

**Administrative Procedures for Master's Thesis
Environmental Management of Mountain Areas (EMMA)
at University of Innsbruck**

- The Thesis needs to be registered before the start of the project
 - Submit the [completed form](#) 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](#)
 - 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!**

Please note that the deadlines for fees to be paid for those graduating at the University of Innsbruck are the same for those who graduate at the Free University of Bolzano (see study guide unibz: tuition fees for the deadlines → <https://guide.unibz.it/en/study-career/agricultural-environmental-food-sciences/fees/>).

According to the regulations of uibk the final examination is only considered completed once the defensio has been discussed.

Conclusion of studies by March

If you intend to sit the final examination after 31. October and before 31. March, go to the unibz payment page and select the option "I will graduate by 31 March": you will be asked to pay a virtual duty stamp of 16 EUR.

If you do not pass or postpone the final exam (defensio), you will be required - at the expiration of the 2nd instalment - to pay the entire year fees with the fine for delayed payment.

For further information you can consult EMMA's uibk website too → [Environmental Management of Mountain Areas | Master](#)