

## External Modules – Procedure

External modules are subject to **prior approval** by the Examinations Board and may not be started without prior written consent of the examinations office

The application has **to be submitted at least six weeks** for modules in Germany; for modules abroad at least eight weeks before you wish to start.

### 1. Contact the prospective group and Dr. Smyrek/Prof. Eimer in parallel

- 1.1 Prospective group regarding possibility
- 1.2 Dr. Smyrek/Prof. Eimer regarding contents

### 2. Inform your prospective supervisor on the prerequisites of the master course, especially

- 2.1 The contents and formal requirements (= module description)
- 2.2 Ownership: Contents of lab work and protocol belong to the university and have to be disclosed to the examinations office and the board of examinations.

If this is a problem you have to check whether an arrangement of confidentiality is possible and immediately contact Mrs. Goltz, examinations office.

IMPORTANT: The procedure for such an arrangement takes at least 3-4 months.

### 3. Submit an informal application at the Examinations Office comprising:

- 3.1 Your matriculation number, address and the date of the application
- 3.2 Period and volume (CPs) of the module (depending on the module you wish to replace)
- 3.3 Copy of module description signed: “seen and accepted” by the person in charge of the module
- 3.4 An exposé of 1 DIN A4 page describing the contents of the module including the context of the work, previous works, the techniques you wish to achieve as well as a declaration that the module complies with the prevailing official regulations (Prüfungsordnung) of the master programme PBiOC
- 3.5 The exposé has to be signed by the supervisor and – in case of an external master thesis – an internal reviewer
- 3.6 An assertion that the academical work effected during the module/ practical is not remunerated or a letter of the personnel department confirming that practicals for students are to be paid

For further information contact the examinations office.

Signed - - Monika Goltz – August 7, 2019