

Information

for students of the MSc programme 'Forest Ecology and Management' (21.05.2008)

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I. Programme Structure

- All teaching modules are divided into three-week units. One unit usually consists of about 25 taught hours and about the same time of self study.
- The modules are classified as either core or elective.
- Each module concludes with a graded exam. The exam can be written or oral.
- Students earn 5 ECTS credits upon successful completion of each module.
- In total, 120 credits are required.
- Included is an internship of seven weeks (10 ECTS) and a master thesis (30 ECTS). The following table demonstrates the distribution of the modules.
- Composition of the final grade: average grade of all modules: $\frac{3}{4}$, master thesis: $\frac{1}{4}$.

Overview:

4th semester	Master-Thesis 30 ECTS					
3rd semester	Eco-informatics	Elective 4	Natural Hazards & Risk Management	Elective 5	Forest Resources & Wood Production	
Internship						
2nd semester	Population & Community Ecology	Methods in Ecosystem Analysis	Soil Ecology & Management	Elective 3	Ecosystem Management	
1st semester	Global Environmental Changes	Tree Structure & Function	Statistics and GIS	Elective 1	Managing human-environment Interactions	Elective 2

II. How to organise yourself for successful completion of the MSc programme

Instructions of the Examinations Office (06.02.2008)

Please note that this leaflet only provides you with an overview. Details can be found in the binding examination regulations for the MSc programme (MPO) of the Faculty of Forest and Environmental Science. The regulations can be downloaded from the website of the examination office: <http://www.dekanat-ffu.uni-freiburg.de/amt/fem/fem.php> and from the website of the FEM-programme: <http://www.fem.uni-freiburg.de>.

(1) Personal data:

Every once in a while during your studies you will receive letters from the examination office. To ensure that the letters reach you, it is absolutely mandatory to know your **current address**.

If your address changes while you are enrolled as a student, you must change your address by updating your student account at the computer terminals, which can be found in the main library (*Universitätsbibliothek / UB*) or at the central administration of our University (*'Rektorat'*) for instance.

E-mail address

To make sure that we can contact you quickly and safely, you are required to open a student e-mail account. This can be done online by visiting the web site of the computer centre (*'Rechenzentrum'*): <http://www.rz.uni-freiburg.de/myAccount>. Please remember to check your university e-mail account regularly. We will communicate with you only through this address.

(2) Registering for modules

Do I have to register for a module?

a) Compulsory modules:

It is not necessary to register for compulsory modules.

b) Elective modules:

For elective modules you must register. You cannot do it online; we will inform you in time about where and how to do it.

(3) Module exams

Each module is concluded by a written or oral exam (research paper, protocol, written exam, oral exam, presentation etc.). **You must register for each exam** individually. You have to do this online.

How can I register?

- Option 1: through internet

The registration form can be accessed either by visiting the following web page:

<https://www.verwaltung.uni-freiburg.de/qis>

or through the web site of the examination office (<http://www.dekanat-ffu.uni-freiburg.de/amt>), see the page of your MSc programme.

- Option 2: At the computer terminals located in the main library ('UB') or the central administration ('Rektorat')

What do I need to register for the module exams?

After enrolment you will receive a letter from the university's computer centre ('Rechenzentrum'), containing a so-called LDAP identification code and your initial password.

With this ID and password you can log yourself into your student account (<http://www.rz.uni-freiburg.de/myAccount>) and change the password. How this is done is explained on the computer centre's web site or in the letter which contained your access data.

Important: you can only sign up for the modules' exams after you have registered and activated your online student account.

What to do in case the online registration does not work?

1. Please try again later.
2. If you have not been able to register after several attempts, you can go to the website of the examination office (<http://www.dekanat-ffu.uni-freiburg.de/amt>) and print the registration form. Please submit the filled in form to the examinations office ('Prüfungsamt'). Please make sure to meet the deadlines for all registrations or cancellations.

When do I have to register for the module examinations?

From the first day of lectures you can register for all modules' examinations.

For the individual modules the last possible date for registering is always Thursday of the module's second week.

In order to avoid that you forget to register on time, we recommend you to sign up for all of the upcoming exams in the semester at the beginning of that same semester.

Please print out your summary of grades and keep it to prove the correct registration for the module examinations. (see http://www.dekanat-ffu.uni-freiburg.de/amt/msc/msc_onlineabfrage_leistunguebersicht.pdf)

Please remember to check your online student account not later than Thursday of the module's 2nd week to make sure you are really registered for the exam. If not, report this to the examinations office ('Prüfungsamt') immediately.

What to do if I cannot sit an exam?

You can cancel your registration until **Thursday evening of the module's second week** without any consequences.

The cancellation works the same as the registration and is done online (internet or computer terminal).

After that day it is not possible anymore to withdraw from an exam unless you are sick or for other serious reasons (cf. §27 of the Masters Examination Regulations). The cancellation must be approved by the Examining Board ('Prüfungsausschuss')! In case of illness you must immediately hand in a proper doctor's certificate to the examinations office. Details about the doctor's certificate you can find at <http://www.dekanat-ffu.uni-freiburg.de/amt>.

Important: If you are registered for a module's examination and do not sit that exam unexcused, you will receive a grade of 5,0 (not sufficient) and fail the module.

What happens if I have failed a module?

Every failed exam can be repeated once. Resitting a failed exam twice is only allowed for a maximum of five modules throughout your studies.

After failing an exam you should contact the responsible examiner right away to arrange a date to resit the examination. Generally failed exams are repeated within the first two weeks after completion of the semester's last module.

In case you fail a second time and you are allowed to resit the exam once again (see above), you are required to do the whole module again and register for the exam anew (see information about how to register above).

(4) External Modules

External modules cannot be recognised for your final grading. The final grade is calculated on the basis of the modules of your study programme only. (The modules of your study programme are listed in the examination regulations.)

EXCEPTION: A maximum of two elective external modules can be recognised (as so called "Selected Topic"). Please contact the programme director for approval so that the modules can be registered on time.

If you achieve more than 90 ECTS credits (e.g. through doing more electives) those additional credits and grades will not be considered for the final grade. The final grade includes only your core and elective modules up to 90 ECTS credits in chronological order. For this the date when you applied for the module's exam is relevant, not the date when the module was graded.

All modules beyond 90 ECTS credits will not be taken into calculation of the final grade, but probably can be mentioned in the diploma supplement (the diploma supplement is in development, details are not yet fixed)

(5) Selected Topics

You have the possibility to write a scientific paper ("special topic") instead of attending an elective. This applies only to a maximum of two elective modules; if you have registered for two external modules already as "special topic" (see point 4) you cannot register for further "special topics".

"Special Topic" means that in the three weeks of the module you write a scientific paper about a special topic under the supervision of a professor. The choice of your topic has to be agreed upon by the director of the programme and the supervisor. The application form for a special topic is available on the website of the examination office (<http://www.dekanat-ffu.uni-freiburg.de/amt>) and must be submitted to the examination office before you start working on your paper.

(6) Plagiarism: guidelines for avoiding plagiarism in papers / exams

Plagiarism is commonly defined as "the practice of taking someone else's work or ideas and passing them off as one's own" (Oxford American Dictionary, Digital Version 1.0.1, 2005).

IMPORTANT: Papers or exams in which plagiarism is detected are considered as failed

Guidelines for avoiding plagiarism include the following:

1. Cite all sources of information and ideas (a) where you use them and (b) each time you use them. However, you need not have citations for propositions that qualify as common knowledge.
2. If you quote directly from a source, put it in quotation marks (or indent it if it is a long quote) and cite it immediately thereafter. It is not acceptable simply to take a quote, change a few words, and omit the quotation marks. You are still presenting the other person's expression rather than your own.
3. Write in your own voice. The paper is to be your analysis, not someone else's. You can easily bring in the work of others by using forms such as "According to Smith, ...", "The Jones study found that ..." or "Several studies have concluded that ..." etc. Sometimes you can simply assert facts or findings by saying them and then following them directly with citations. Conversely, you can write about your own views or analysis by saying "In my view ...", "My analysis is that ...", "Based on my experience ..." or other such forms.
4. Most of the paper should be in your own words. Direct quotations rarely constitute even 10 percent of a paper, and usually much less. An exception might be when a paper requires close analysis of a fixed text, such as a statute or regulation.
5. The last page of your paper has to be a signed declaration which says: I herewith declare that I have written this paper on my own and that I have not used any other sources and materials than those indicated. I properly cited the materials I have relied upon.
6. You have to submit the paper electronically and, when requested, in printed form. The electronical version is needed for checking if the paper contains plagiarized parts.

(7) Internship

When?

According to the overall schedule of the MSc programme an internship period of at least seven weeks duration should be done between the 2nd and 3rd semester. Upon successful completion 10 ECTS will be awarded. For more details please have a look at the internship regulations which can be found on the website of your programme.

How to search for a placement?

Usually, students look for their internships on their own. Helpful links can be found on the website of the MSc programme. If you are not sure about how to find a potential internship provider you may contact a lecturer of your programme. Important: Please reflect first in which area you would like to do the internship and then contact a lecturer who is familiar with this area and ask for tips or advice.

How to proceed prior to the internship?

1. (before contacting the internship provider):

Once you have identified a potential internship provider you must contact the director of the study programme, Prof. Bauhus, (before the internship begins) in order to get an informal approval that your choice is suitable and will be accepted. To get this approval you should send an e-mail (juergen.bauhus@waldbau.uni-freiburg.de), or make an appointment with him through the secretary (Tel 203 3678). 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 director of the study programme)

Now you can contact the internship provider and apply for a place. If you get a place please fill in and sign the internship contract including annex 1 (Internship Schedule) with your internship provider and submit it to the director of your study programme for the final approval.

How to proceed after completion of the internship

After completion of the internship the internship provider has to fill out the internship certificate (Annex 2 of the contract) and you have to fill out the evaluation form (Annex 3).

As soon as you are back to Freiburg please submit a copy of the internship certificate as well as the evaluation form to your internship supervisor, Prof. Bauhus. He will check the certificate, give his approval and forward it to the examination office. You can give the forms to the secretary of the Institute of Silviculture, Ms Schäfer, she will forward them to Prof. Bauhus.

Please keep the original of your internship certificate for your own records; you may need it for job applications.

Can previous work experience before having taken up the MSc course be accepted as internship?

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

Please talk to the programme director about this matter.

(8) Masters thesis

The earliest possible point to begin with the masters thesis:

The earliest point at which you may begin your masters thesis is during the 3^d semester, after you have collected at least 70 ECTS credits.

The latest possible point to begin with the masters thesis:

You must have applied for your thesis no later than three months after the examination completing your final module.

If the application for your masters thesis is made too late or not at all, you will receive a grade of 5.0 (unsatisfactory) for the thesis and fail.

How to proceed prior to starting the thesis:

- It is your responsibility to choose a topic for your thesis and to find an appropriate supervisor and second examiner. Formally the second examiner is just an examiner, that means his/her task is only to grade your thesis, not to supervise it.
 - One of the two persons involved (supervisor or second examiner) must be a professor from our faculty.
 - One of the two persons (no matter if the supervisor or the second examiner) can come from outside our faculty but must have a professorship at a University.
 - If you want to involve an external supervisor/second examiner you and also your faculty supervisor/second examiner must write a letter to the dean of studies, Prof. Fink, and give reasons why you wish to have an external supervisor/second examiner and prove that the person is a full professor at a university. A good reason would be that nobody at our faculty has the expertise in your research topic or that you do your field research outside Freiburg and wish to have one supervisor nearby.
- Once you have chosen an acceptable topic and found an appropriate supervisor you must apply to the examinations office for approval and permission to begin writing your thesis.
- The appropriate form can be downloaded from the examinations office website (<http://www.dekanat-ffu.uni-freiburg.de/amt>) or from the website of your MSc programme (see Guidelines and Forms)
- The form must be signed by you and your first supervisor. Please discuss with your supervisor a possible second examiner for your thesis and include his/her name in the application form.
- You and your supervisor must agree on a starting date for your thesis and record it in the form.
- Work on the thesis can not begin prior to the chosen starting date.
- Submit the form to the examinations office. From there it will be forwarded to the chair of the examinations committee for approval.
- Once the chair has approved your thesis application, the examinations office will send you a confirmation letter and determine the submission deadline.
- You may start working on your thesis upon receipt of the letter of confirmation.

Writing your thesis:

- You have exactly six months to complete the thesis.
- You can suspend the writing of your masters thesis only once and only during the first two months after approval. A new topic must be submitted within four weeks.
- An extension of a maximum of four weeks is possible only in exceptional cases. This requires the submission of a written application. Requests for extensions must be submitted to the examinations office immediately, and no later than two weeks prior to the submission deadline of the thesis. Your request must be approved and supported by your supervisor in writing.
- Should you fall ill during the writing of your thesis you must submit a doctor's certificate to the examinations office immediately. Your doctor has to attest to your illness by filling in the '[Bescheinigung der Prüfungsunfähigkeit](http://www.dekanat-ffu.uni-freiburg.de/amt/fem/fem.php#for)' form, which can be downloaded from the examinations office website (<http://www.dekanat-ffu.uni-freiburg.de/amt/fem/fem.php#for>). You will be granted an extension for the duration of your illness. Please note that the examinations office can only accept illnesses that clearly prevent you from working on your thesis.
- Add as last page a signed declaration which says "I herewith declare that I have written this paper on my own and that I have not used any other sources and materials than those indicated. I properly cited the materials I have relied upon."

Submission of the thesis:

- The thesis must be submitted to the examinations office by the submission deadline at the latest. You may submit your finished thesis earlier if you wish.
- If the masters thesis is submitted after the date stated in the letter of confirmation sent to you by the examinations office, your masters thesis will be graded as 'unsatisfactory' (5.0).
- You must submit three copies of your thesis. Each copy must be bound. Spiral binding is not an accepted format for the submission of your thesis.
- The masters thesis must include a page on which you attest that you have completed the thesis without external aid, using only the sources and materials indicated and that you have not previously submitted the document in question as a masters thesis elsewhere.

Upon submission of the thesis:

- The thesis will be evaluated by your supervisor and the second examiner within 6 weeks after submission. The final grade awarded the masters thesis is the average of the two grades awarded by the two examiners.
- To pass, the masters thesis must be graded as sufficient (4.0) or better.

In summary:

What to do?	When?	Where?
Change of address	immediately after changing the address	- at the computer terminals in the main library or the central administration
University e-mail account	as early as possible after enrolment	- on the web site of the university's computer centre (MyAccount)
Registering for modules <u>Compulsory modules</u> <u>Elective modules</u>	no registration required information will be provided during the introductory session	
Activating your online student account	immediately	- on the web site of the university's computer centre ' <i>Rechenzentrum</i> ' (MyAccount)
Registering for module examinations	- it is recommended to do this immediately at the beginning of the semester - no later than the second Thursday of a module	- via internet - at the computer terminals in the main library ' <i>UB</i> ' or the central administration ' <i>Rektorat</i> '
Cancelling registrations	- no problem until evening of the second Thursday of a module	- via internet - at the computer terminals in the main library ' <i>UB</i> ' or the central administration ' <i>Rektorat</i> '
Resitting failed module examinations - resitting once - resitting twice Please note the restrictions!	usually during the first two weeks after the semester is over as arranged with the responsible lecturer (the date must be arranged within the first two weeks after the end of the semester) as soon as possible Important: - pre-requisite is to do the same module once again - you must renew your registration for the exam	
Internship	- usually after completing the 2nd semester for a duration of 7 weeks	see above (4)
Application for writing the masters thesis	- earliest during the 3rd semester, if you already have at least 70 ECTS - latest 3 months after the last module examination	Examinations office ' <i>Prüfungsamt</i> ' ⇒ submit the appropriate forms

More information in relation to examinations are available at:

Examinations office ('Prüfungsamt')

Tennenbacherstr. 4, Herderbau, 4. OG

Contacts:

Ursula Striegel

Silke de Boer

Alexandra Ludäscher

How to contact us:

in person	Monday and Thursday between 10 am and 12 pm If you cannot come during the consultation hours, please give us a call to arrange an appointment.
by phone	Daily from 8.30 am until 12.00 pm Tel.: 0761/203-8610 or 0761/203-3605
by e-mail	ursula.striegel@ffu.uni-freiburg.de silke.deboer@ffu.uni-freiburg.de a.ludaescher@ffu.uni-freiburg.de
by fax	Fax no: 0761/203-3600
by post	Prüfungsamt der Fakultät für Forst- und Umweltwissenschaften Universität Freiburg 79085 Freiburg

III. Communication / Questions

Announcements in relation to the modules and other information will be made available by means of special notice boards (opposite your seminar room) and e-mail. It is your responsibility to check the notice boards and your e-mail on a regular basis. During the semester you should do so at least twice a week to see if any new information has been put up.

The various lecturers are responsible for the communication during their modules; the organisation, the manner of teaching and the contents vary greatly. Please arrange how to communicate for the time of the module with the responsible lecturer at the beginning of each module to make sure you have access to all the relevant information.

If you seek information or need help you can contact the following people:

- Questions about the contents or the organisation of a module:
the responsible lecturer (see list of lecturers below; please note the consultation hours)
- Questions with regard to suitable topics for the masters thesis and internships:
all of the professors involved in the MSc programme (see list of lecturers below; please note the consultation hours)

- Questions in relation to organisational or administrative matters to do with the MSc programme or your stay in Freiburg:
Esther Muschelknautz, Programme Coordinator (Dekanat, 4. OG, Tel 203 3607, esther.muschelknautz@ffu.uni-freiburg.de) or the Examinations Office, Alexandra Ludäscher, Silke de Boer, Ursula Striegel, (details see above).
- General enquiries about the contents of the MSc programme:
Programme Director Prof. Jürgen Bauhus (appointments should be arranged with the secretary, 203 3678)
- In case of problems with modules or lecturers:
student representatives of the Programme Committee or the Programme Director or the coordinator of the programme (Esther Muschelknautz)

IV. Masters network

Programme Committee

In order to best incorporate and implement the students' interests in the development of the MSc programme two student representatives will participate in the Programme Committee. The appointment is limited to one year. Proposals for the student representatives must be made by the masters students themselves.

Student meetings

To make the best of your stay in Freiburg, we encourage you to meet up with the other masters students on a regular basis (every two weeks). Students could present their countries of origin, excursions or guest lectures, e.g. by local NGOs or businesses, could be arranged. Furthermore leisure activities, such as hiking or skiing etc., could be organised. How appealing these meetings are will largely depend on your own initiative.

V. Language courses

During your studies you will have the possibility to improve your German and English language skills. Please have a look at the courses offered by the university's language school ('*Sprachlehrinstitut*'): www.sli.uni-freiburg.de