

Important Information

about ADMINISTRATIVE aspects of your programme

(19.09.2019)

Please save this document! It will help you throughout your studies.

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(1) Uni Account

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. 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 your Uni Card 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](#) (switch language at the right bottom of the starting page) is an IT system used by Freiburg University that covers all administrative processes related to your studies. You will have to use HISinONE to register for exams, print out matriculation certificates, re-register for the next semester and to update 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 MEG 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 only online via HISinONE (edit address).

(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. This password will be sent to you by the module coordinator.

(7) Communication via e-mail list

The faculty has created self-registering e-mail lists for the various study programmes. This is the way how we – the MEG team - will contact you as a group. It is therefore a **MUST** for you to register to **MEG15 mailing list**. Otherwise you will be cut off from important information regarding booking of courses, etc. You will receive

information about how to register separately. To register please send an e-mail to MEG15-on@unr.uni-freiburg.de and follow the instructions.

In addition to the MEG-mailing-list you should register also to the mailing **list for all master students** of the faculty. Through this e-mail list you will receive internship offers, job offers, announcements etc which are relevant for all master students, not just for MEG.

To register please send an e-mail to master-on@unr.uni-freiburg.de and follow the instructions.

(8) Closed MEG-LinkedIn group

There is a closed MEG group on LinkedIn with the name *MEG - MSc Environmental Governance programme*: The main aim of this group is to provide a platform where MEG alumni can stay connected and post job offers etc. For the current students it is also interesting to be a member of the group, as they can see what MEG alumni are doing now. At the moment you can find the profiles of 194 MEGs in the group.

If you have a LinkedIn profile already please register for the closed MEG group through this link: <https://www.linkedin.com/groups/74253/>

(9) Staff of your program

Programme director	<u>Prof. Dr. Michael Pregernig</u>
Programme coordinator	<u>Esther Muschelknautz</u>
Module coordinator	<u>Seirra Römmermann</u>
Internship coordinator	Seirra Römmermann

(20) Whom to ask for what

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

Contents or the organisation of a module:

- Seirra Römmermann (MEG module coordinator)
- Tutor of the module
- The responsible lecturer and/or module coordinator
- Prof. Dr. Michael Pregernig (Programme Director)
-

Organisational, administrative or social matters to do with the MSc programme or your stay in Freiburg:

- Esther Muschelknautz (programme coordinator)

Exams, submission dates etc.

- Examinations Office

Internship, approval for internships, contract etc

- Seirra Römmermann (internship coordinator)

Master thesis:

- all the professors involved in your programme

(10) Examinations Office (Prüfungsamt)

The rules for your study programme are laid down in the [exam regulations](#). The [examinations office](#) is in charge of making sure that the rules are applied correctly. Among others they administer and control your exams and credits.

All forms related to switching modules or applying for master thesis are available on their [website](#) under Prüfungsangelegenheiten Master of Science / Formulare und Merkblätter.

How to contact the examinations office:

- | | |
|-----------|---|
| in person | <p>Monday and Thursday between 10 am and 12 pm</p> <p>If you cannot come during the consultation hours, please make an appointment.</p> <p>Tennenbacherstraße 4, 4th floor</p> |
| by phone | <p>Daily from 8.30 am until 12.00 pm</p> <p>Tel.: 0761/203-8610 or 0761/203-3605</p> |
| by e-mail | <p>silke.deboer@unr.uni-freiburg.de</p> <p>martina.nickel@unr.uni-freiburg.de</p> |
| by fax | <p>0761/203-3600</p> |
| by post | <p>Prüfungsamt der Fakultät für Umwelt und Natürliche Ressourcen</p> <p>Universität Freiburg</p> <p>Tennenbacherstraße 4</p> <p>79106 Freiburg</p> |

(11) Your place in a module

How do I get a place in a module?

a) Core modules:

For core modules you don't have to book your place. As the core modules are mandatory you are automatically on the list of participants. Should you decide to skip a core module, please let Seirra Römmermann know. Being on the list of participants does not mean that you registered for a core module exam. You must register for all core module and elective module exams in HISInOne.

b) Elective modules:

Registration for participation in elective modules is necessary. Seirra Römmermann, the module coordinator, will send you an e-mail before the semester starts and ask you to choose your elective modules by entering your name in a doodle poll. More information about MEG electives and external elective see below (13).

(12) Exams



How and when to register for exams:

- For each and every module you have **to register for the exam**. Registration for exams has to be done online via HISInONE.
In some modules you don't write an exam and instead have to give a presentation, write a report 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.
- If you forget to register for a module exam within the deadline you cannot receive a grade or credit for attending the course. If you don't register for the exam, your exam simply doesn't exist for the exam software. Meaning that the module is lost and you must wait until the next period in which the course runs to register and sit the exam.

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. Please print or save your exams extract ("Leistungsübersicht") after your registration for module exams. With these documents you can later prove if necessary that you indeed registered for the module exam.

Please remember to check your registration online before the deadline to verify that you are really registered for the exam. Should you have problems in registering online for the exam please contact immediately the examination office by sending an e-mail, if possible with a screenshot attached.

What to 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 examinations office (the respective [form](#) is provided on the webpage of the examinations office). It is important to get the doctors 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.

- 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. If you fail an exam the examinations office will notify to you by post the date and place of the re-examination. For the first re-examination you cannot register online. The examination office will make the registration for you. The re-examination usually takes place at the end of the semester or at the beginning of the semester break.
- If you fail the re-examination you have to take the whole module again one year later. Within the whole MSc 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 a second time. For the second re-examination you have to register online. It is mandatory to take the exam. If you don't register, the examination office will do so for you. If you don't take the exam it is considered as failed and as a third failure is not allowed you will have to quit the programme!
- 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 Campus Management. Exams should be graded within six weeks, but it may take longer.

(13) German grading system

German grade International equivalent

1,0	excellent, outstanding performance
1,3	still excellent, outstanding performance with only minor errors
1,7	very good, above average
2,0	good, above average standard
2,3	good, generally sound work with a small number of notable errors
2,7	satisfactory, generally sound work but with notable errors
3,0	satisfactory
3,3	satisfactory, fair but with significant shortcomings
3,7	sufficient
4,0	sufficient, performance meets the minimum criteria
5,0	fail

(14) Elective modules

What is considered as elective module?

- MEG-electives
- MEG-related electives (announced as such in your MEG course overview)
- External electives = modules of the other MSc programmes offered by the faculty or other faculties of the University of Freiburg, or other faculties in Germany or abroad

To find the offers of Freiburg University please check the [course catalogue](#)

- Selected topic paper (STP) = a scientific paper

Number of electives: You have 4 electives modules in MEG (20 ECTS). A maximum of three electives (15 ECTS) can be replaced by external electives or a selected topic paper (STP). You MUST take at least 1 MEG-elective.

How to apply/register for elective modules

MEG-electives and MEG-related electives:

- Seirra Römmermann, the MEG-module coordinator, will send out doodle poll and ask you to choose your elective.
- For the exam you have to register as usual by HisInOne on Campus Management

External electives:

- To find out if you can get a place in an external module you have to contact the coordinator of the respective programme or the module coordinator directly.
- If you got a place in an external module offered by our faculty (e.g. MSc Forest Sciences or MSc Environmental Sciences) you should first check if the module shows up in your list of electives in HisInOne already. If not, you have to send an e-mail to the examination office (hans-christof.gundlach@unr.uni-freiburg.de) and tell him that you want to register for the exam of this module online by HisInOne. He will then make the module accessible for registration for MEG students.
- If you got a place in an external module offered by another faculty of Freiburg University or at another University you have to submit the form „registration for a module exam of an external elective“ in paper to the examination office until the second Wednesday of the module. The [form](#) is available on the website of the examination office. This form replaces the online registration for the exam as you cannot register online for the exams of these external modules. However, you can check online if your paper registration was successful (transcript)

(15) Selected Topic Paper (STP)

You have the possibility to write a scientific paper (“selected topic paper”) 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. A detailed [guideline](#) is available on the website of the MEG programme under forms and downloads. Please note that there is no guarantee that you can choose/write a STP. It depends on the capacity of the potential professors to supervise a STP.

(16) 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. However, you can get an informal certificate for the additional module.

(17) Internship

According to the overall schedule of the MSc programs, 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.

On the MEG website you will find under [current students / internship](#)

- A guideline about organizational aspects of the internship,
- information about how to secure funding for the internship
- A list of all internships done by MEG students from 2005-2018
- all related forms

(18) 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 examinations office. The respective form can be found on the web page of the examinations office. A guideline on administrative aspects of the thesis and another one on content related issues are available on the website of your program under [current students / master thesis](#).

(19) Academic Integrity:

All members of the university - students, teachers, scientist - and teacher, have to stick to the [regulations](#) of the University of Freiburg on Safeguarding Academic Integrity. Please read the regulations carefully.

Among the **Rules of Good Academic Practice** there is one of special importance: **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:

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.

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.

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.

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.

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.

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.

END

Hi MEGgies,

It looks more complicated than it is! If you have doubts please ask ☺

We'll be happy to help you!

Best,

Esther and Seirra