

Additional Information for FEM students:

1. Electives

During an elective time slot you can choose among the following options:

- FEM-electives
- External electives (1): Core or elective modules of the other MSc programmes offered by the faculty:
 - MSc Environmental Governance (English)
 - MSc Renewable Energy Management (English)
 - MSc Forstwissenschaft (German)
 - MSc Geographie des globalen Wandels (German)
 - MSc Hydrologie (German)

For semester plans please check http://www.ffu.uni-freiburg.de/englisch/StudiumLehre_en.html

- Selected topic

Important: Only a maximum of two FEM-electives (10 ECTS) can be replaced by external electives or a selected topic. You MUST take at least 2 FEM-electives.

How to apply/register for FEM-electives and/or external electives?

FEM-electives:

- You will be asked by e-mail which elective you want to choose or you will be asked to write your name on a list on the FEM-black board
- You must register as usual online for the exam

External electives: Modules of other MSc programmes run by the faculty:

- You submit the form „registration for a module exam of an external elective“ in paper to the examination office two weeks before the module starts. The form is available on the website of the examination office at http://www.dekanat-ffu.uni-freiburg.de/amt/msc/MSc_Zulassungsantrag_externes_WP-Modul_engl.pdf
- This forms replaces the online registration for the exam, you cannot register online for the exams of these external modules. However you can check online if your paper registration was successful, the examination office will enter your choice into the programme.

Selected Topic:

- See below

2. Selected Topic

What is a selected topic?

You have the possibility to write a scientific paper (“selected topic”) under the supervision of a professor instead of attending an elective. The choice of your topic has to be agreed upon by the director of the programme and the supervisor. The workload of this paper should correspond to the workload of a 3-week-module.

How and when to register for a selected topic?

You must register at the examination office by submitting (in paper) the form “selected topic”, available on the website of the examination office or the FEM-website http://www.dekanat-ffu.uni-freiburg.de/amt/msc/sel_topics_en.pdf For filling in the form you need the signatures of the FEM-programme director (Prof. Ilse Storch) and your supervisor.

It is up to you to decide when you want to do the selected topic. You can work on it during the time slot of the elective which you want to replace or at any other time, e.g. during the semester break. However, it is important that you register for it before you start. There is no specific submission date. Once you are registered it is up to you and your supervisor to decide when you want to finish it.

Important: You can do a maximum of two selected topics/external modules during your studies.

3. Additional Modules

If you achieve more than 90 ECTS credits (e.g. through doing more external modules or 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.

4. 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 electronic version is needed for checking if the paper contains plagiarized parts.

Communication / Questions / Problems

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 in the FEM website) or **Prof. Ilse Storch**
- Questions with regard to suitable topics for the **masters thesis**:
all the **professors** involved in the MSc programme (see list of lecturers below;)
- Questions about **internship**, approval for internships, contract etc
Prof. Ilse Storch
- Questions in relation to **organisational or administrative matters** to do with the MSc program or your stay in Freiburg:
Esther Muschelknautz, Programme Coordinator or the Examinations Office, (details see above).
- **General enquiries** about the contents of the MSc programme:
Programme Director **Prof. Ilse Storch** (appointments should be arranged via e-mail (ilse.storch@wildlife.uni-freiburg.de))
- In case of **problems** with modules or lecturers:
student representatives, Prof. Ilse Storch, Esther Muschelknautz,

The contact details of all persons are available on the FEM website.