

## Master's Degree Program in Geology

*Application for pre-emptive course or module substitution*

This application must be submitted before the course de-registration deadline of each semester, and it is *exclusively to substitute courses or modules for which the student has not sat and failed an exam yet.*

Last Name	First Name	Matriculation number

Address

Telephone number	E-Mail-Address

### Additional information

Courses and modules for substitutions requested using this form must be from one of the Master Degree Programs of the Department of Earth and Environmental Sciences of the Ludwig-Maximilians University Munich (Geology, Geophysics, Paleo- and Geobiology, Geomaterials).

This application cannot be withdrawn after the Examinations Board has approved the substitution.

In order for a substitution to be considered, it cannot result in the same course being credited twice. If the number of ECTS points of the course/module used as a substitute is lower than that of the course/module being substituted, substitution will not be granted, unless the course topic is so far away from Earth Sciences that the student can document and explain (on a separate sheet) how a sufficient additional workload corresponding to the missing ECTS points would result for him/her. It is possible to substitute two courses/module with a lower number of ECTS points each, to reach the ECTS points total of the course/module being substituted.

**I would like to request the Examinations Board's approval for the substitution of the courses and/or modules listed below.**

*To be filled in by the student (delete the example and replace it)*

Full name* of module or course in the Geology Program <b>to be replaced</b> (A)	ECTS points	Full name of module or course to <b>use as substitute</b> (use the name from the program of origin) (B)	ECTS points in program of origin	Master Program of origin of the substitute module/course	Name of the Geology module coordinator/s involved in the substitution


\*includes prefix

Reasons for requesting the substitution, please briefly explain below:

I hereby confirm that the above information is correct and complete, and that I have read and understood the "additional information" on page 1.

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Date (DD.MM.YYYY), signature

**Decision of the Chair of the Examinations Board:**

The substitutions requested above are:

- Approved
- Rejected

Or, approved with the exception of the following ones:

<i>Module or course name in the Geology Program</i>	<i>Reason for the rejection</i>	<i>Signature</i>

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Date, signature of the Chair of the Examinations Board

**Note concerning technical requirements for substitutions, and information to be recorded in student's transcripts**

The substitute module name (B) will be used in the transcripts, if the substitution is module-on-module and both modules belong to the Geology Master Program.

If a module is being replaced by a combination of courses that do not exist in the module itself (courses-on-module substitution), the module name cannot be changed. In this case the name of the module being replaced (A) will be recorded, together with the name of the two courses as they appear in their original form, regardless of Program of origin.

If a course is being replaced by one or more other courses (course-on-course substitution), the name of the course/s used as substitute /s will be recorded, with no changes to module name.

Any module name or course name however may only appear once in the student's records, if taken for credits. If the substitutions requested here would cause a module or course to appear twice, the substitution may not be granted until it is amended to fit this requirement. Students are advised to check ahead of time with the Program Coordinator to ensure that this requirement is met.

**Additional conditions for granting a substitution**

At the discretion of the Examinations Board, consent for the substitutions may also be requested from either the student's thesis advisor, or from the module coordinator of the module/course that is being replaced (A). Students are therefore advised to obtain such consent in writing in advance whenever possible, to avoid delays.

Name and signature of either thesis advisor, or of module coordinator/s, confirming agreement to the substitution/s listed above (if not advisor, and multiple coordinators of replaced modules are involved, all coordinators must sign):

_____	_____
_____	_____
_____	_____
_____	_____