**Administrative Procedures for Master´s Thesis**

**Environmental Management of Mountain Areas (EMMA)**

EMMA students can complete their Master´s Thesis either in Innsbruck (UIBK) or Bolzano (UNIBZ). The deadlines and procedures of the respective institutions must be followed, and the defense of the Thesis is organized according to the regulations of the university where the defense takes place.

**Master´s Thesis projects are supervised by two faculty members, one from UIBK and one from UNIBZ**. The primary supervisor is located at the institution where the Master´s Thesis is registered and performed, and the second supervisor is at the other university. Additional persons contributing to the supervision can be affiliated with UIBK, UNIBZ, or another institution (e.g. if the project is carried out in part or completely externally)

The second supervisor should be actively involved in the supervision process. The following steps are recommended:

* approval of project description by the second supervisor (before registration, mandatory)
* at least one exchange (meeting or report) between the student and the second supervisor during the Thesis
* input for written Thesis 🡪 students should send a preliminary version of the Thesis to the second supervisor at least 3 weeks before the submission date to enable feedback!

**For students registering their Master Thesis at UIBK**

* The Thesis needs to be registered before the start of the project
* Submit the [completed form](https://www.uibk.ac.at/fakultaeten-servicestelle/pruefungsreferate/forms/anmeldung-masterarbeit.docx) and a short project description (approx. 1 page) to the exam office (pruefungsreferat@uibk.ac.at)
Name the primary supervisor (UIBK), second supervisor (UNIBZ), and additional persons contributing to the supervision, if applicable. All supervisors need to sign the form (electronic signatures are OK)
* Send a copy of the form to  didactic.agriculture@unibz.it
* The completed Thesis can be submitted at any time to UIBK. Follow the [general procedures of UIBK](https://www.uibk.ac.at/fakultaeten-servicestelle/pruefungsreferate/einreichung_da_ma_01.11.2023_aktuelles.html.en)
* Once the written Thesis is graded, the defense date can be set. The exam office will send you the registration form for the defense.
* Agree on a date with your examiners (3 examiners, usually the primary and second supervisor and a chairperson. If you choose somebody else, make sure that both universities are represented) and send the signed form to the exam office (pruefungsreferat@uibk.ac.at). Electronic signatures or e-mail confirmations (please attach) are OK.
**ATTENTION: THE FORM MUST BE SUBMITTED 3 WEEKS (BETTER 4 WEEKS!) BEFORE THE DATE OF THE DEFENSE! SHORTER INTERVALS ARE NOT POSSIBLE!**

Further information regarding the general procedures (e.g. submission of the Thesis and defense regulations) for all Master´s Theses at the Faculty of Biology of the UIBK can be found here (LINK)

**For students registering their Master Thesis at UNIBZ**

* UIBK needs to be notified before the start of the project
* Submit the notification form and a short project description (approx. 1 page) to the exam office (pruefungsreferat@uibk.ac.at)
Name primary supervisor (UNIBZ), second supervisor (UIBK), and additional persons contributing to the supervision, if applicable. All supervisors need to sign the notification form (electronic signature is OK)
* Follow the instructions for electronic registration of the Thesis at UNIBZ (LINK)

Students graduating at UNIBZ must comply with the following directions and deadlines, which can also be found on the following page (<https://guide.unibz.it/en/graduation/agricultural-environmental-food-sciences/master-final-exam/>) 🡪

* At least **4 months** before the graduation session, according to the calendar fixed annually by the Faculty Council, the student must submit the application for the assignment of the Thesis, using the UNIBZ platform mySNS (<https://my.scientificnet.org/home/#/>).

The subject of the Thesis must be approved by the supervisor.

* To be admitted to the final exam, the student must:
	+ 1. be up to date with the payment of all fees and contributions or have been exempted from them;
		2. have acquired the number of credits foreseen by the teaching regulations, with the exception of the credits awarded for the final exam at least **10 days** prior to the graduation session;
* The application for admission to the final exam must be submitted via the UNIBZ platform mySNS (<https://my.scientificnet.org/home/#/>) at least **30 days** before

the degree session.

* No later than **15 days** before the final exam:
	+ - upload the final digital version of the Thesis in MY SNS
		- upload the report of Turn-it-in
* No later than **10 days** before the final exam all necessary credit points must be achieved
* In order to have the exams passed at UIBK inserted in your UNIBZ study plan:
	+ Download the “ACADEMIC RECORD” (Bestätigung des Studienerfolges) from your UIBK account
	+ Open an “exam recognition request” in mySNS (<https://my.scientificnet.org/home/#/>)
	+ Choose “Erasmus” recognition from the list
	+ Upload the file “ACADEMIC RECORD” of UIBK in the section “Learning Agreement” and “Transcript of Records” (the same file for both sections)
	+ Insert the details of every single exam you have attended (name of the course, exam date, austrian-grade, etc. )
	+ Submit the request of exam recognition
	+ The request will be approved and the exams inserted in your UNIBZ study-plan
* No later than **07 days** before the final exam the supervisor must confirm the uploaded version of the final Thesis

On the day of the Thesis defence, students must turn in a hard copy to the commission and present their Thesis using a power point presentation.