

## **Elective Module. What to know and what to do.**

### **What to know and what to do before you apply for an Elective Module**

The Elective Module is the most versatile module and may cover various subjects broadly related to your studies. For example, classes in natural sciences other than biology or in business management or patent law are possible. The Professional Center of the University of Cologne offers several courses and trainings ("Extracurriculare Angebote" in KLIPS) that may be accepted. Further, a practical within the University of Cologne or outside, for example in industry or at an institution abroad is possible. Language courses may also be acknowledged. You can also do a research project comparable to a Project module.

The elective module can be split into maximal 4 different parts and the workload of a single part must correspond to at least 2 Credit points (CP) with one CP corresponding to about 30 hours of work. For the complete Elective Module 12 CPs will be granted. Credits will only be granted after a successful completion.

The content and parts of the elective module need to be approved by the student adviser (Dr. Jan Weber). **However, Elective Module parts that are listed on the MSc of Biological Sciences web-page do not require approval.**

The Elective Module for **Research Track Students** is a three partite theoretical module consisting of two scientific writing courses and one bioinformatics or statistics course. For application, Research Track Students need to contact the Graduate School of Biological Sciences coordinator Dr. Isabell Witt.

### **What to do before you start an Elective Module or parts of an Elective Module**

- In case the Elective Module (part) is listed on the MSc Biological Sciences "elective module web-page" you may directly register for the module and complete it. You do not need to mail an Application Form.
- In case the Elective Module is not listed, contact the student adviser by mail or during the regular consulting hours to discuss your ideas and the timing of your Elective module at least 4 weeks before you start working. In case of an external research project hand in a project description in advance.
  - Fill in and sign the Application Form and submit it to the Master's office at least 2 weeks before you start working.
- If you split the module you have to apply for each non-listed part separately.

### **What to do when you are done**

- Fill in the Certificate of Completion form.
- Make sure that your supervisor signs and fills in the Certificate of Completion form.
- Make sure that your supervisor mails the signed form to you.
- Mail the signed form to the MSc-Office.