

Guideine Master thesis

Albert-Ludwigs-Universität Freiburg

M.Sc. Forest Sciences

M.Sc. Environmental Sciences

Stand Februar 2021



**UNI
FREIBURG**

Overview



- General
- Procedure
- Supervision
- Registration
- Writing the Thesis
- Grading of the Thesis
- Submission of the thesis
- Receiving final degree
- Exmatriculation

Aim:

Students should show that they are able to work on a scientific topic from the field of study within a given period of time (= 6 months) using scientific methods and to present the results adequately.

Earliest Start:

Proof of at least 70 ECTS

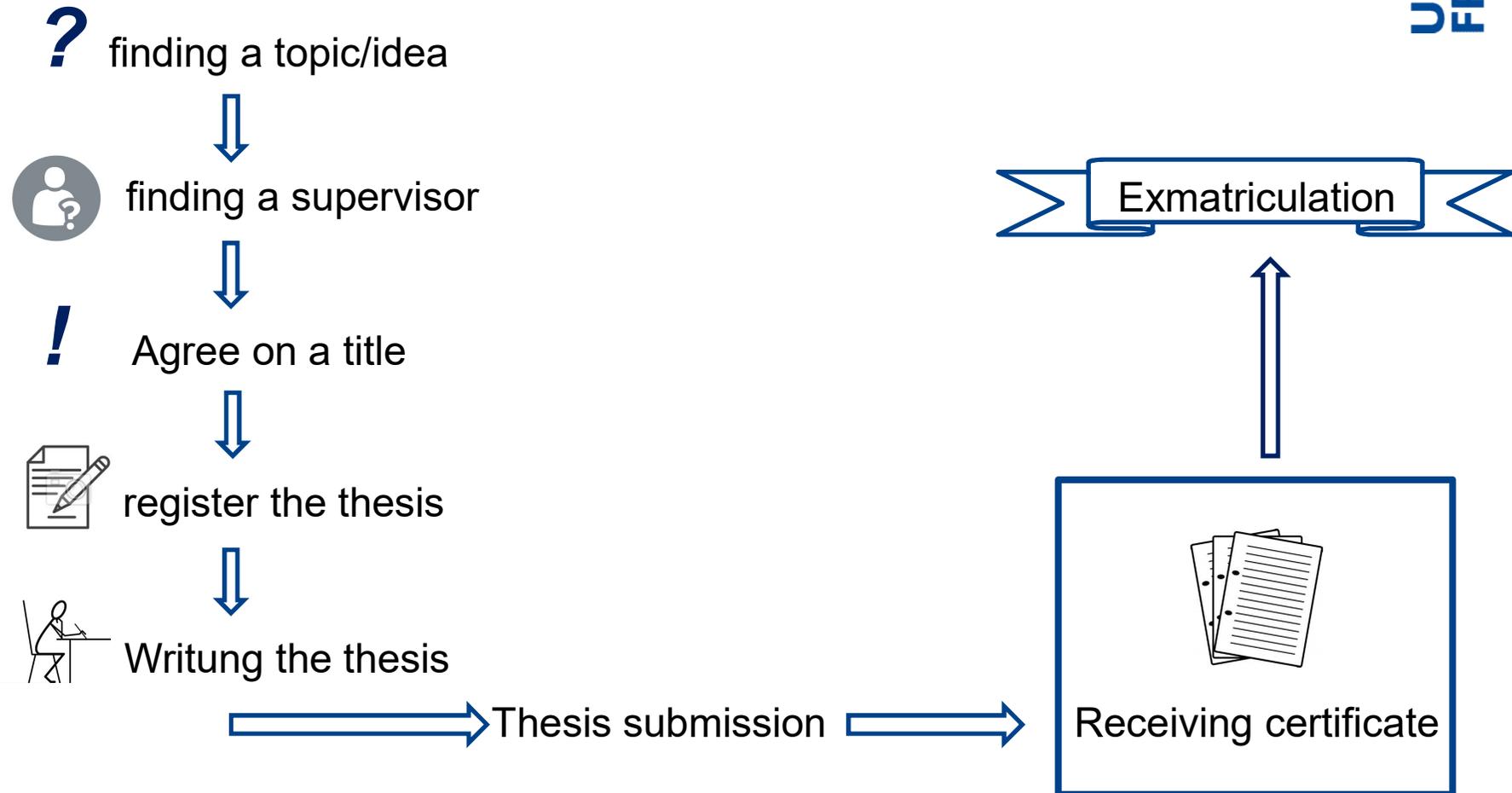
Latest Start/Deadline:

There is no deadline for the start and registration of the master thesis. The start/registration can be chosen freely.

Editing periode:
Exact 6 months

Scope of performance:
30 ECTS = 900h workload

Procedure



Supervision/Examiner I



- For each thesis there is a **first supervisor** and a **second supervisor**.

There cannot be an official or personal relationship of dependence between the supervisor and second examiner
(e.g.: first supervisor = professor, second supervisor = his assistant)

- Both reviewers require an **Examination authorization for A Master's program**
(university lecturers, private lecturers, persons with examination authorization)

One examiner MUST be a member of the faculty UNR

Supervision/Examiner II



- **First Supervisor:**
 - active support + Examiner (Grading)
 - Support and contact person for questions regarding the thesis
- **Second Supervisor:**
 - Just examiner (grading)

**Detailed information about eligible supervisors
are found in the Master „Rahmenordnung“:**

[Master — Fakultät für Umwelt und Natürliche Ressourcen](#)

Internal Supervisor:

- Who is eligible?
 - university professors, retired professors, honorary professors, associate professors or Privatdozenten (PD) of the University of Freiburg.
 - Furthermore only members of the academic staff of the University of Freiburg who received the right to supervise master theses (at our faculty) can be supervisors.
 - Emerited professors are not eligible for supervision.

Some teachers have an official permission to supervise master theses and can sign the registration form themselves, others additionally need the signature of a professor on the registration form.

Supervision/Examiner IV



External Supervisors are the exceptional case* and must be requested in advance

External Supervisor:

- Who is eligible?

only professors, associate professors or Privatdozenten (PD) can be approved (Art. 20 § 4 MScO)

Scientists without an employment at a university are not accepted.

- Request:

Informal letter to the Review Committee explaining why an external reviewer is desired and stating that the desired person is employed by a department at a university and is authorized to supervise master's theses.

*Examples:

- No suitable supervisor can be found at the UNR.
- The thesis is to be written outside of Freiburg

Registration I



- Registration form:
 - For can be found on the website of the examination office or of your programme (Forms and guidelines)

- Signatures:
 - The registration form must be signed by the student and the first supervisor and must contain the name of the second supervisor

- Start and Deadline:
 - Starting point must be noted on the form
 - Deadline is exactly 6 months after the starting point (Example: April 18 - September 18)

Registration II



- Submission:
 - The registration form has to be submitted to the examination office and will then be examined by the examination board

During the pandemic as pdf,
otherwise as original!

- Confirmation of registration:
 - If the examination board approves the registration, the examination office send a confirmation letter, including the date of submission, via postal mail.

It is essential to ensure that a current address is always stored in the system! For legal reasons, the examination office must always send official letters by mail.

30 ECTS = 900h workload

Time frame: 6 months

- **Titel**
 - The title on the application form is provisional
 - Minor title changes are possible as long as the topic of the paper does not change. The keywords should always remain the same.
 - If the title changes more significantly, the examination office should be informed of the new title together with the supervisor before the paper is submitted
- **Change of topic** Within the first 2 months you can cancel your thesis. Within 4 weeks a new topic must be registered.



■ Enlargement

- In justified exceptional cases*, an extension of a maximum of 6 weeks can be requested. For this purpose, an informal application (letter) must be submitted to the examination office.

** Illness, external circumstances that e.g. do not allow a data recording*

- Requests for extension must be made immediately and in no case after the original submission date.
- Any request for extension must be approved and supported by the supervisor (in written form)

■ Illness

- Anyone who falls ill during the processing period must immediately submit a **medical certificate (doctor's note)** to the examination office.
- The doctor must certify the illness on the **pre-prepared form*** at the beginning of the illness.

If the certificate is submitted **AFTER** the illness, it will **NOT** be considered!

- An extension can only be granted for the duration of the illness (maximum 6 weeks) and only in the case of an illness that clearly prevents the processing of the thesis.

*Form available for download on the website of the study program or the examination office.

- **What must be submitted?**
 - 3 bound copies of the thesis
(Spiral binding is NOT accepted)
 - 1 CD with the electronic version of the thesis
- **Statutory Declaration**
 - Each version must include the affidavit and be signed
(see form on the website)

Statutory Declaration:
"I hereby affirm that ..."
Do not forget!

Without signature the
declaration is invalid!

Submission II



Process:

- 3 copies must be submitted to the examination office (EO) by the deadline (or earlier).
- EO stamps all 3 copies, retains 1 copy.
- Students are responsible for ensuring that both reviewers receive one of each of the stamped copies.

Late submission:

- If the master's thesis is submitted after the deadline, the thesis will be graded as "not sufficient" (5.0) and will not be passed.

Submission III



Personal Submission

- Monday – Friday: 8:00 – 12:30

Postal submission

- The postmark must correspond to the submission date at the latest.
- Absolutely make sure that a dated postmark is clearly visible.

Submission by a trusted person

- Any person can hand in the 3 copies (+CD). No authorization is required for the delivery

Grading of the Thesis I



Evaluation periode:

- The work should be evaluated by both supervisors within 6 weeks.
(As a rule, it often takes a little longer).

Final grade:

- Results from the average of the two grades assigned by the two reviewers.

Passing grade:

- In order to pass the master's thesis, the work must be graded at least "satisfactory" (4.0).

Failing the thesis

- Repetition is possible
- Within 2 months after receiving the corresponding letter from the examination office, a new topic must be registered
- If desired, a new examiner can be found

The address in HisInOne must always be up-to-date!
Otherwise the letter might not reach you!

If it is not possible to receive letters, please inform the examination office and ask to email a pdf of the letter.

Receiving the degree



The examination office does NOT inform when the certificate is issued
-> active contact by student necessary when grade is posted

Thesis-grade booked? (HisInOne)

about 1 week ↓ *processing time*



Certificate documents issued (examination office)

Contact the ↓ *examination office*

Personal
Pick up

ID card

Send by
Post

*current
adress*

Pick up by
trusted person

*Authorization note
ID card*

Documents may only be
sent by mail
(DHL & co are not allowed)

Already exmatriculated?
-> Ask supervisor when
grade can be expected

Exmatriculation I



- As long as you still have to complete coursework, you must be enrolled!
 - > If the last achievement is the master thesis, you must remain enrolled until the master's thesis is submitted.
 - > After submitting the thesis, you can exmatriculate immediately.

More information: see "Exmatriculation Guide" or contact SCS directly.

Thesis evaluation and certificate issuance can also take place without enrollment

With the exmatriculation one loses the access to HisInOne
-> update data beforehand and possibly export a current performance overview

Exmatriculation II



- Automatic Exmatriculation
 - After completion of the last course credit, you will be automatically exmatriculated at the end of the current semester.

Recommendation: :
Application of Exmatriculation

- Application of Exmatriculation
 - After the completion of the last study performance, a Application for de-registration can be submitted to the SCS.
 - Receipt of an "Exmatrikulationsbescheid" (notice of de-registration)
(Necessary for enrollment at another university, proof to claim pension claims for the period of study).
 - Exmatriculation notice is sent by mail to the address from HisInOne.

Special case 1:

- Master thesis is handed in shortly before the end of the semester, one would like to remain enrolled for the following semester:
 - As long as the master thesis has not yet been graded, you have the right to remain enrolled -> re-registration is possible.
 - If the thesis is graded before the start of the semester, but after the re-registration period, you remain enrolled anyway.

Special case 2:

- Master thesis is handed in shortly after the beginning of the semester:
 - Re-registration for the new semester is necessary, since a service must still be provided (= submission of the thesis).
 - If the de-registration takes place up to 1 month after the beginning of the lecture period, the tuition fees (1500€) and the administrative fee for the current semester will be refunded.
 - If the de-registration takes place later than 1 month after the start of lectures, the fees will not be refunded.