

Guidelines for MSc students at the Faculty of Environment and Natural Resources at Freiburg University

Please note that this document only provides you with an overview of important information concerning your studies. All details can be found in the MSc Programme Examination Regulations (“Prüfungsordnung”) and downloaded from the website of the Department of Legal Affairs related to study and teaching: <https://www.jsl.uni-freiburg.de/studiengaenge>
All students are responsible for understanding this information in full.

(1) Personal data:

Postal address:

Please make sure that your postal address is always up-to-date. If your address changes during the course of your studies, it is absolutely necessary to update it as soon as possible. You can change it online at:

<https://campus.uni-freiburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>.

Email address:

After matriculation you will receive an e-mail (sent to the e-mail account you first stated at matriculation) or a letter with your user-identification (“Your Uni-Account”) which will include an initial password.

In order to use various services of the computer centers (“Rechenzentrum”) and online-functions such as exam registration or re-matriculation, and for being contacted by the examination office quickly, you have to register at the “My Account” page of the computer center: <https://myAccount.uni-freiburg.de>. There you have to change the password given to you into a so called “central password” which will allow you to use computers in labs, internet, and perform the various functions mentioned above. After changing the initial password into a central password you will receive an e-mail asking you to verify your e-mail address.

In addition you will need to check a box for which email address you would like to be your main email contact. Please make sure that the email that you have chosen is checked regularly. Further information can be found under:

http://www.rz.uni-freiburg.de/services-en/uniaccount-en/whatis-ua-en?set_language=en

(2) Participation in modules:

How do I register for modules?

a) Compulsory modules:

Registration for compulsory modules is normally not necessary. For specific compulsory modules of the programme “Geographie des Globalen Wandels” registration is necessary. Information will be provided by the individual lecturers.

b) Elective modules:

Registration for participation in elective modules is necessary and must be completed by each student. Information about registering for elective modules will be provided at the beginning of each semester.

(3) Module exams:

Each module is concluded with an exam, which can either be an oral (oral exam, presentation etc.) or written (written exam, research paper, protocol etc.) exam. You are only allowed to write the exam if you have registered for the exam. If you do not register for a module exam you will not receive a grade or credit for attending the course and must wait until the next period in which the course runs. Depending on courses this could mean up to one year. Note: Registering for the module does NOT register you for the exam! The

registration has to be done online, according to your study programme and study semester, at: <https://www.verwaltung.uni-freiburg.de/qis> or <https://campus.uni-freiburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>.

What do I need to register online for module exams?

Please see (1) "Personal Data", "E-mail address" above.

Important: Registration for exams is only possible after having verified your e-mail address and changing your initially given password into a central password.

What do I do if the online registration does not work?

- 1) Please try again at later time.
- 2) If you have not been able to register after several attempts, you can go to the website of the examination office and print out the registration form. Please submit the filled in form to the examination office, still paying attention to the deadlines for registration and deregistration.

When is the registration deadline for individual module exams?

Usually, registration is possible from the first day of each semester (winter semester: 01.10., summer semester: 01.04.) for the modules offered in that semester.

The registration deadline ends for:

- three weeks modules: on the Wednesday of the second week
- modules with semester-week structure: on 01.02. (winter semester) / 01.07. (summer semester).

It is possible that registration and deregistration deadlines for individual modules differ from the above mentioned dates. Exact deadlines can be found listed along side the modules in the registration and deregistration internet pages.

In order to avoid forgetting to register, it is recommended to register for all modules of the upcoming semester right at the beginning of that same semester. Please print or save your exams extract ("Leistungsübersicht") after your (de-)registration for module exams. With these documents you can later prove if necessary that you indeed (de-)registered for the module exam. Please see:

<https://www.unr.uni-freiburg.de/studium-lehre/master/resolveuid/270ac01fba8f26daa034737e5c86a970>

Please remember to check your (de-)registration online before the deadline to verify that you are really (de-)registered for the exam. If this is not the case, please contact the examination office immediately.

What do I do if I have registered, but am unable to attend the exam?

Within the timeframe of registration/deregistration (see above) you can deregister from a module exam online without consequences.

After the deadline has passed, it is no longer possible to withdraw from an exam unless you are sick or can prove your inability to attend. (see § 28 MPO). **The deregistration must be approved by the examinations board per petition!** In case of illness you must immediately hand in an **official doctor's note** to the examination office (the respective form is provided on the webpage of the examination office).

Important: If you are registered for an exam, but miss it unexcused it will be graded with 5,0 (unsatisfactory) and considered as failed.

What happens if I fail a module exam?

Every failed module exam can be repeated once.

Please note: Within the whole MSc programme a second re-examination is only possible for a maximum of 10 ECTS credits. That means that you can repeat only a maximum of two module exams with 5 ECTS credits each a second time.

You will be notified in written about the date and place of the re-examination by the examination office if you failed an exam.

If you failed the first re-examination and are allowed to do a second one (see above), it is strongly recommended to participate again in the related module. As with other modules and exams, it is necessary to register if you are taking a second re-examination.

A third re-examination is impossible!

(4) Internship:

Details about the internships are provided in the internship regulations of the individual MSc programmes.

According to the overall schedule of the MSc programmes, an internship should take place between the second and the third semester. It is at least seven weeks in duration. Upon successful completion of the internship, 10 ECTS credits will be awarded.

How to I find an internship?

Usually students look for internships on their own. Helpful internet addresses are available at the webpage of your MSc programme.

If you need help finding an internship, you can contact the internship-coordinator of your MSc programme. Important: Please think of where you would like to do an internship before contacting the internship-coordinator.

What do I have to do before I start my internship?

- 1) Once you have identified a potential internship provider you must contact the MSc's internship-coordinator in order to get his approval that your choice is suitable and will be accepted. This first approval is of an informal nature and does not need to be in writing.
- 2) After having received the informal approval of the internship-supervisor you can contact the internship provider and apply for a place. If you get a place please fill in and sign the internship contract (annex 1 of the internship regulations) as well as the internship schedule (annex 2 of the internship regulations), and send it to the internship provider. After the internship provider has returned the forms to you they can be submitted to the internship-coordinator for his final approval and signature. The internship regulations, including the annexes, are available on the webpage of the examination office.

What do I do after the internship? How do I prove that my internship took place?

Before the end of your internship you should provide your internship provider with the official internship certificate form (annex 3 of the internship regulation) to fill-out, sign, and stamp. In addition, an evaluation sheet (annex 4 of the internship regulation) should be filled out by you, the student. Please give both documents to the internship-coordinator. He will check the internship certificate and will forward it to the examination office. Please take copies of the internship certificate beforehand or ask the internship provider for two originals in case you need them for future job applications.

Can previous work experience fulfill the internship requirement?

Under certain circumstances it is possible to have previous work experience (e.g. trainee programmes) approved of as an adequate substitute for the internship.

Please check with the programme director.

(5) Master thesis:

Before starting with the Master thesis you have to apply for admission at the examination office. The respective form can be found on the web page of the examination office.

When can I register for the Master thesis?

The earliest point at which you may begin your Master thesis is during the 3rd study semester, after you have collected at least 60 ECTS credits.

The latest possible point to register for the thesis is three months after the last module exam. A Master thesis without registration or registration after the deadline will be graded with 5,0 (unsatisfactory) and considered as failed.

Further details about the Master thesis can be found in the MSc's examination regulations.

In summary:

What to do?	When?	Where?
Change of address	Immediately after changing the address.	https://campus.uni-freiburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y
University email account, Verify email address	Immediately after receiving email or letter.	https://MyAccount.uni-freiburg.de
Registering for module participation <ul style="list-style-type: none"> Compulsory modules Elective modules 	No registration required. Information will be provided during the semester or can be found on the webpage of the examination office.	
Registering for module examinations	Recommended to register immediately after semester start. Within the registration period (see above, point 3: Module exams).	https://verwaltung.uni-freiburg.de/qis oder https://campus.uni-freiburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y
Deregistration	Without consequences until the deadline of registration, see above.	https://verwaltung.uni-freiburg.de/qis oder https://campus.uni-freiburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y
Retaking a failed module exam <ul style="list-style-type: none"> <u>First retake</u> <u>Second retake</u> Please note the restrictions!	You will be informed in a written way. Earliest opportunity. Attention: <ul style="list-style-type: none"> It is recommended to participate in the lectures again. Registration is necessary again. 	
Internship	Usually after completing the second semester for a duration of seven weeks.	see above (4)
Application for Master thesis	Earliest during the 3rd study semester, after having gained at least 60 ECTS.	At the examination office (submit the appropriate forms).

Further information in relation to examinations is available at:

Examination office („Prüfungsamt“)

Tennenbacherstr. 4, Herderbau, 4th floor

Contacts:

Silke de Boer, Joanna Norek, Martina Nickel

Ursula Striegel and Hans-Christof Gundlach

How to contact us:

in person	Monday and Thursday between 10 am and 12 pm If you cannot come during the consultation hours, please make an appointment.
by phone	Daily from 8.30 am until 12.00 pm Tel.: 0761/203-8610 or 0761/203-3605
by email	joanna.norek@unr.uni-freiburg.de ursula.striegel@unr.uni-freiburg.de silke.deboer@unr.uni-freiburg.de h-c.gundlach@unr.uni-freiburg.de martina.nickel@unr.uni-freiburg.de
by fax	Fax no: 0761/203-3600
by post	Prüfungsamt der Fakultät für Umwelt und Natürliche Ressourcen Universität Freiburg 79085 Freiburg

Important links:

Examinations Office of the Faculty of Environment and Natural Resources
<https://www.unr.uni-freiburg.de/fakultaet-en/pruefungsamt>

MyAccount
<http://www.myaccount.uni-freiburg.de>

Exam (de-)registration
<https://www.verwaltung.uni-freiburg.de/gis>
or
<https://campus.uni-freiburg.de/gisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>

Student Portal
<http://www.studium.uni-freiburg.de>

University Library
<http://www.ub.uni-freiburg.de>

Studentenwerk
<http://www.studentenwerk.uni-freiburg.de>

Faculty of Environment and Natural Resources
<http://www.unr.uni-freiburg.de>

M.Sc. Geographie des Globalen Wandels
https://www.geographie.uni-freiburg.de/studium-lehre/stg/mastergdgw/mastergdgw?set_language=en

M.Sc. Geology
<http://portal.uni-freiburg.de/master-geo/geology>

M.Sc. Environmental Governance
<http://www.meg.uni-freiburg.de>

M.Sc. Forstwissenschaften/ Forest Sciences
http://www.msc-forst.uni-freiburg.de/en?set_language=en

M.Sc. Hydrologie
http://www.master-hydro.uni-freiburg.de/mschydro-en?set_language=en

M.Sc. Renewable Energy Management
<https://rem.zee.uni-freiburg.de/mission/>

M.Sc. Umweltwissenschaften/ Environmental Sciences
http://www.msc-umwelt.uni-freiburg.de/en?set_language=en