

Application of admission for the master`s thesis Sustainability, Society and the Environment (SSE)

Initial application New topic Re-examination

For the Master of Science, in accordance with the “Fachprüfungsordnung” of M.Sc. Sustainability, Society and the Environment

Matriculation number:	
Family name, first name:	
Telephone number:	
Stu-E-Mail: <small>All correspondence only via Kiel University-Email</small>	

Title of the thesis (print in block letters)	
Name of the first reviewer: <small>(print in block letters)</small>	<small>(must be a Professor/PD and module coordinator of Kiel School of Sustainability)</small>
Approved: Kiel, date:	Signature, first reviewer (This signature is valid only for three weeks!)
Name of the second reviewer: (in block letters)	or
	<input type="checkbox"/> <small>(must be a Professor/PD (Privatdozent/in) and module coordinator of Kiel School of Sustainability)</small> <input type="checkbox"/> external (informal request filed to examination board SSE)
Approved: Kiel, date:	Signature, second reviewer

Student declaration:

With my signature I declare that I am aware of the examination regulations for students of the M.Sc. Sustainability, Society and the Environment. I further declare that I have not definitively failed a Master's examination or any part of them in the current degree programme at a university, and that no equivalent examination procedure is currently in progress. I agree to my thesis being checked for plagiarism, stored digitally by the Department of Geography of Kiel University, and that a printed copy will be publically available in the library of the Department of Geography. My rights (including copyright) as an author are unaffected by this approval. I can request a restriction note to the examination board at any time.

If I submit the master's thesis (before the calculated due date), I hereby request immediate forwarding to the reviewers for the assessment and evaluation.

Kiel, _____

Student's signature

This part will be filled by the examination office

The above named student was approved for the master's thesis.

Kiel,

_____ Date

Signature Examination
Office

Stamp Examination Office

Signature Chairman of the
Examination Board

M.Sc. SSE:	<input type="checkbox"/>	Signature
80 credits (acc.to transcript)	Yes/No	
Date first reviewer valid	Yes/No	
First reviewer on reviewer list	Yes/No	
Second reviewer on reviewer list	Yes/No	
Day of registration:	__._.201_ (=*)	
Last day to return master's thesis topic within six weeks	* plus six weeks: __._.201_	
Last day of submission: 26 weeks after admission	* plus 26 weeks: __._.201_ (**)	

Important information for master's thesis (SSE):

- (1)** Any candidate who can provide evidence of at least 80 ECTS credits may be admitted to the master's thesis.
- (2)** When applying for admission to the master's thesis at Kiel University, the candidate will propose a topic to the reviewer. This does not automatically entitle the consideration of the proposal.
- (3)** In exceptional cases and with the consent of the SSE examination board, the master's thesis may be conducted at an institution outside Kiel University, provided that appropriate supervision of the candidate is available there. Supervision may also be provided by people working at the supervising facility, who are qualified in accordance with § 4 PVO (Prüfungsverfahrensordnung). In cases of doubt the SSE examination board will decide.
- (4)** The first reviewer must be either a professor or a person qualified to teach at professorial level ("Habilitierte/r") who regularly holds lectures and who, as a rule, should belong to the Kiel School of Sustainability. A suitably specialised professor is normally chosen to be the second reviewer for the master's thesis. His or her opinion is of equal importance to that of the first reviewer. The SSE examination board decides exceptions upon written request. The written request must include the contact details of the proposed reviewer and a short description of justification.
- (5)** The examination candidate may be required to report on the progress made concerning the thesis after four weeks within the framework of a colloquium open to the university public with the participation of students and teachers from the degree programme.
- (6)** The topic of the master's thesis may be returned only once and only within six weeks of the topic being issued (ie. the student may cancel the registration of the thesis within six weeks). The master's thesis is considered in this case as "not started" and therefore as "not failed". To issue a new topic, a new application form must be completed.
- (7)** The master's thesis will be written in English.
- (8)** The period of time between when the topic is issued until the master's thesis is submitted to the Examination Office is 26 weeks.
- (9)** Three hard copies (solid or adhesive binding; no spiral binding) of the master's thesis and additionally one digital copy (CD-ROM with the pdf version which is called YourFamilyName_MatriculationNumber.pdf) are to be submitted to the Examination Office of the Department of Geography (Ludewig-Meyn-Straße 12, room 018) in the required form.
- (10)** The master's thesis will be assessed within six weeks of submission.
- (11)** The signature of the first reviewer is valid for three weeks, after this time a registration with this application form is no longer possible.
- (12)** The title of the thesis can only be changed on written request, at the latest when submitting the thesis. A major title change due to a substantive, topic change is not possible in this way, this would be a "return of the topic".

(13) Style and layout: the reviewers decide about the style and layout, except for the title page and declaration (see following):

Title page of Master's thesis	Last page of Master's thesis
<p style="text-align: center;">> Topic/Title of Master's Thesis <</p> <p style="text-align: center;">Master's Thesis</p> <p style="text-align: center;">MSc Sustainability, Society and the Environment</p> <p style="text-align: center;">Faculty of Mathematics and Natural Sciences Kiel University</p> <p style="text-align: center;">by First Name Family Name</p> <p>First reviewer: Title First Name Family Name</p> <p>Second reviewer: Title First Name Family Name</p> <p>Place, Month Year</p>	<p>Declaration</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>Furthermore, I declare that this work has never been submitted at any other time or anywhere else as a final thesis.</p> <p>The submitted written version of this work is the same as the one electronically saved and submitted on CD. I agree to my thesis being checked for plagiarism, stored digitally by the Department of Geography of Kiel University, and that a printed copy will be publically available in the library of the Department of Geography. My rights as an author are unaffected by this approval. I can request a restriction note to the examination board at any time.</p> <p>Date, Signature</p>

Date of submission: after you have handed in the form “application of admission for the master’s thesis” at the Examination Office of the Department of Geography, you will receive a letter via post and a notification via the online system HIS-QIS stating the latest day of submission. If the thesis is not submitted in time, it is grade as “5 – failed”.

Re-examination: a master’s thesis can only be repeated once. In case of a failed thesis, a new topic has to be registered with a new application form.

Prolongation may be granted due to illness: the processing period is suspended and is extended by the verified duration of illness (submit the form: examination disability). Medical certificates with the remark "suspension of thesis deadline" must be sent to the examination office (in German: Ärztliches Attest mit Vermerk „Aussetzung der Abgabefrist Masterarbeit“).

Notice of Restriction: Students can only apply for a notice of restriction if the master’s thesis contains confidential parts (privacy and business secrets). Notices of restriction must be approved by the first reviewer and requested in written form to the SSE examination board or study programme coordinator of SSE.

Submission of master’s thesis: students can submit their master’s thesis before the deadline either in person during the office hours of the examination office of the Department of Geography (Mrs. Speranza, Ludewig-Meyn-Straße 12 room 018: Internet: <http://www.mnf.uni-kiel.de/de/studium/pruef/pa/pa-geographie>) or at the “Hauptpforte” of Kiel University (open 24 h every day) or via post (the postmark date is valid).

Prüfungsamt Geographie
Christian-Albrechts-Universität zu Kiel, 24098 Kiel

Prüfungsamt Geographie

Haus- und Paketanschrift:
Ludewig-Meyn-Str. 12, 24118 Kiel

Postanschrift: 24098 Kiel

www.geographie.uni-kiel.de

**Please fill in
YOUR name and
postal address
← here**

Reply to students to confirm the admission to the master's thesis

Family Name, First name, Matriculation number:	
Title of the thesis: (print in block letters)	
Name of the first reviewer: (print in block letters)	
Name of proposed second reviewer: (print in block letters)	

--- This part will be filled by the examination office ---

Master SSE:	<input type="checkbox"/>
Day of registration:	__._.201_ (=*)
Last day to return master's thesis topic within six weeks	* plus six weeks: __._.201_
Last day of submission: 26 weeks after admission	* plus 26 weeks: __._.201_ (**)

If the submission day is a Saturday, Sunday or holiday, the submission is prolonged to the next work day.

The student named above was approved for the master's thesis.

Kiel,

(Date)

Signature Examination Office

Stamp

Request for extension must be filed two weeks before the submission date with an informal written justification to the examination board SSE. Please bring this form with you.	
Extension of deadline: 13 weeks after the last day of submission	** plus 13 weeks: ___. ___.201__

If the submission day is a Saturday, Sunday or holiday, the submission is prolonged to the next work day.

The student named above was approved the extension of deadline for the master's thesis SSE.

Kiel,

(Date)

Signature Examination Board SSE

Stamp

Application for change of the master's thesis title:

If your title no longer corresponds to the submitted topic, then you must file this application for change of title. A major title change due to a substantial topic change is not possible in this way; this would be a "return of the subject".

Hereby I apply for the change of the master's thesis title.

Topic (New title of the master's thesis) (print in block letters)	
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Kiel,

(date)

Student's signature

Approved:

Kiel,

(Date)

Signature of first reviewer

Submission of master's thesis:

If you want a confirmation of the delivery of your thesis, then a) add this confirmation to your master's thesis when you submit it via post / Hauptpforte or b) bring this confirmation when you submit your master's thesis in person at the Examination Office Geography.

The student named above has submitted her/his master's thesis on _____

Kiel,

(Date)

Signature Examination Office

Stamp

Alumni contact:

Please leave your permanent email address to contact you after you have finished the master's programme (e.g., graduation party)
