

Examination Office

## **Information Guide: Master's Thesis**

### **Environmental Management**

Please read this guide and the procedural notes on the Master's Thesis application form through carefully prior to applying to do a Master's Thesis

#### **Master's Thesis Application**

Approval to do a Master's Thesis can be granted upon the successful completion of 80 credits. Please check carefully whether you fulfill the requirements to do a Master's Thesis prior to submitting the application. In order to apply to do a Master's Thesis, please submit your "Application for the Approval to Undertake a Master's Thesis" in person to Ms. Senkbeil or Ms. Ruhberg or Ms Nicole Dodt during the opening hours of the Examination Office.

#### **Topic Withdrawal**

Should you discover that your chosen Master's Thesis topic is for whatever reason not suitable after submitting your application, you have the one-time opportunity within six weeks time after submission to withdraw it. In this case, the Master's Thesis is considered not yet to have been begun.

#### **Completion Time**

After acceptance of the application, you have 26 weeks to complete your Master's Thesis. Should you require an extension due to illness or other justifiable reasons, you are required to inform the Examination office in written form immediately providing supporting documents as well to substantiate your claim. Should these supporting documents be recognized and accepted, the completion time will be extended. No more than half of the completion time will be granted as an extension.

#### **Scope of the Master's Thesis**

The scope of a Master's Thesis is calculated in such a way that its submission in the regular completion time is possible. Please ensure that the application is submitted in good time. A significantly premature submission of the Master's thesis is not possible.

#### **Change of Title**

Should you discover during the completion of your Master's Thesis that the chosen title of your thesis (as given in the "Application for the Approval to Undertake a Master's Thesis") needs to be changed, please have the First Reviewer provide a written justification for the change of the Master's Thesis title to the Examination Office prior to submission.

A title change due to a change in content or topic is not possible in this way and would, instead, be a 'topic withdrawal' (see above).

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**The Formal Requirements of a Master's Thesis**

A Master's Thesis must be submitted in the form of three bound copies as well as a simple data file saved on an electronic Version (not by email) to the Examination Office of the Faculty of Agricultural and Nutritional Sciences. The official seal or logo of the university or faculty are not allowed to be used.

Master's Thesis Title Page Specifications	Last Page of the Master's Thesis
<p>Master's Thesis Environmental Management</p> <p>&gt;Subject of Master's Thesis&lt;</p> <p>by First Name, Last Name</p> <p>First Reviewer: Title, First Name, Last Name Second Reviewer: Title, First Name, Last Name</p> <p>Department XY Faculty of Agricultural and Nutritional Sciences Faculty of Mathematics and Natural Sciences of the Kiel University</p>	<p><b>Declaration</b></p> <p>Herewith, I declare that this thesis has been completed independently and unaided and that no other sources other than the ones given here have been used.</p> <p>The submitted written version of this work is the same as the one electronically saved and submitted on CD. The written version is rating relevant.</p> <p>Furthermore, I declare that this work has never been submitted at any other time and anywhere else as a final thesis.</p> <p>Date, Signature</p>

The declaration on the last page must contain the exact wording as above. All other requirements (margin, spacing, citations, etc.) should be discussed with the First Reviewer of your Master's Thesis.

**Master's Thesis Submission**

The binding date for the submission of your work is given to you when you apply for your Master's Thesis or, in the case of an approved extension, via the student online system. At the very latest, your Master's Thesis must be submitted (when possible, in person) on this date at the Examination Office. A postmark will also serve as confirmation that the Master's Thesis was submitted on time.

**Master's Thesis Evaluation**

Your Master's Thesis will be forwarded to the two reviewers. You can view the evaluation of your work via the student online system