

Guideline for recognition of external electives in MEG

The MEG Study Regulation (*Prüfungsordnung*) stipulates that a total of 20 ECTS points must be earned by taking *elective* courses. Up to 15 ECTS points can be earned by completing suitable courses from other Master's programs at the Freiburg University or other universities in Germany or abroad. The Board of Examiners (*Fachprüfungsausschuss*) decides on the suitability of the courses in coordination with the MEG programme director.

There are three types of elective modules, for which different procedures apply:

1) Elective modules that are listed in the MEG Module Handbook

Here, the student does not have to take any additional steps besides, of course, registering for the module exam in the HisInOne system.

2) Modules of other Master programmes

(of the Faculty, Freiburg University or beyond)

2a) ... taken as a single module

If a student takes a *single module* from another Master programme (be at the Faculty of Environment and Natural Resources, another Faculty of Freiburg University or another University in Germany or abroad), but still spends the *rest of the semester at Freiburg University*, the following procedure applies:

- a) The student has to contact the module coordinator of the desired module in advance to ask if he/she fulfils, if applicable, the necessary requirements (e.g. as regards special technical skills or pre-knowledge) and if there are still places left in the module.
- b) The student has to submit an application form to the Examination Office in advance¹, i.e. before the deadline for exam registration. This form has to be signed by the student; no other signature is required on this form.²

2b) ... taken within the scope of a full semester abroad

If a student spends a *full semester at another University* and takes a course (or several courses) there, then, the following procedure applies:

- a) The student should contact the programme director (Michael Pregernig) in advance to ask if the desired course(s) can be recognized as a MEG elective.

¹ "In advance" specifically means: (i) within the framework of official registration deadlines at the respective Faculty/University (if there are such deadlines); (ii) in any event, *before* taking the examination for the course in question; (iii) at the very latest, by February 1st for the respective winter semester or July 1st for the respective summer semester.

² The "Application form to register for exam of an external elective module" can be downloaded from the webpage of the Faculty's Examination office under "Forms and Guidelines" (URL: <http://www.unr.uni-freiburg.de/en/studies-and-instruction/master-programs/master-programs#5>).

- b) After finishing the external elective module(s), the student has to submit the following documents to the MEG programme director,
- transcript/certificate of the external module(s);
 - grading scale applied (if not included in the transcript)
 - explanation of the credit system (if it is not ECTS)
 - Separate sheet / e-mail with
 - name of the university
 - address of the university
 - duration of stay (dates)
 - name of the MSc programme from which the module was taken
- c) The programme director will carry out the process of recognition and forward title and grade of the external module(s) to the Examination Office.