

# CHECKLIST MASTER



Transition from ...

## BACHELOR TO MASTER

... within the University of Potsdam

Would you like to continue your Bachelor's degree at the University of Potsdam with a Master's degree? Great! Here are a few How-to tips:

First apply via the Studyportal, even if you are already a student at the University of Potsdam - this is an important formality (QR button all the way at the bottom). Please note the application deadline (see corresponding link on the page)!



Study place  
portal and  
deadlines

If the grade of your Bachelor's thesis is not yet available it can be submitted until the end of the first semester. The prerequisite for this is that you have already achieved at least 140 LP (Bachelor Geosciences at the University of Potsdam - for other degree programs other minimum scores apply).

As soon as you have the letter of admission, submit the "Application for admission to the Master's degree program" via PULS. For this you need

- a copy of the letter of admission
- a copy of Bachelor's degree (certificate)
- Copy of the certificate of "Proof of a completed Bachelor studies" (Office of Student Affairs/ Examination Office)



If your graduation documents are not yet available, you can apply for provisional matriculation (via PULS).

Info about the transition

## SUBSCRIBE TO THE EMAIL LIST FOR THE MASTER GEOSCIENCES

Important information and dates are announced via this mailing list. Simply send an e-mail with the subject: **subscribe** to the following e-mail address:

geowiss-msc-list-join@uni-potsdam.de

## ORGANISATIONAL INFO



Validate your  
Uni-Chipcard  
(PUCK)



Activate your Uni account. This will give you access to, for example your certificate of enrolment and services such as:

**Mail.UP** - Management of your Uni-Mails

**Box.UP** - Storage space with 40GB

**PULS** - Registration for modules and exams

**Moodle** - Exercises etc.



Your Deutschlandsemesterticket via the campus portal from the VBB.



Information on the classification and recognition of achievements, e.g. when changing university or degree programme.

Please note: HiWi contracts do NOT automatically change to the Master's level. Please contact the secretary's office 1.54 (Mrs Heidemann).

Checklists of the Student Council  
Geosciences



## MANDATORY INTERNSHIP

The compulsory internship lasts 35 days or 280 hours. As a rule you complete it outside the university, but it must have a clear connection to the geosciences. You need at least one internal supervisor.



read more

The internship includes a seminar (see PULS) in which you also give a short presentation, and a report with 15 - 20 pages to the internal supervisor. The person responsible for the module will inform you that he or she agrees with the report.

Please note: The internship is generally not paid.

## NON-BINDING EXAMS AND ADDITIONAL MODULES

In the Master's programme you can take two free non-binding exams. You must do this within two weeks of receiving your grade on PULS.

Please note: This cannot be cancelled.

If you have taken more modules than required, you must submit the 'Designation of elective modules relevant to final grade' at the latest on the day you submit your Master's thesis. You should think carefully about your decision, because you can only submit this form once.



Information on the non-binding exams



Form

# MASTER THESIS

Before the Master's thesis, you must complete the compulsory internship and a total of 78 credit points, including core modules with 24 credit points. You can also complete modules after the Master's thesis. The Master's thesis has 30 credit points.

How do you find a topic?

**You have to write your Master's thesis in English!**

Choose a geoscientific topic that is clearly distinct from geoecology, geography or another subject area. Topics can arise from the Moodle course, internship - or talk to lecturers.

## Supervision

At least one of your supervisors for the Master's thesis must be habilitated, preferably a professor, private lecturer or have completed work similar to a habilitation (§7 para. 3 HSPV). In addition at least one supervisor must be a member of the Institute of Geosciences. This also includes jointly appointed professors and private lecturers from GFZ, AWI or PIK.



Further information on the Master's thesis



Info FSR

Note: This flyer provides non-binding guidance. For legally binding and up-to-date information, please contact the Examination Office or the Study Coordination Office. If something is not (or no longer) correct, please let us know. (as of April 2025)

## Request and deadlines

- Fill out the form in PULS ('Submit applications') and send it to the Examination Board with a brief description and overview of achievements (meetings approx. every 4 weeks)
- After confirmation by the examination board: upload digitally via PULS to the examination office within one week (!)
- From then on, 6 months processing time, a maximum extension of one month is possible on request if there is a valid reason.
- The earliest submission is possible after one third of the time (2 months).
- The thesis must be assessed within 6 weeks.

## Submission

- Digital submission via PULS
- Don't forget your declaration of independence!

## Defence

Your defence is a public event to which you will be invited within the university. Upon request your defence can also take place behind closed doors.

- 20 min oral presentation and 30 min examination discussion
- The assessment of the defence counts for 25% of the assessment of the Master's thesis.

## LEGAL MATTERS



The General Regulations for the non-teaching Bachelor's and Master's degree programmes (BAMA-O) and



the subject-specific study and examination regulations for the Master's degree programme in Geosciences at the University of Potsdam apply, as well as the statutes amending them.



# MASTER'S PROGRAMME IN GEOSCIENCES