language can be switched to English by clicking on the flag icon in the top right corner (see arrow in image below).



2. Click on the **Applicants** tab in the menu row near the top of the page and choose **Register on IdM** as highlighted in the image below. This opens a new window.

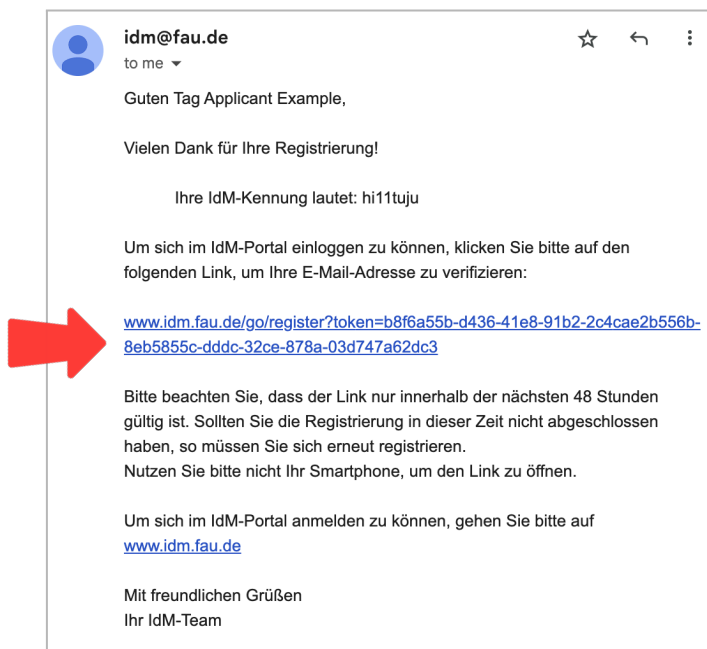


3. On this form, **fill in** all the necessary information. When complete, at the end of the page, check the box to confirm you have read the Privacy policy and the Terms of Use, and click **submit**.

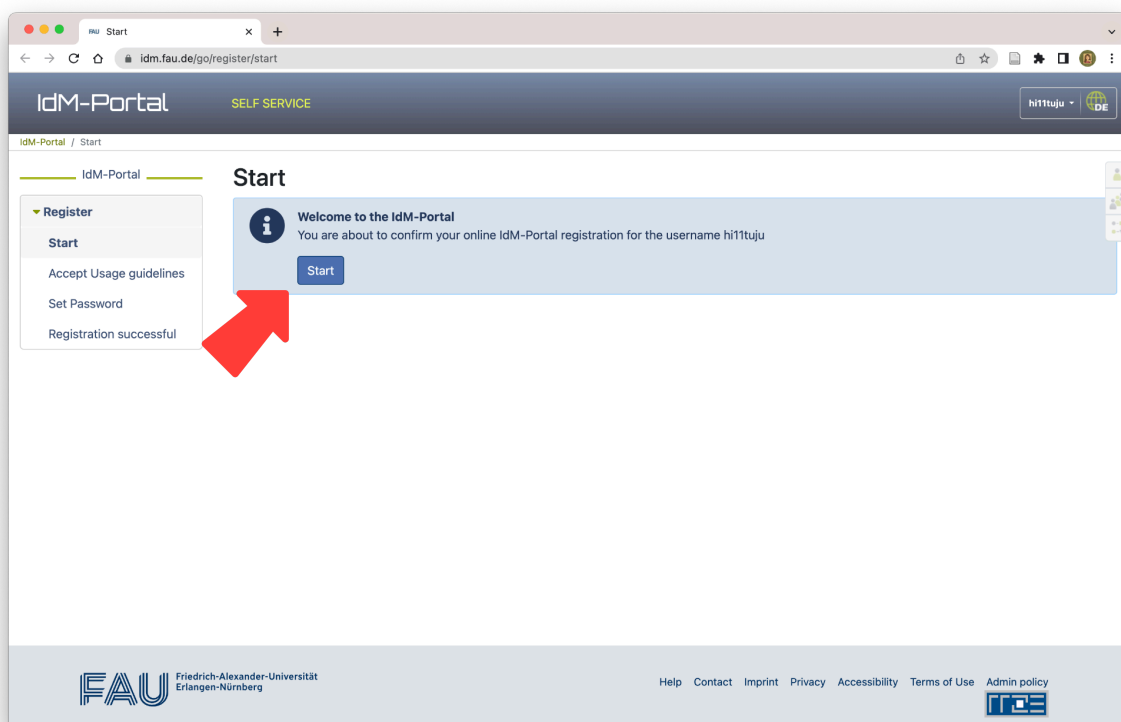
The screenshot shows the 'Register' form on the 'IdM-Portal' website. The form is titled 'Register' and is part of the 'SELF SERVICE' section. It contains the following fields:

- Academic Title: A dropdown menu with a '-' symbol.
- Given name(s)*: A text input field with a note: "If you have multiple given names, please specify all of them in the same order in which they appear in your passport."
- Name extension: A text input field with a note: "German examples for name extensions: 'von', 'von und zu'. If in doubt, leave this field empty."
- Surname*: A text input field with a note: "Your family name."
- Gender*: Radio buttons for 'Male' and 'Female'.
- Date of Birth*: Three dropdown menus for day, month, and year.
- Country of Birth: A dropdown menu with a '-' symbol.
- Place of Birth*: A text input field.
- Birthname: A text input field with a note: "Specify your name at birth, if it differs from your current surname. Otherwise leave this field empty."
- Citizenship*: A dropdown menu with a '-' symbol.

- This will trigger an email. Once you receive this email (which will be in German), click on the *first* link to **verify your email address** as shown below:

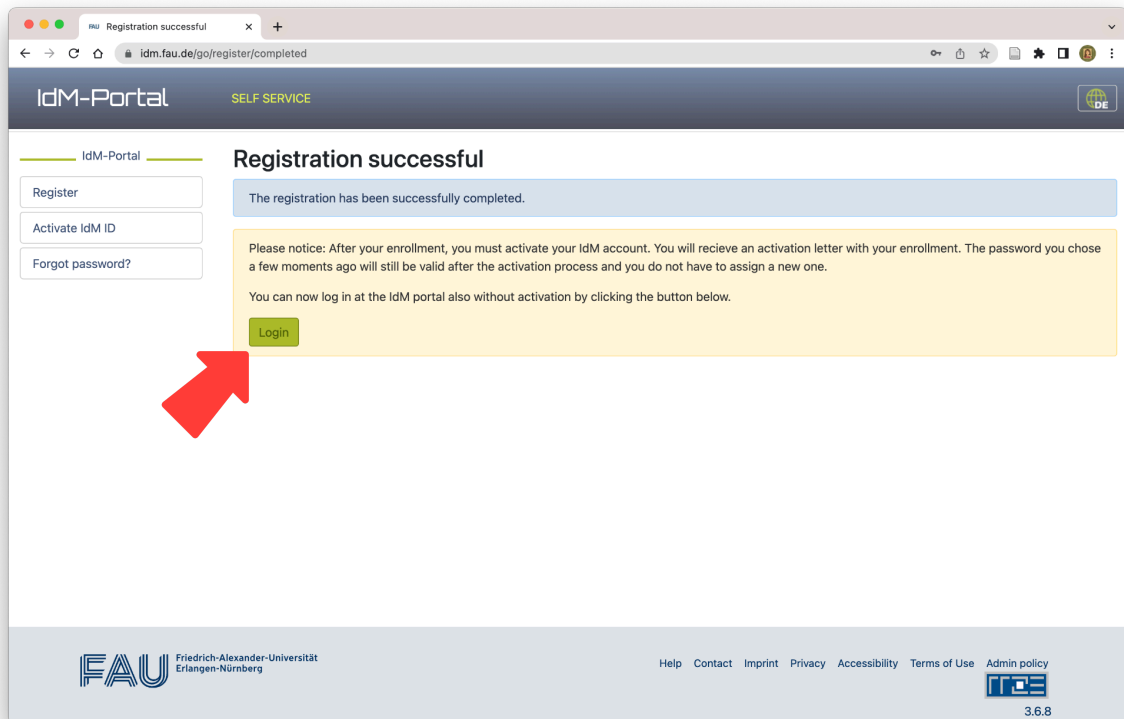


- This will bring you to the idM-Portal where you will confirm your registration with your new username.
- On the next page, click **Start** and scroll down to **check the box** (to confirm you accept the Terms of Use).

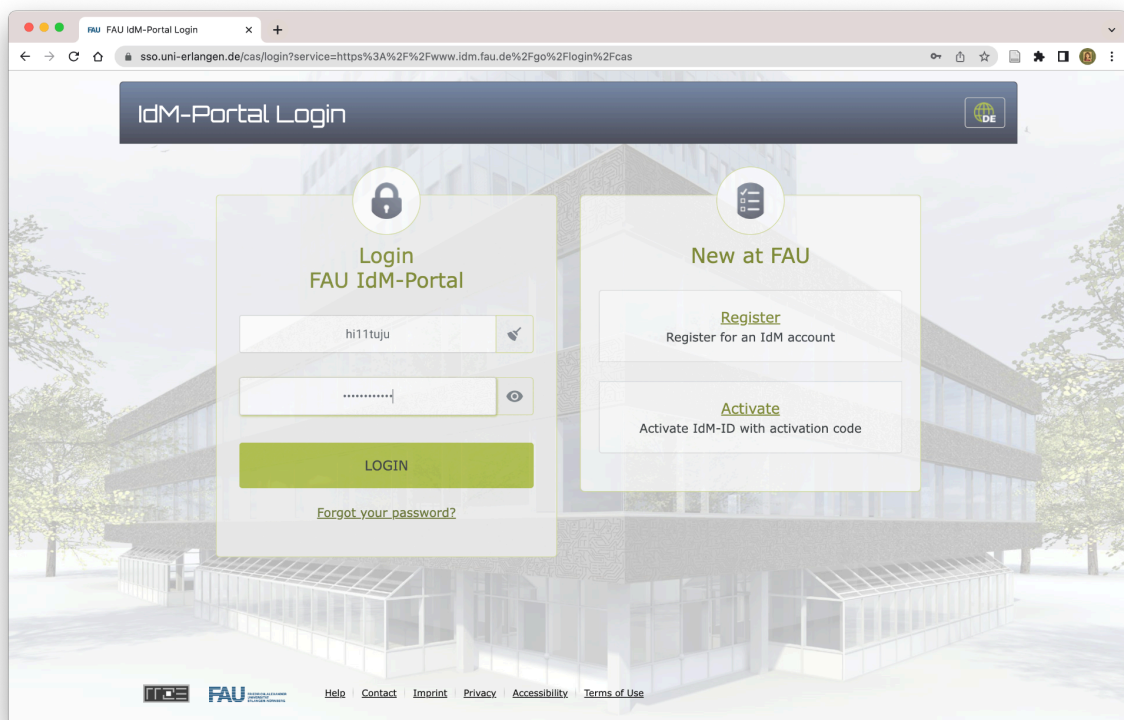


- On the next page, you will have the opportunity to set a recovery email address. This step is optional. You can click 'skip' to move on.

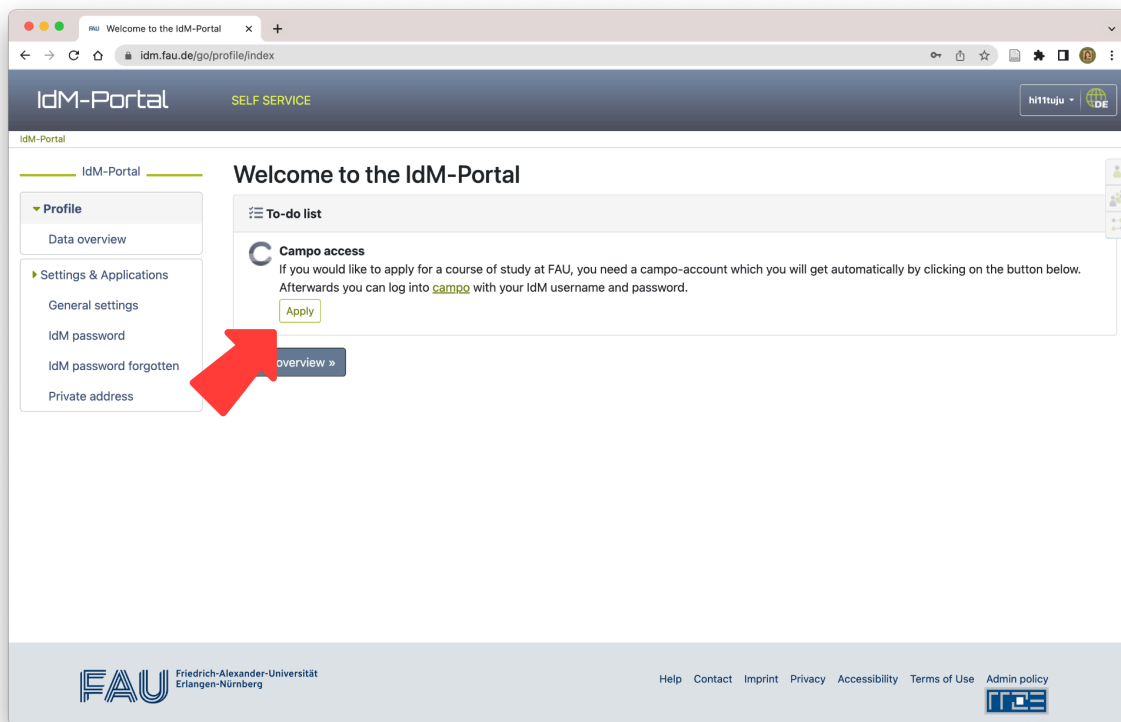
8. Next, you will then need to set up a password. Once you have set a password, you should see a message to say your registration has been successful:



9. It's time to **login** to your shiny new IdM account! On this new page, enter your username and password and click **login**:



10. Once logged in, you will see an option to apply to gain Campo access. Click **Apply** and on the next page, under campo (study application) click **Request**. A pop-up box will ask you to confirm your request. Activation will take a few minutes. You can **refresh** the page to check if activation has completed.



11. Once activation is complete you will see a message telling you that you can log in. **Click** on the link to **campo.fau.de** and login with your IdM username and password. (The language can be switched to English by clicking on the flag icon in the top right corner, as you did in step 1)

Before continuing to **Part B**, please check that you have the required documents to hand. If necessary, log out and continue the application when all documents have been acquired. Translations of certain documents are necessary if they are not already in English, German or French - these are marked with an asterisk below. For further details, please see [here](#).

Required documents:

1. University entrance qualification* (i.e. school leaving certificate), issued by your secondary school if you have completed your secondary level education in Germany. International applicants follow separate instructions [see [B5](#)]
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* These documents must be in English, German or French, otherwise, a translated copy is required.

At the application stage, scanned or photocopied versions of these documents are acceptable. However, official physical copies will need to be produced upon enrollment before the beginning of the first semester. Failure to produce these documents may result in your enrollment being unsuccessful.

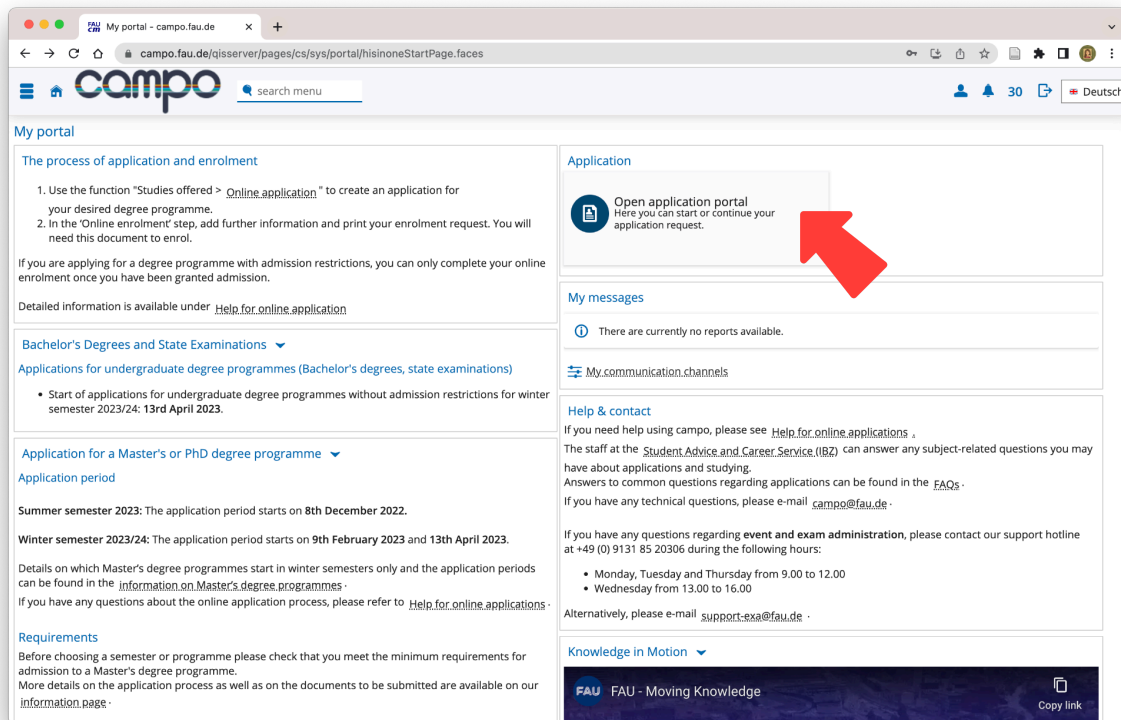
Part B: Submitting an application on Campo

This part will take approximately 30-45 minutes to complete.

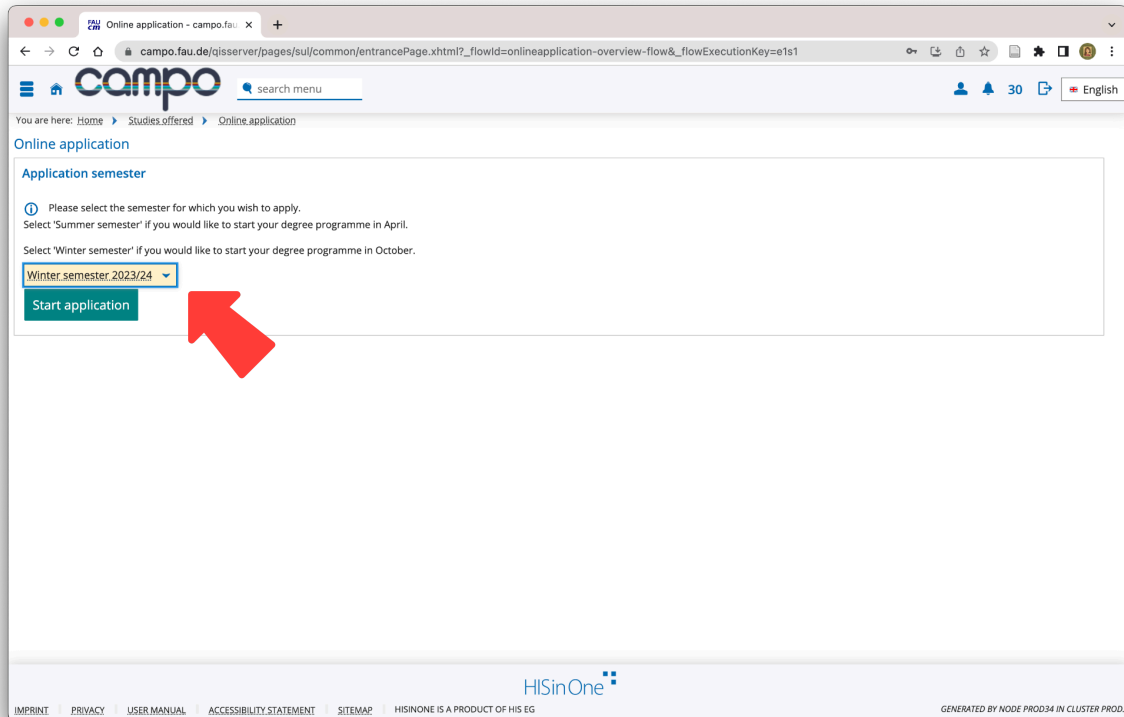
You can now open an application portal to begin your application for the masters programme.

Please note the Campo will timeout after 30 minutes of inactivity.

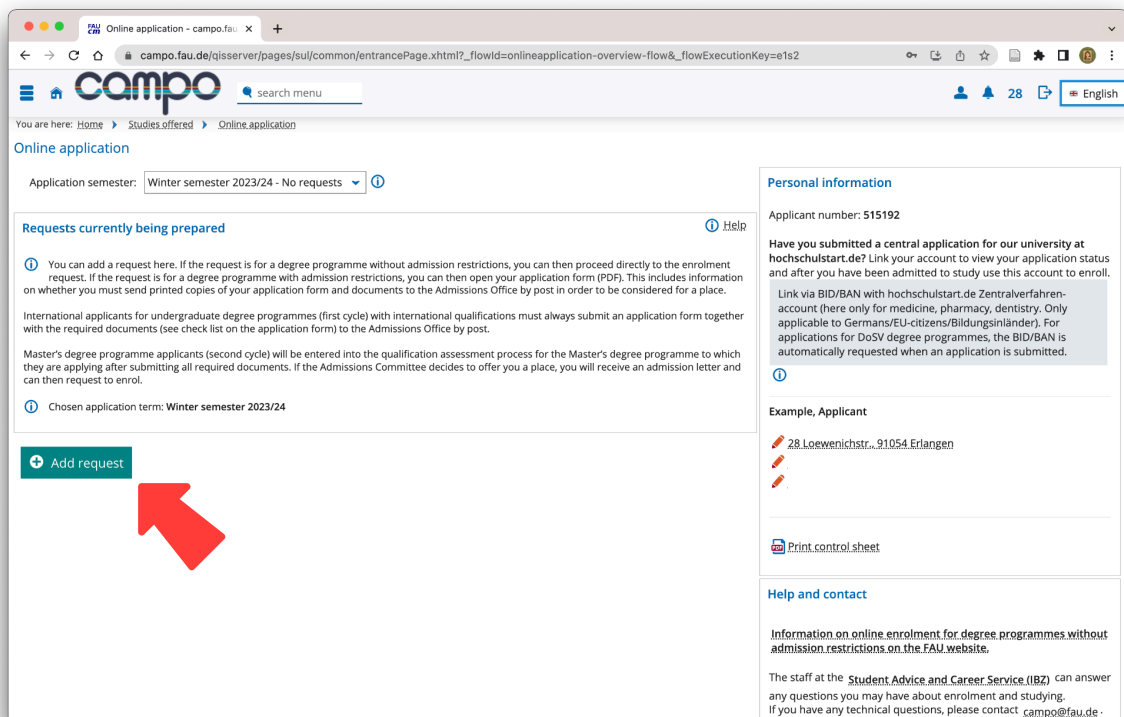
1. While logged into Campo, click on **Open application portal**



2. Next, choose **Winter semester 2023/24** from the dropdown menu.



3. On the next page, click **Add request**:



4. Next, you will need to enter these details (also shown in the image below):

- **Desired degree:** Master
- **Desired subject:** Geosciences (Geowissenschaften)
- **Degree programme:** M.Sc. Geowissenschaften (PO 20202)
- **Subject semester:** 1. Subject semester

The screenshot shows the 'Online application' page on the FAU website. The browser address bar shows 'campo.fau.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowid=onlineapplication-overview-flow&_flowExecutionKey=e1s3'. The page has a search bar and navigation links. The main content area is titled 'Online application' and includes a dropdown for 'Application semester' set to 'Winter semester 2023/24 - No requests'. A 'Go to overview' button is visible. The 'Your desired degree programme' section contains instructions and a list of 'Additional information for applicants for a consecutive master degree programme at FAU:'. Below this, there are dropdown menus for 'Desired degree' (Master), 'Desired subject' (Geosciences (Geowissenschaften)), 'Degree programme' (M.Sc. Geowissenschaften (PO 20202)), and 'Subject semester' (1. Subject semester). A 'Type of admission' field is set to 'Qualification assessment process'. A 'Continue' button is at the bottom left. On the right, there is a 'Personal information' section with 'Applicant number: 515192' and 'Example, Applicant' details. Below that is a 'Help and contact' section with links to 'Information on online enrolment for degree programmes without admission restrictions on the FAU website' and 'Information for all international applicants with international qualifications'.

The next steps involve you entering information on your qualifications, previous degrees, and other information.

5. **University entrance qualification** (i.e. school leaving certificate), which is normally issued by your secondary or high school if you have completed your secondary level education in Germany. Using the drop-down menus, provide details of your university entrance qualification. Click on the 'info' buttons for additional guidance.

- Applicants for Master's degree programmes please choose "*General university entrance qualification earned outside Germany*".

Note for international applicants:

- International applicants with university entrance qualifications earned outside Germany must enter the **value 4.5** in the "University entrance qualification grade" field.

1. Request: M.Sc. Geowissenschaften (PO 20202) Go to overview

University entrance qualification Help

Please provide details of your university entrance qualification here. International applicants with university entrance qualifications earned outside Germany must enter the value 4.5 in the "University entrance qualification grade" field.

* Acquired in: Abroad

* Country: Ireland

* Type of university entrance qualification: General university entrance qualification earned outside Germany

Please enter the type of your university entrance qualification. Applicants for **Master's degree programmes** please choose "General university entrance qualification earned outside Germany" and enter the date of your Bachelor's degree certificate.

* University entrance qualification grade: 4.5

* Date on which university entrance qualification was acquired: 30/05/2015

Continue

Applicant number: 515192

Example, Applicant

28 Loewenichstr., 91054 Erlangen

[Print control sheet](#)

Help and contact

Information on online enrolment for degree programmes without admission restrictions on the FAU website.

The staff at the **Student Advice and Career Service (IBZ)** can answer any questions you may have about enrolment and studying. If you have any technical questions, please contact campo@fau.de.

Information for all international applicants with international qualifications:
If you must submit your application form with all required documents before the application deadline (no otherwise information on the application form), please ensure that these documents are complete (see checklist attached to the application). This applies to degree programmes both with and without admission restrictions, to Studienkolleg applicants and to the German language course.

All **Master's degree programme** applicants must adhere to the application deadlines for the relevant degree programme that can be found in the **information on Master's degree programmes**.

International applicants can also apply via the *dialogue-orientated procedure (Dialogorientiertes Serviceverfahren, DoSV)* managed by

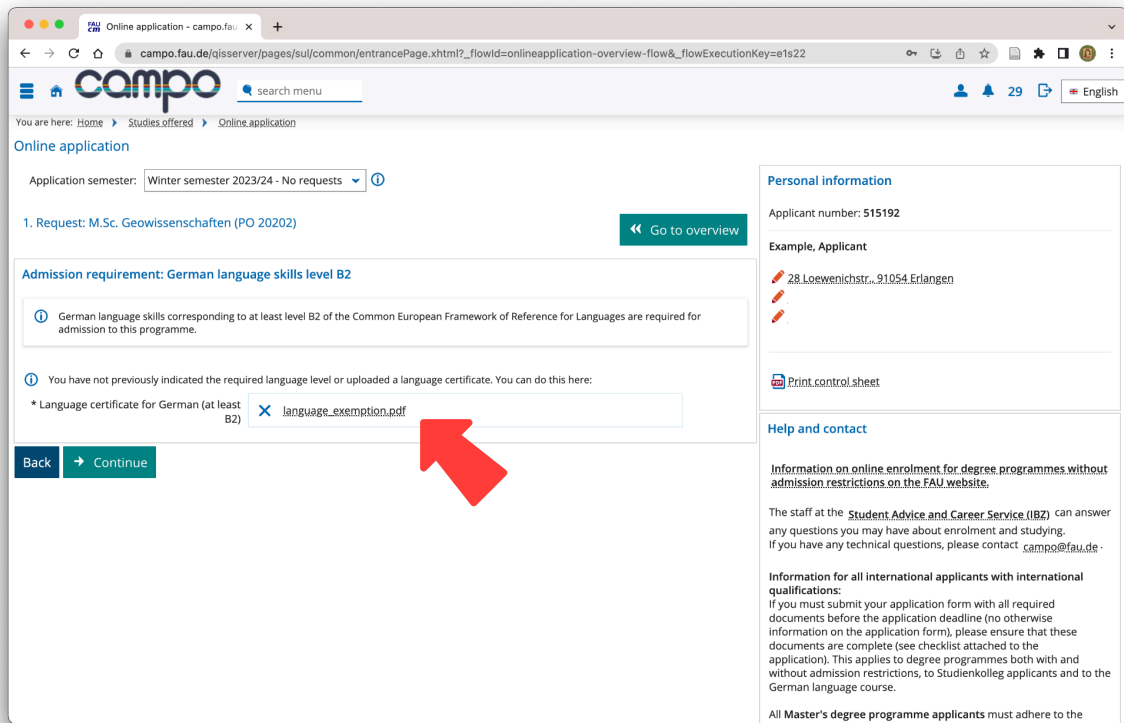
6. Once complete, click **Continue**. On the next, click **Continue** again to proceed. The next section asks about vocational training and national service in Germany. The majority of applicants will answer **No** to these questions. Click **Continue** to proceed.
7. On the next page, you will be asked to check whether your entrance qualification is acceptable in Germany. Two links are provided to help you with this check: one to [Anabin](#) (website in German) and another to [DAAD](#) (website in English). Further instructions for using Anabin can be found [here](#). Then, using the drop-down menus, you must **confirm** that you have read and understood this information.
8. Next, **upload** your school leaving certificate. If this is not already in English, French, or German, please also upload a translated version.
9. **University degree**. Enter the details about your previous degree(s) (e.g. Bachelors degree). At the end of the page you will also be asked to upload **transcripts** of your results. If you have already completed your degree and received your certificate (i.e. your **Final academic record**) you will be asked to upload this as well on the next page.
10. If you have more than one degree, you can add it on the next page (Previous study periods). Click **continue** to proceed.

11. Right of examination. The next page will ask you if you have already studied a comparable degree programme at a university in Germany. If so, and you performed poorly in assessments, you may not be permitted to continue your studies in this field. If this does not apply to you (as in the case of the majority of applicants), please choose **No** from the drop-down menu (as shown below). Click **Continue**.

The screenshot shows the 'Right of examination' section of the online application form. The question is: 'Have you studied in a comparable degree programme at a state or state-recognized university in Germany and lost the right of examination there?'. The dropdown menu is set to 'No', which is highlighted by a red arrow. The form also includes a 'Personal information' section with the applicant number 515192 and an 'Example, Applicant' section with the name 28 Loewenichstr., 91054 Erlangen. There are 'Back' and 'Continue' buttons at the bottom left, and a 'Print control sheet' button on the right.

12. German language skills. The Paleobiology Masters programme is delivered through English and does not require any knowledge of the German language. Unless you have certificates of your German language proficiency that you wish to upload here, select **No Language skills** and **None** for the certificates. Click **Continue**.

13. Next, you will be prompted to upload a 'Language certificate for German'. As this is not required for the Paleobiology programme, please [download this exemption document](#) and **upload** it here (see image on next page). Click **Continue**.



14. Proof of proficiency in English. As the language of the Paleobiology Masters programme is English, unless you are exempt, it is necessary to provide certificates of English proficiency. Exemptions include being a native English speaker and completing a previous degree through English.

In the case where you have completed a degree through English, please follow [this letter template](#) and upload your version in place of the language certificate.

Choose the relevant qualifications from the menus provided. Please contact us via email (pal-master@fau.de) if there are any details you are unsure of. Click **Continue**.

15. Professional experience. Professional experience is not necessary for the Paleobiology Masters programme. However, if you think that you would like to share relevant information with us, you can upload it on this page. Otherwise, click **Continue**.

16. Choice of major and minor subjects and CV upload. The Paleobiology Masters programme consists of a major subject (*Paleobiology - Palaeoenvironments (PB)*) and a minor subject (*Climate and Earth Systems / Earth Systems Research Lab (ES)*). Note that Campo currently lists Climate and Earth Systems as “Earth Systems Research Lab (ES)”.

- First, choose these combined major/minor options from the drop-down menu. **IMPORTANT:** This must be “HS: Paleobiology - Palaeoenvironments (PB) | NS: Earth Systems Research Lab (ES)” as shown in the image below. Otherwise your application will be invalidated. Please contact us via email (pal-master@fau.de) if you think you might have made a mistake.
- Next, please download [this document](#) (displaying these same options) and **upload** it to this page.
- Finally, please also **upload your CV**. Your CV should show any previous relevant education and experience, and should not exceed 2 pages. Please contact us via email (pal-master@fau.de) if you have any questions.

The screenshot shows the 'Online application' page for the 'Request: M.Sc. Geowissenschaften (PO 20202)'. The 'Application semester' is set to 'Winter semester 2023/24 - No requests'. The 'Major subjects' dropdown menu is set to 'HS: Palaeobiology - Palaeoenvironment (PB) | NS: Earth Systems Research Lab (ES)'. There are two red arrows pointing to the dropdown menu and the 'Continue' button. The form also includes sections for 'Personal information', 'Help and contact', and 'Information on online enrolment for degree programmes without admission restrictions on the FAU website'.

17. Application in a previous semester. On the next page you will be asked if you have already applied for this degree programme at FAU in a previous semester. Please select **No** and click **Continue**.

18. Other information. The next page provides an opportunity to add any relevant information that you have not had an opportunity to mention in the previous sections.

Here, we ask you to upload your **Motivation letter** outlining why you are interested in studying the Paleobiology Masters programme at FAU and how it fits into your future career aspirations. Your motivation letter should not exceed 700 words.

You will also be asked where you found out about the degree programme. Please answer via the drop-down menu. Click **Continue**.

19. Study at FAU in the past. If you have previously been a student at FAU in the past, please indicate this and provide your matriculation number on the next page. If not, choose **No** from the drop-down menu. Click **Continue**.

20. Study start newsletter. Next, please choose whether you would like to receive information for freshmen at FAU by email, and in which language you would prefer. Click **Continue**.

21. Submission. Please now review your application and ensure all details are correct. Tick the box at the bottom of the page to confirm the information is correct, then click **Submit application**. You will soon receive a confirmation email.

The screenshot shows a web browser window with the URL campo.fau.de/qissserver/pages/sul/common/entrancePage.xhtml?_flowid=onlineapplication-overview-flow&_flowExecutionKey=e1s32. The page content includes:

- A question: "How did you first learn about the degree program at FAU for which you are applying?" with a note: "Answering this question is, of course, voluntary and has no effect on your application. If you do not wish to answer the question, please select the option 'I do not wish to provide any information on this.'"
- A dropdown menu for "Selection of the first contact with the degree programme at FAU" with "FAU website" selected.
- A section titled "Study at FAU in the past?" with a question: "Have you been enrolled at FAU in the past?" and a dropdown menu with "No" selected.
- A section titled "Study start newsletter" with a "Help" link. It contains two questions:
 - "Would you like to receive information for freshmen at FAU by email?" with "Yes" selected.
 - "If you would like to receive the newsletter, please select the language here." with a dropdown menu showing "German".
- A section titled "Confirm details and submit application" with a checked checkbox: "I hereby confirm that the information I have entered is correct and agree to my data being saved and processed for the purposes of the application procedure at FAU. Furthermore, I acknowledge that my application if it has to be mailed by post needs to be signed by my legal representative (usually a parent) if I am under 18 years of age."
- Buttons for "Back" and "Submit application".
- A note: "The application is possible until Jul 15, 2023. For international applicants submitting applications for undergraduate courses, the deadline for a summer semester is 15 January and for a winter semester - 15 July."
- Footer: "HISinOne" logo and "GENERATED BY NODE PROD34 IN CLUSTER PROD."

We look forward to reviewing your application! We will contact you soon about the status of your application and details about the interview process, if applicable.

If you have any queries, please contact us via email (pal-master@fau.de).