



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

DEPARTMENT FÜR  
GEO- UND UMWELTWISSENSCHAFTEN  
MASTER'S DEGREE PROGRAM IN GEOLOGY



## Additional Guidelines for Students

### a) Course and module registration with the Program Coordinator.

Registration is required for all modules, and it is done electronically. Registration carries with it automatic registration for the exam of that module. Failure to register by the specified deadline will result in any exam results not being recorded, and in no ECTS credit points given. De-registration by a specified deadline is necessary to avoid exam failure by "no-show". All pertinent information, including registration and de-registration deadlines, will be posted on the official pages of the Master Geology program by the Program Coordinator no later than three weeks before the start of each semester:

[http://www.en.geologie.geowissenschaften.uni-muenchen.de/academics/degree\\_programs/master/index.html](http://www.en.geologie.geowissenschaften.uni-muenchen.de/academics/degree_programs/master/index.html)

Module registration deadline for **first semester students** will be the first day of classes of their first semester of enrollment. For students in **all other semesters**, it will be one week before the start of classes in that semester. Deregistration deadline will always be two weeks after registration deadline.

For **field courses**, the course instructor may opt to choose as form of registration the payment of any required course fees. In such a case, the registration deadline will be the payment deadline of the course fees. Registration deadlines for field courses may be during the semester preceding the course itself, if logistics necessitates it.

Such registration is exclusively for the purpose of crediting ECTS points and recording grades, and it is not a replacement for any additional course registration or exam registration that is required by course instructors due to capacity limits. Conversely, registration with instructors for courses and exams is not a replacement for registration with the Program Coordinator.

### b) Passing module exams

In the case of module exams with multiple parts (i.e. individual "courses" within a module, as listed in column 8 of *Anlage 2* of the *Studien- u. Prüfungsordnung*), the contents of §10 and §11 of the Examination and Study Regulations (*Studien- u. Prüfungsordnung*) is to be interpreted as "**a module is considered passed only when all its individual parts have been independently passed**". Grades for parts of a module may be used to generate a module grade only when all of them are passing grades. Each part that has already been passed will remain valid, until all the remaining parts have been passed. Module P10 is excluded from the above, because P10.1 and P10.2 are defined as *Modulteilprüfungen*.

### c) "No-show" of students at exams.

For all exams, a no-show will be considered a failed exam and formally reported and recorded as such, unless the student supplies an adequate medical certification to the Examination Office (*Prüfungsamt*) within 28 days (4 weeks) of the missed exam.

### d) Operating procedure for plagiarism and cheating.

Plagiarism and cheating are regulated by §30 of the Examination and Study Regulations (*Studien- u. Prüfungsordnung*).

The following definitions and two-level scheme will be adopted and implemented immediately, and posted online:

d.1. *Plagiarism* is the copying of texts, images, pictures or electronic files without proper citation of the source in all types of written and visual work (e.g., reports, term papers,

essays, maps, slides presentations, and theses or similar). *Cheating* in an exam is the use of any unauthorized aids (e.g. notes, books, electronic devices, receiving assistance from classmates or external persons, etc.), or copying material from a neighbor. In cheating cases, when it is not possible to determine who created the original answer, and who copied it, both parties will be considered guilty on the grounds that one let the other copy.

d.2. *Level 1, warning*: if it is a first-time occurrence and it is not a particularly serious case i) the work is graded with "5.0" or "0%", (ii) the case must be immediately reported by the instructor to the *Prüfungsamt*, that will in turn inform the Chair of the Examination Board, and (iii) the student is called in for a meeting during which a formal warning is given.

d.3. *Level 2, exmatriculation*: exmatriculation is automatic in case of a second offense, or for a particularly serious first offense. Among the most serious cases is plagiarism in the Master thesis; the Examination Board otherwise decides on the particular seriousness of each case. Before action is taken, the student will be called in for a meeting by the Examination Board and informed of the charges.

In the case of plagiarism in the Master thesis, the entire thesis module will be retroactively failed, if the grade for the written thesis had been awarded by the thesis examiner conditionally upon no plagiarism being identified in a later check by the Examination Board. Such a case will also result in exmatriculation as stated in point 5.3 above.

Students have a right to appeal after meeting with the Examination Board as explained in point d.2 and d.3 above. Appeals, or requests for a second meeting, should be submitted in writing to the Examination Board within 2 weeks of the first meeting. If, after an appeal or second meeting, the Examination Board decides that the findings of a plagiarism stand, the failing grade will be confirmed (for a level 1 case), or the Examination Board will inform the Examination Office in writing that exmatriculation is requested (for a level 2 case).

**e) Alternative courses for students who are not able to enroll in the field module P1 because of adequately documented health or financial reasons.**

The following can be used as alternative courses:

- One of the two remaining core geology courses (i.e. of those not yet chosen by the student) in modules P2 to P5;
- One of the 6-ECTS courses in the geological methods module P9: P9.0.6 Scientific Programming, P9.0.8 High-Resolution microscopic methods, or P9.0.9 Neotectonics;

The entire module P1 must be substituted, partial course replacement is not possible. At the discretion of the Chair of the Examination Board, the student may be asked for a preferred choice among the four listed above. The assignment, once made, is irrevocable. The course adopted as substitution shall from this point on follow the same examination rules of the original P1 module, including repeatability and deadlines for passing it.

**e.1)** Inability to enroll in this module must be communicated by the student to the Program Coordinator, in writing, no later than one week after the start of classes in the student's first semester of enrollment. Exceptions to the deadline are possible only in the case of injury/illness with long-term disability occurring after this deadline. In the latter case any non-refundable fees will remain non-refundable, but the student will not fail the course by "no-show".

**e.2)** International students, who must declare to be in possession of sufficient funds to cover their entire studies at the time of application, and who must show sufficient funds when registering as residents in Germany, may only claim the financial reasons exception if they can prove when and how their financial circumstances have

significantly changed between residency registration and the deadline in point 6.1 above.

**f) For pregnant or nursing students .**

Courses that have a field or laboratory component may present above-average risks for pregnant and nursing students. In the case of the required module P1, a substitution may be requested as explained at point (e) above. All other courses with field or laboratory components are not required by the Program, the student can always choose a different course with no field or laboratory component. This statement will be posted online. This will also be accompanied by a notice that "final decision on acceptable vs. unacceptable risks is always up to the student, and the student is advised to consult with her physician before registering for any classes where any activities other than sitting on a chair in a lecture hall may take place".

**g) Master thesis.**

For **students who begin their thesis in their 3<sup>rd</sup> semester**, the thesis start date is October 15<sup>th</sup>, and the default deadline for handing in the final written thesis is July 1<sup>st</sup> of the student's 4<sup>th</sup> semester. Thesis requests for theses starting in the 3<sup>rd</sup> semester must be submitted by September 15<sup>th</sup> each year (unless special conditions apply, see below\*). The relevant forms and submission procedures shall be posted on the official pages of the Master Geology program at least two weeks before the deadline.

For **students who begin their thesis in their 4<sup>th</sup> semester**, the start date is April 1<sup>st</sup>, and the deadline for handing in the final written thesis is December 15<sup>th</sup> of the student's 5<sup>th</sup> semester. Thesis requests for theses starting in the 4<sup>th</sup> semester must be submitted by March 1<sup>st</sup> each year.

\*Students whose **thesis involves field or lab work that can be done only during the summer months** may ask the Prüfungsausschuss to allow such work to be carried out already during the summer preceding the start of the thesis. Such requests shall be handed in together with the thesis request form no later than July 1<sup>st</sup> of the student's 2<sup>nd</sup> semester.

In all cases, **registration for the thesis defense** shall be the submission of the written thesis to the Examination Office (*Prüfungsamt*).

Thesis defenses are preliminarily scheduled on the assumption that the written thesis will be at the *Prüfungsamt* no later than the thesis submission dates stated above. If mail-in, for example, is used (i.e. student mails in thesis on deadline, therefore submission meets the deadline, but thesis physically arrives later on), the defense date may, at the discretion of the Examination Board, be postponed to the next graduation session (6 months later). Students who really want to defend immediately are therefore advised to make sure their written thesis is ready to be handed in several days ahead of the deadline.

g.1) A **defense** may be scheduled no earlier than two weeks after thesis submission. No thesis defenses may be scheduled during the semester breaks (*vorlesungsfreie Zeiten*). Thesis defenses for students who start their thesis in the third semester will be all scheduled within the same "graduation session" before the end of July each year. The other regular "graduation session" will be in January/February each year. Special requests for other dates must be adequately documented (i.e. must be demonstrated as a true "hardship" case) and must also include a written statement from the student's advisor, a statement from the second examiner confirming availability for the defense date proposed, and need to be approved by the Examination Board. Approval is not guaranteed, and requests to schedule defenses during semester breaks will always be denied. Submission of such requests follows the usual procedure for submissions to the Examination Board (deadlines included). Requests presented past such deadlines, or

presented by the deadline but less than 3 weeks before the requested date, will not be considered.

The scheduling of the defense itself is conditional upon the thesis having been first evaluated. If no evaluation has been submitted to the Chair of the Examination Board at the latest within two days before the scheduled defense date, the defense may need to be rescheduled to the next available session (see point 8.3 below). In case of a failing grade, the advisor must also inform the student by this same deadline, so that the student can decide whether to go ahead with the defense as explained in point 8.3 below.

**g.2) Extensions are in general only granted for significant hardship** like (but not limited to) documented illness lasting several weeks or months, or death of a first-degree relative. Extensions must be requested by writing a letter (accompanied by all pertinent documentation) to the Examination Board as soon as the student becomes aware of a potentially qualifying circumstance. Extensions may not be requested after a thesis has already been evaluated as failed, or after failing to turn in the thesis by the assigned deadline (i.e. thesis failure by "no show").

**Extensions will not be granted for reasons that are quite common and foreseeable in our line of work, or intrinsic to being a student.** These include (but are not limited to) laboratory tests that were delayed, equipment that broke down, field work that had to be postponed because for example of bad weather, or "working student" status (many students have a job on the side, it is not an exceptional circumstance). The regular thesis period runs over two semesters precisely to avoid that such normal events prevent a timely completion. It is the task of both student and advisor to make sure that such vital elements of the thesis work as data collection and processing are not left to the second thesis semester. Advisors for their part should not hand out thesis topics that have a significant risk of "mishaps", or topics that are likely to result in an excessive workload, because such topics are incompatible with a 2-years Master program.

In cases where data collection or processing comes into question, the student will be allowed to retract the thesis request during the first semester of the thesis (module P10.1/I), without failing the thesis. The student can then present a thesis request as if it were his/her first request, by the next available thesis request deadline. Retraction of a thesis request under such circumstances must be done in writing to the Chair of the Examination Board. If the student however is already into the second thesis semester (module P10.1/II), such a retraction is no longer allowed, and the student may fail the thesis.

### **g.3) Failed written thesis.**

A student can either redo the same thesis (i.e. keep same topic), or change topic (only if this would be a first change of topic, as only one is allowed). The form for a thesis repeat request covers both options, and it is the form that must be used in such cases. Students who ask to change topic will need to have their thesis defense postponed as well, whereas students who request to keep the same topic may opt to go ahead with the thesis defense (if one had already been scheduled), before submitting the revised version of the written thesis. The latter is to avoid that students who have otherwise completed all other class requirements are forced to return to Munich at a later time just for the defense, as this may constitute a significant additional expense for international students.

Students who would like to go ahead with the defense must submit the repeat form to the Chair of the Examination Board **no later than the day before the scheduled defense**, because they must explicitly declare ahead of time their intention of keeping the same topic. All other students may submit the repeat form at any time after failing the thesis, but no later than the next thesis request submission deadline. Repeat requests will be granted 24 consecutive weeks for the thesis, because any student at this point will have concluded the regular 4 semesters of study with other classes, and is therefore free of any other Program obligations.

Repeat theses are **not** normally granted any additional defense sessions. Written theses that are turned in by Dec. 15<sup>th</sup> will have the defense scheduled for the January/February (WiSe) session, whereas written theses that are turned in by July 1<sup>st</sup> will have the defense scheduled for the July (SoSe) session.

All thesis requests, extension requests, and thesis repeat requests will first be examined by the *Prüfungsausschuss* and, once a decision has been reached, forwarded to the *Prüfungsamt*.

Anke Friedrich

Master of Geology  
Examination Board, Chair