

Administrative aspects for students of the M.Sc. Environmental Sciences M.Sc. Forest Sciences

Please notice, this information sheet is just an overview. Legally binding are only the examination regulations of your programme, which are on the website of your programme under Studying → Forms and Guidelines → Examination Regulations.

Content

1. MyAccount
2. Uni Card
3. Semesterticket
4. HISinOne
5. Postal address
6. Learning Platform ILIAS
7. Communication via mailing lists
8. Staff of your programme
9. Examination Office
10. Determination of your elective track
11. Booking your place in a module
12. Exam registrations
13. Module Categories
14. Internship
15. Master thesis
16. Plagiarism
17. Whom to ask for what

1. MyAccount

Upon matriculation, you will receive an e-mail from the University's IT services department with your **User ID (login) and authentication**.

The first thing to do is to activate your Uni Account by changing the initial password that has been given to you for your personal one at the [myAccount](#) platform. Referring to this you will receive an e-mail, to verify your E-Mail-Adress.

Once your Uni Account is activated, you will have access to all relevant [online services](#), such as e-mail, course management, literature research and campus internet (WLAN/VPN).

2. Uni Card

Approximately two weeks after matriculation you will receive your [UniCard](#) by post. The UniCard serves as your student identification card, as debit card for the cafeterias, for the copying and printing machines within university and for all university libraries.

3. Semesterticket

As soon as you are matriculated you can purchase the [semester ticket](#) for 94 euros by presenting Matriculation confirmation at one of the sale points (e.g., in the "VAG Pluspunkt" in Salzstrasse). This student pass allows you to use all regional trains, trams and busses within an area of about 50 km for one semester (Winter: 01.10. – 31.03.; Summer: 01.04. – 30.09.).

4. HISinOne

HISinOne (Campus Management System) is an IT system used by Freiburg University that covers all administrative processes related to your studies. You can use [HISinOne](#) to register for exams and modules, print matriculation certificates, re-register for the next semester and change your address. You can access HISinOne by using the same login and password you used to activate your Uni Account (see point (1) above).

Please note: when you applied for your study programme, you have been using HISinOne for your online registration. BUT, your registration for the application process is not valid here.

5. Postal address

Please make sure that your postal address and your e-mail address are always up-to-date. For legal reasons the examinations office sometimes has to send letters to students (e.g. to inform you if you fail a module). If your address is not correct, you might face a problem. You can change your address online via HISinOne.

6. Learning Platform ILIAS

[ILIAS](#) is a learning platform where students can access all the learning material and communications related to course modules. In some cases, you will need a password to have access to the material of a certain module. The module coordinator will send this password to you.

7. Communication via mailing lists

The faculty has created self-registering e-mail lists for the various study programmes. Your programme coordinator and your elective track coordinators will contact you as a group in this way. It is therefore necessary for you to register to these lists. Otherwise, you will be cut off from important information regarding booking of courses, etc. Detailed information about how to register for the mailing lists can be found on the website of your programme under Studying → Forms and Guidelines → General Information.

8. Staff of your programme

Programme director: M.Sc. Forest Sciences (**FS**): Prof. Hans-Peter Kahle

Programme director: M.Sc. Environmental (**ES**): Prof. Andreas Christen

Elective track coordinators:

Forstwirtschaft (FS)	Prof. Hans-Peter Kahle
International Forestry (FS)	Prof. Benno Pokorny
Wildlife and Biodiversity (FS/ES)	Prof. Ilse Storch
Landnutzung und Naturschutz (ES)	Prof. Alexandra Klein
Biomaterials and Bionenergy (ES)	Prof. Marie-Pierre Laborie
Umweltmodellierung und GIS (ES)	Prof. Carsten Dormann
Ökologie des Klimawandels (ES)	Prof. Christine Werner

Programme coordinator

Sunniva Dalmühle Room 02.046. Tel: 0761 - 203 3608

Consultation hours: Monday 10:00 to 12:00 and Thursday 13:30 to 15:30

9. Examination Office

The examinations office of the faculty is in charge of administering and controlling your exams and credits. All forms related to current topic registration or applying for master thesis are available on the website of your programme under Studying → Forms and Guidelines.

How to contact the examinations office:

in person	Monday and Thursday between 10 am and 12 pm, or appointment Tennenbacherstraße 4, 4 th floor
by phone	Daily from 8.30 am until 12.00 pm Tel.: 0761/203-8610 or 0761/203-3605
by e-mail	you can find the current mail-adresses on our website
by fax	0761/203-3600
by post	Albert-Ludwigs-Universität Prüfungsamt der Fakultät für Umwelt und Natürliche Ressourcen Tennenbacherstraße 4 79106 Freiburg

10. Determination of your elective track

When you applied for the study programme, you chose an elective track. We confirmed your choice informally in our admission e-mail. However, as you might have noticed, your formal admission letter refers only to the study program itself and not to the elective track.

The formal determination of your elective track results from your first registration for an elective track module in HisInOne. Therefore, log in into the System, search for your programme and then for your elective track (the System automatically lists all offered elective track modules under each elective track. Scrolling down is often necessary!) Once you found your elective track, you can choose the relevant modules and register for them.

! Switching elective-track-module

You are allowed to switch one elective-track-module. If you want to switch one module, you need to contact the module-coordinator and ask, if you can join the module. If you got the approval, make sure you first register for the two remaining elective track modules before registering for the switched one.

! Common mistake/globales Überlaufkonto

If you booked your modules via the wrong elective track, the System will inform you, that modules have been booked into the "globales Überlaufkonto". In this case, please de-register from all elective-track-modules, make sure you choose the right elective track and then register for the modules.

11. Booking your place in a module

Core modules / Elective track modules / Individual elective modules

You have to book your place in a module via HISinOne. Without previous booking, you are not entitled to participate in the module. Your programme coordinator will send you by e-mail instructions about where and when to book your places.

Exception: Your first core module is fixed. If you have chosen an English taught elective track you will be booked into Research Skills, if you have chosen a German taught elective track you will be booked into Forschungskompetenzen.

12. Exam registrations

Without exam registration there is no possibility to receive a grade or ECTS-Credits on your transcript! You need to retake the module in the next year.

You need to **register for the exam of every module** via HisInOne! No matter if the exam is a written exam or a presentation, a report, groupwork etc. Also, for these modules, you have to do the exam registration.

- 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. Please register only for modules of your semester (1st semester) and not for modules of the 3rd semester.
- Registration DEADLINE is **Wednesday of the second week** of your module.

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. To have a proof, please print or save your transcript ("Leistungsübersicht") after your registration for module exams.

Please remember to check your registration online before the deadline to verify that you are really registered for the exam.

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 (second Wednesday of a 3-week-module), it is no longer possible to withdraw from an exam unless you are sick and can prove your inability to attend (see § 28 MPO).
- In case of illness, you must immediately hand in an official doctor's note to the examination's office (the respective form is provided on the website of your programme under Studying → Forms and Guidelines → Doctor's note). It is important to get the doctor's certificate on the very same day that your illness begins (you cannot claim illness previous to the day of your doctor's appointment/visit) and to inform the examinations office straight away via e-mail or phone.
- **The de-registration must be approved by the examinations board per petition!**
- 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?

- A failed module exam can be repeated only once.
- Within the whole M.Sc. 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 of 5 ECTS credits each a second time.
- If you fail an exam the examinations office will notify you by post the date and place of the re-examination.
- If you failed the first re-examination and are allowed to do a second one (see above), it is strongly recommended that you 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 not possible!

How do I get my grades?

You can access your grades online by downloading your course transcript at HISinOne. Exams should be graded within six weeks, but it may take longer.

13. Module Categories

Core Modules (total required: 5 = 25 ECTS)

You choose your 5 core modules from a pool of core modules. You can choose English and/or German modules. You have to do either "Forschungskompetenzen" or "Research Skills" - you cannot do both.

Elective Track modules (total required: 6 = 30 ECTS)

According to the choice of your elective track, the sequence of your modules is fixed. This means that you have to take all modules of your elective track.

Switching: ONE elective-track module can be switched. You can replace it by a module of another elective track module of your M.Sc. programme. Important: Elective-track modules cannot be replaced by core modules or individual electives. If you want to switch a module, you have to follow the following steps:

Step 1

If you want to switch an elective track module, please contact the module-coordinator and ask if you can join the module. Sometimes certain background-knowledge is necessary to succeed, or a module is simply already booked out.

Step 2

Once you got the approval, you can book the switched module via HisInOne, via your elective track. Keep in mind that you still need to register for the examination!

Elective Modules (total required: 5 = 25 ECTS)

In your 3rd semester you are supposed to do only elective modules. There are two types of electives:

Internal elective modules:

Towards the end of the 2nd semester you can choose your electives from a pool of electives offered by the faculty. For booking your place, you have to participate in the HISinOne booking procedure. Your programme coordinator will inform you about it in time. When you book your modules, you have to enter a 1st, 2nd and 3rd choice. It is not guaranteed that you will always get your first choice.

External elective modules:

It is possible to take external modules as elective modules. External modules can be modules offered by other master programmes of the faculty, but also by other faculties or universities (Erasmus!). The modules have to be on Master level and correspond to 5 ECTS. The module has to be related to your study programme. Theoretically you can cover all 25 ECTS by external master-modules.

If you want to take an external module, you have to apply by handing in a form to the examination office. There are no special time slots for applying. The [form](#) is available on the website of the examination office.

Current-Topic-Modules (alternative to elective modules)

You can replace up to 2 individual elective modules (10 ECTS) by current topics.

Detailed information about current topics is available on the website of your programme under Studying → Forms and Guidelines → Current Topic. In the following a short summary.

Within the course catalogue of your individual electives (3rd semester) you will find modules which are not classical modules, but the option to write a scientific paper on a variety of topics covered by a professorship. We call them "current-topic-modules", or in German "Aktuelle Themen". The workload of such a module corresponds to a 3-week module.

The current-topic-modules are built on individual agreements between the student and the module coordinator. Students must contact the module coordinator in order to suggest or develop an individual topic with him/her.

Current-topic-modules can be arranged at any time, but registration and submission are due within one semester.

Within the semester, there is not a fixed amount of time in which you must complete the paper: Thus, you may take from 3 weeks to 6 months.

Current-topic-modules cannot be booked online. After having arranged a topic with the module coordinator, you must fill in a form (available on the website of your programme or on the website of the examination office) and submit it to the examinations office before you start working on your topic.

The form replaces the usual exam registration.

14. Internship

According to the overall schedule of the M.Sc. programmes, an internship should take place between the second and the third semester. The internship must be minimum seven weeks long. 10 ECTS credits will be awarded upon successful completion of the internship.

A **guideline** about how to organize an internship and all related forms are available on the website of your programme under Studying → Forms and Guidelines → Internship.

15. Master thesis

The earliest point at which you may register and begin your Master thesis is when you have accumulated at least 70 ECTS credits.

Before starting with the Master thesis, you have to apply for admission at the examination's office. The respective form can be found on the website of your programme under Studying → Forms and Guidelines → Master Thesis.

Detailed information about formal procedures are available on the website of your programme under Studying → Forms and Guidelines → Master Thesis.

16. Plagiarism

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.

17. Whom to ask for what

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 and/or module coordinator
Questions about the elective track	elective track coordinator (if it is an elective track module)
Questions about internship	programme coordinator
Questions with regard to suitable topics for the master thesis	all the professors involved your programme
Questions in relation to organisational or administrative matters to do with the M.Sc. programme	programme coordinator
Questions in relation to your stay in Freiburg	Student Service Center Uni Freiburg
Questions related to exams , submission dates etc.	Examination's Office
General enquiries about the contents of the M.Sc. programme	Prof. Hans-Peter Kahle (Forest Sciences) Prof. Andreas Christen (Environmental Sciences)

The contact details and consultation hours of all persons are available on the faculty's website.