

## Information Guide: Master Thesis Environmental Management – 2017 & 2020

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

### Master Thesis Application

According to § 12 (4) of the Examination Regulations of 2020 the admission to the Master thesis can be granted after the successful completion of 60 credits.

According to § 12 (5) of the Examination Regulations of 2017 the admission to the Master thesis can be granted after the successful completion of 80 credits.

Please check in good time before registering whether you meet the requirements for admission to the Master thesis. You can register by e-mail (stu-mail address required).

### Topic Withdrawal

If you find out after registering for the Master thesis that it is not possible to work on the topic, you have the one-time option of returning the topic within six weeks. In this case, the Master thesis is considered not to have been started.

### Completion Time

After approval of the application for admission, the processing time of 26 weeks begins. If you require an extension of the deadline due to illness or other valid reasons, you must inform the examination office immediately by means of a form and provide evidence of this. If the application is approved, the processing period is extended accordingly (cf. § 12 (4) PVO).

### Scope of the Master Thesis

The scope of a Master 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.

### Change of Title

Changing the topic of the Master thesis is excluded; in this case, the topic must be returned in due time. Should you discover during the processing of the Master thesis that the chosen title has to be changed, please inform the examination office, mail is sufficient (stu-mail address required).

**The Formal Requirements of a Master Thesis**

According to the examination regulations of 2020, the Master thesis must be submitted to the examination office of the Faculty of Agricultural and Nutritional Sciences in two copies in written bound form and simply in electronic form (CD, USB stick).

According to the examination regulations of 2017, the Master thesis must be submitted to the examination office of the Faculty of Agricultural and Nutritional Sciences in three copies in written bound form and simply in electronic form (CD, USB stick).

The written printed version is relevant for the evaluation. The seal of the university or the faculty may not be used.

Master Thesis Title Page Specifications	Last Page of the Master Thesis
<p style="text-align: center;">Master Thesis Environmental Management</p> <p style="text-align: center;">&gt;Title of Master Thesis&lt;</p> <p style="text-align: center;">by First Name, Last Name</p> <p>First Reviewer: Title, First Name, Last Name Second Reviewer: Title, First Name, Last Name</p> <p style="text-align: center;">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 version saved on a data carrier suitable for electronic data. 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 Thesis.

**Master Thesis Submission**

You will be informed of the binding deadline when you register or, in the case of an approved extension of the deadline, via the student online function. The thesis must be submitted to the examination office formally correct and complete on this date at the latest. The date of the postmark also applies to the timely submission of the work.

**Master Thesis Evaluation**

Your Master thesis will be forwarded to the two assessors by the examination office for evaluation. You can view the evaluation via the student online function.