

Welcome to

euROORGANIC

European Master in Organic Agriculture and Food Systems

Your Guide to the
Double Degree MSc Programme
Organic Agriculture and Food Systems



UNIVERSITÄT
HOHENHEIM



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www.eur-organic.eu

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1. About this Guide

Since the EUR-Organic programme is an international programme that spans across Europe and includes students from all over the world, you will most likely encounter many new experiences throughout your two years with us. This guide will help you grasp the differences between university structures and general administrative procedures that vary across the countries and universities. In the following section you will find important general information about the structure of the EUR-Organic programme, followed by an overview of administrative procedures at each of the partner universities. Special emphasis is given to:

- a) the transfer from your **home** university, where you spend the first year of your studies, to the **host** university, where you will spend the second year of the M.Sc. programme,
- b) the supervision and structure of your master thesis,
- c) the final steps needed to graduate and to receive your double degree certificates from both universities.

Some paperwork has to be done, but the programme coordinators at all partner universities strive to support you as much as possible.

Please keep in mind that some things may change, and the EUR-Organic homepage www.eur-organic.eu/en is where you will find updated information. And you should always contact the direct source of information when it comes to specific issues, such as applications, deadlines, and important requirements.

On the website you will find information about current issues which are relevant for you as a student. Detailed information about the different specialisations offered by the EUR-Organic partner universities and the corresponding semester packages is available online. This information is essential for you to register for your courses at your home and host university.

2. Programme Structure

The full MSc study programme is made up of 120 ECTS (credits): Two Basic Semester Packages (2 x 30 ECTS), one Specialisation Semester Package (30 ECTS) and a master thesis (30 ECTS).

The programme will start with a joint Start-up Module that is compulsory for all students enrolled in the double degree programme.

During the MSc programme all double degree students will be studying at two different EUR-Organic partner universities. The university where the student is accepted in the **first year** of the EUR-Organic is referred to as the **home university**. The university that the student chooses as **second university** is referred to as the **host university**.

As SGGW and ISARA do not offer a full MSc programme yet, students can currently choose between BOKU and UHOH as home university and between UHOH, BOKU, ISARA and SGGW as host university.

The master thesis has to be assigned to the host university. The master thesis will be jointly supervised.

Detailed information about the different specialisations offered by the EUR-Organic partner universities and the corresponding semester packages is available online at www.eur-organic.eu/en.

Overview of the EUR-Organic Programme Structure

Home university	1 st Semester	Basic semester	Joint start-up module + e-learning in semester (6 ECTS)
			Compulsory courses 24 ECTS
	2 nd Semester	Basic semester	Compulsory modules and elective modules (30 ECTS)
Host university	3 rd Semester	Specialisation	Elective modules (30 ECTS) / Master thesis
	4 th Semester	Master thesis	Master thesis (30 ECTS) / Elective modules

2.1 Start-up Module

A joint Start-up Module is organized for **all** first-year students in the EUR-Organic programme. The Start-up Module is organized by one of the partner universities and usually takes place each year in September.

- Soon after your admission to the EUR-Organic programme, you will receive an invitation including practical information.
- The participation in the Start-up Module is mandatory for double degree students. Only if you cannot attend due to extenuating circumstances (illness, visa problems) the Start-up Module can be replaced by the module "Organic Food Systems and Concepts" (UHOH) or by the courses "Introduction to Animal Production" resp. "Introduction to Crop Nutrition and Health" (AU). EUR-Organic students who do not participate in the Start-up Module without justification will have to follow the EUR-Organic single degree track at their home university.
- The Start-up Module is usually scheduled during September each year and lasts about one week. The phase of attendance during that week is followed by e-learning activities at the individual home university during the first semester. Because these e-learning activities differ between universities, students earn 6 ECTS credits at UHOH and BOKU but 5 ECTS credits at AU.
- Travelling to and from the Start-up location is in the responsibility of the individual student. Accommodation, food, and transportation during the Start-up Module will be organised. A participation fee will be charged.

2.2 Introductory Activities

Each of the five universities invites you to a special welcome programme for all incoming international students. We highly recommend that you join!

2.2.1 Welcome Events at UHOH

- During the first - week before semester starts, several welcome events take place (see: <https://www.uni-hohenheim.de/orientation-days> and <https://agrar.uni-hohenheim.de/beginning.html>)
- if you want to have a senior student as a buddy to help them settle in. Please fill out the form available at <https://iso.uni-hohenheim.de/en/registrationinternationals>
- Senior students usually arrange a get-together with new students during the first month of classes.

2.2.2 Welcome Events at BOKU

- Please check the EUR-Organic BOKU website to find all necessary information on “Plan your Studies at BOKU” (<http://www.boku.ac.at/int-in-boku-en.html>) and “Plan your Life in Vienna” (<http://www.boku.ac.at/int-in-life-en.html>)
- All EUR-Organic students are invited to the BOKU “Welcome Days for international students” in the last week before the semester starts (further information: <http://short.boku.ac.at/int-in-welcome-en.html>)
- During this Welcome Days all students will receive an information package (Checklist for the Arrival, Welcome Guide, etc.)
- All EUR-Organic students are invited to the EUR-Organic Welcome Meeting in the first/second week of the semester (to be announced)
- 2nd year students can get an Austrian buddy for their first steps in Vienna. Please mark that in your Erasmus application form.
- BOKU’s “Stammtisch” for international and BOKU students (regular meeting in a pub) will take place every week (information will be sent out by e-mail).

2.2.3 Welcome Events at SGGW

- **All students are invited to Welcome Day (the beginning of each semester)**
- **Each student can apply for a Polish Mentor for first steps in Poland (contact <https://erasmus-sggw.pl>)**
- **Other important information will be given upon arrival.**
- **Welcome Point (WePoint) offers support at the beginning and during stay at SGGW (<https://wepoint.sggw.edu.pl/>)**

2.2.4 Welcome Events at ISARA

- All students are invited to the Integration week – French & Culture (beginning of September) and then to [French courses](#) every Thursday afternoon
- ISARA offers the possibility to book a room in a public student hall. For more information, please check the [student guide](#). |
- All students can get a buddy for first steps in France and Lyon – IF you are interested, please contact them: [Club ISAR'RIVENT](#)
- Assistance in opening a bank account / housing allowance / housing insurance / health care scheme.

For more information, you can check online the [International Student Guide](#) or contact directly Sigolène VERNERET at student@isara.fr

2.3 Course Registration

When choosing courses at your home and host university, you MUST follow the specified EUR-Organic curriculum. Additionally, you are responsible for checking the pre-requisites for the courses you are registering for. At some of the universities there are strict pre-requisites that also apply to EUR-Organic students. Although many courses will not have prerequisites, it is important to check the requirements on the university homepages.

Detailed information about courses offered by the EUR-Organic partner universities is available online at www.eur-organic.eu/en.

2.3.1 Course and Exam Registration at UHOH

1. You can register your courses after having activated your HOH Online Account. General information on course registration can be found here: <https://www.uni-hohenheim.de/en/courses>
2. Module description, course information, time schedules can be found on [the HOHCampus](#) University portal.
3. The EUROrganic module list is found here: <https://hohcampus.verw.uni-hohenheim.de/qisserver/pages/cm/exa/curricula/genericRailsSearchUnitsSimple.xhtml? flowId=searchCourseOfStudyForModuleDescription-flow& flowExecutionKey=e3s2>
4. For course registration please register on our [e-learning platform ILIAS](#) The registration period starts usually two week before the start of the lecture period and ends the first week after the start of the lecture period. Please make sure to latest register for module participation within the first lecture week.
5. Students have to register at a later stage for each individual exam. The exam registration will have to be done on “HOHCampus” Please check for further information here: <https://www.uni-hohenheim.de/en/exam-registration-and-cancellation>
6. The registration period is fixed and announced for every semester on the website of the examination office (<https://www.uni-hohenheim.de/en/euroganic-msc-pa-en>). Please note, that there are special registration deadlines for blocked modules in the summer semester.

2.3.2 Course and Exam Registration at BOKU

- You can register for courses after having activated your BOKUonline account. You will receive the login information when you register in person at our Registration Office (“Studienservices”) upon arrival (see 2.7.3.)
- Register for all courses in BOKUonline (<https://boku.ac.at/en/boku-it/themen/teach-learn/bokuonline-erste-schritte-fuer-studierende>). Please note that you must strictly follow the EUR-Organic curriculum (for courses see <http://www.boku.ac.at/int-master-ells-eo-curriculum.html>). You have to make an Individual Course Plan during your first year of studies (information will be sent out by e-mail). This plan must be checked by the administrative coordinator and signed by the programme coordinator. Based on this individual course plan, your documents for graduation will be checked.
- Please note that the course registration is **not** automatically a registration for the examination. Please check in BOKUonline.

2.3.3 Course and Exam Registration at SGGW

- There is no separate registration for the courses indicated at <http://www.eur-organic.eu/80391.html>
 - Candidates have to be registered as SGGW Exchange students. Registration starts with an online nomination from the Home University (sent to SGGW via email)
 - Nominated Candidates are obliged to register into the Internet [Recruitment for Candidates System](#) (IRK) and create their Online Learning Agreements.
- Online Learning Agreement ought to include the courses which have in total minimum of 20 ECTS and maximum 35 ECTS per semester. The Learning Agreement should be digitally signed in the following sequence: student-> home University-> host University.
 - The timetable of courses will be available at the beginning of the semester. Professors inform students about the requirements that students must meet to be admitted to the exam at the beginning of a semester
 - All students are automatically registered for exams if they include a certain course in their Online Learning Agreements

2.3.4 Course and Exam Registration at ISARA

- Students must send their documents (English proficiency, transcripts, BSc diploma, CV) to student@isara.fr. By March/ April, they will receive an administrative form and more information regarding the start of the course in September (3rd semester)
- All students are automatically registered for exams.

2.4 Choosing Host University and Specialisation

The partner universities organize a video conference in November each year to give a platform for open questions and to support in deciding on the choice of partner and specialisation.

You must submit the EUR-Organic Specialisation Form **by December 15st of your first year**, indicating your choice of host university as well as your choice of specialisation. The form for selection of host university and specialisation can be found at <https://www.eur-organic.eu/en/79312.html> but will also be sent to students before the deadline.

The completed form must be signed and sent as a scanned version to the coordinator of your home university. After the deadline, no possibility to change specialisation exists.

Each EUR-Organic coordinator then creates an overview and sends this to all partner institutions for them to know whom to enrol as second year students.

2.5 Transfer from Home to Host University – Outgoing Students

2.5.1 Enrolment at Host University

The coordinator of your home university sends:

- Scanned copies of your application documents and
- Your filled specialization form

to the coordinator of your **host** university.

Your host university will contact you to inform you whether additional documents are needed to be enrolled as a full degree student.

Additional documents for BOKU

If required, additional documents have to be sent to the administrative programme coordinator by **May 30**. Please check <http://www.boku.ac.at/int-master-ells-eo-partneruni.html>

Additional documents for SGGW

By **June 30** the following documents should be sent by post or submitted by you to the EUR-Organic administrative coordinator at SGGW-SGGW

- Signed application form with a photograph attached.
- A photocopy of valid passport or other document confirming the identity of the candidate (the original document is to be presented upon arrival)
- A certificate from the consulate confirming Polish descent or Polish Charter if the candidate holds one.
- A copy of the high school leaving certificate – a document entitling to undertake studies in the country of its issue. On request the applicant is obliged to provide apostille.

The „Letter of admission” will be sent to you including necessary information on the procedure.

2.5.2 Erasmus+ Grant

When you transfer from your home university to your host university (exception ISARA) we advise to apply for the Erasmus grant. Erasmus is a European Union-supported education and training programme. Once accepted to the Erasmus programme, you may receive funding which can help to finance your stay in your host country. If you receive Erasmus money depends on the individual amount of money available at the university. The amount receiving depends on which country you are applying in, and which country you are going too.

In the following sections you will find the procedure about how to apply for Erasmus at your home university. It is important that you apply in time, submit all paperwork, and follow the deadline dates to receive the grant.

Erasmus application at UHOH

In January you will be invited by Dr. Gabriele Klumpp, ERASMUS coordinator at the University of Hohenheim (gabriele.klumpp@ua.uni-hohenheim.de). She will provide you with detailed information on how to apply for Erasmus exchange semesters at your host university.

Students have to apply via the application portal “Mobility online”. Deadline for application is **in February**. You will have to complete the application form, upload a motivation letter, your CV, a green mobility and a civic engagement statement and your transcripts of records.

The call for applications for Erasmus exchange places and the link to the application portal is published at <https://www.uni-hohenheim.de/aaa-news> four weeks before the application deadline.

Erasmus application at BOKU

Students have to apply online **in December/January** (for the next study year):

<http://www.boku.ac.at/int-out-e-howtoapply-en.html>

The exact deadline will be announced in November at the latest.

Documents needed for application: Transcript of Records, letter of motivation, language proof. Please find further information on the ERASMUS application at BOKU: <http://www.boku.ac.at/int-out-e-en.html> During the summer semester of the first year, students must apply for a preliminary approval of their individual course plan: <https://short.boku.ac.at/int-master-ells-eo-icp.html>

2.6 Transfer from Home to Host University – Incoming Students

If you are a national of an EU/EEA country or Switzerland, you need no visa for your host country. However, since you will be in your host country for more than three months, you will have to register with the municipal or state authority.

Citizens of almost all other countries have to apply for a **visa** or **residence permit**. For exceptions, please check the websites given for the individual countries. Detailed information about the procedures is available at the websites listed in the following sections.

Important: Non-EU/EEA students have to apply for a visa/residence permit for two countries, the country of their home as well as of their host university. This means that you will need proof of sufficient funds to finance your stay **in both countries**. If you start your studies in Germany or Austria, we highly recommend that you apply for a 2-year residence permit for students. With this you can spend up to 360 days in the country of your host university (NOT Denmark), without an extra visa/residence permit.

2.6.1 Procedures at UHOH

Visa application and residence registration

<https://www.uni-hohenheim.de/en/application-internat-visa>

Housing

- Information on accommodation – both, student residences and private accommodation – is available at <https://www.uni-hohenheim.de/en/housing-for-int-students>.
Please note: During the application process for a residence room in the portal of the Dormitory Administration, you will be asked to upload a letter of admission. This refers to your admission at the University of Hohenheim (see below) not the admission for your first year of studies.

Admission and enrolment at the university

At UHOH you will be registered as a degree student. However, as you are coming to Hohenheim in the framework of an agreement with one of our partner universities and your eligibility has thus been confirmed by your home institution, you are not subject to the general admission and application procedure for our but will undergo a simplified procedure. Detailed information will be e-mailed to you once our home coordinator nominated you with us for the second year.

International students must FIRST ENROLL ONLINE and THEN ENROLL IN PERSON at the Office of International Affairs with the following documents:

- Passport with Visa or residence permit saying it is for studying in Hohenheim ("für Studienzwecke in Hohenheim") (for non-EU-citizens only)
- Confirmation of online enrolment "Application for enrolment" (print out and sign after finishing online enrolment)
- Bank transfer of the semester fee. Since the University of Hohenheim is not your home university, you do not have to pay tuition fees for international students as per mutual tuition fees waiver agreement
- Electronic reporting by a German statutory health insurance company

Non-EU students and EU students:

Please contact a statutory German health insurance company and request the "Meldegrund 10 für Uni Hohenheim". On the internet you can find a detailed list of statutory health insurance companies. The health insurance company will then report the health insurance certificate directly to us electronically. Please note that we can only accept this notification from the health insurance company and not any other form of documentation. The EHIC or chip card, written membership certificate, or travel insurance cannot be accepted.

If you are already over 30 years old and starting a degree program, you can usually only get private health insurance. Please select a private health insurance company and then contact a statutory German health insurance company so that they can report the health insurance certificate to us electronically.

Language course

Our Language Centre offers two intensive German courses in August and September. Information and registration is available at <https://www.uni-hohenheim.de/en/language-center-languages-german-intensive>. Other language courses at different level will run during the semester. Online registration is usually possible during the second and third week of October: <https://www.uni-hohenheim.de/en/language-center>.

2.6.2 Procedures at BOKU

Citizens from countries requiring a visa must apply for a residence permit for studying in Austria. Students who are not permitted to enter Austria without a visa have to submit their application for a residence permit for a "Student" in person at the responsible Austrian representative authority in their country before traveling to Austria. **The residence permit should be applied for 6 months before the intended trip to Austria.** However, nationals of certain countries who are allowed to enter Austria without a visa can also apply for the residence permit in person at the authority in charge of residence after entering Austria. If you start your studies in Germany or Austria, we highly recommend that you apply for a 2-year residence permit for students. With this you can spend up to 360 days in the country of your host university (NOT Denmark), without an extra visa/residence permit. Further Information: <https://short.boku.ac.at/int-in-life-visa-en.html>

Generally, the residence permit is issued for 12 months.

Registration at the university

- At BOKU you will be registered as full degree student (see 2.6.1.). However, if you get an Erasmus scholarship from your home university, we ask that you also complete the online ERASMUS application (deadline: June 30)
- Once you have arrived, please go to the Registration Office (study services). Bring your valid passport/ID, your letter of admission and your preregistration number. There you will get your BOKUcard (student ID) and information about your BOKUonline account. You will have to pay the student union fee (currently €22,70) and tuition fee (only first year Non-EU/EEA citizens). Attention: **To pay the student union fee you need a bank card.** If you do not have a bank card, please ask your buddy to accompany you and use his/her card. (It is also possible to get a payment form and pay online at a bank, but then you can only activate your BOKUonline account and register for courses after approx. 5 working days! Some courses fill up quickly, so please try to pay directly at the study services)
- Activate your BOKUcard (at the green terminal next to the Registration Office) and activate your BOKUonline account with the pin that you have received at the Registration Office: <http://online.boku.ac.at> (Further information see: <https://boku.ac.at/en/boku-it/themen/at-your-service/erste-schritte/ueberblick-fuer-neue-studierende>)

Housing

See <http://short.boku.ac.at/int-in-life-accommodation-en.html>

Living in Vienna can be fairly expensive, so you should expect to pay between € 300,- and € 670,- for your accommodation.

Student halls of residence are an easy option when moving to a new city; they're also a great way to make friends and contacts in a short time period. The easiest way to book a room in a student hall of residence is to use the service of the OeAD (Österreichischer Austauschdienst - Austrian Exchange Office) – but you can also contact the dormitories directly (more complicated, but probably cheaper) or look for private accommodation.

The terms and conditions of the service of the OEAD are available online <http://www.housing.oead.at>.

We recommend organizing accommodation soon, e.g. to apply in **April or May** for next **winter semester**. But please also check the cancellation policies of each provider. Please be aware that

BOKU cannot help you find an accommodation.

Student Residences popular with BOKU students:

- base19
Gymnasiumstraße 85 | 1190 Wien
base19.at/en
- STUWO
Kenyongasse 23-25 | 1070 Wien
Strozzigasse 6-8 | 1080 Wien
Strudlhofgasse 5 | 1090 Wien
stuwo.at/en
- Akademikerhilfe
Michaelerstr. 11 | 1180 Wien (female only)
Starkfriedgasse 15 | 1180 Wien
Pfeilgasse 1a/3a/4-6 | 1080 Wien
<http://www.akademikerhilfe.at/heime/wien/>
- home4students
Döblinger Hauptstr. 55 | 1190 Wien
Neudeggasse 21 | 1080 Wien
home4students.at/en
- OeAD
Sechshauser Straße 31 | 1150 Wien
housing.oead.at/en/accommodation/wien-en
- Wihast
Brigittenauer Lände 224 | 1200 Wien
Tendlergasse 12 | 1090 Wien
Hirschengasse 23 | 1060 Wien
wihast.at/enThe Fizz
Dresdnerstraße 107 | 1200 Wien
<https://www.the-fizz.com/student-accommodation/vienna>
- ÖJAB
Wilhelm Exner-Gasse 4 | 1090 Wien
Peter-Jordan-Strasse 29 | 1190 Wien
<https://www.oejab.at/en/students/dormitories>
- Studenten-Appartmenthaus VETMED
Josef-Baumann-Gasse 8a | 1220 Wien (close to veterinary university)
Also apartments for couples/students with children available.
<http://www.vetheim.at/>

Flat share – useful links: <http://short.boku.ac.at/int-in-life-accommodation-flat-en.html>

2.6.3 Procedures at SGGW

Visa application

A foreigner planning to study in Poland should legalise his/her stay for the duration of the studies.

UE/EFTA Citizens can enter Poland and stay within its territory up to 3 months on the basis of valid travel document (passport) or other valid identity document. If residence in the territory of Poland is longer than 3 months, the EU citizen is required to register his/her residence.

Non-UE/EFTA Citizens may enter Poland and stay within its territory on a basis of valid passport and Schengen or national visa (if required). Visa is issued by a consul and should be obtained prior to the arrival.

Schengen Visa (C-type visa) is valid in the Schengen Area and permits its holder to remain in the territory of all of the Schengen Area Member Countries for a maximum of 90 days during a 180-day period.

National visa (D-type visa) permits to enter the territory of the Republic of Poland and to stay continuously or for several successive times in this territory for a total duration of more than 90 days during the period of validity of the visa, but not longer than one year.

In order to obtain visa, you should contact a Polish consulate or embassy in your country of residence. Visa requirements and application forms as well as a complete list of Polish diplomatic missions abroad are available at <https://www.gov.pl/web/diplomacy/visas>.

Visa application must be submitted in person 2-3 months prior to the planned journey. If you are a holder of a German residence permit, you are allowed to enter and reside in Poland for 90 days within the 180 period.

When your visa is approaching its expiry date, or before the end of the 3rd month of stay (for those entering without a visa), you are required to apply for a temporary residence permit. Detailed information on this procedure can be obtained at the Welcome Point (WePoint).

Registration of your residence in Poland

The foreigners are obliged to register their address if their stay in Poland exceeds 30 days (for non-EU citizens) or 3 months (for EU citizens). In order to fulfil that obligation, you have to visit the district office corresponding to your place of residence. If you are a citizen of a EU Member State, an EFTA country or Switzerland or a family member of such a foreigner – you have 30 days to report a new place of residence (counting from the date of arrival to this place). If you are a citizen of another country – you have 4 days to register.

Foreigners residing at the Ursynów district have to register their address at the Municipal Office for the district of Ursynów. Address details below:

Urząd Dzielnicy Warszawa Ursynów
Dział Ewidencji Ludności i Dowodów Osobistych
Ul. Komisji Edukacji Narodowej 61

Required documents:

1. Confirmation of your accommodation (certificate of accommodation from your dormitory or a lease agreement if you are staying outside the SGGW campus)
2. Valid ID/ passport

Registration at the university

Upon arrival the following documents need to be provided:

- A copy of a valid visa or permanent residence card, if the candidate is required to have it (the original should be presented).
- Two up-to-date photographs in accordance with requirements for the Polish ID and the same photograph attached to the application in electronic version.
- Medical statement translated into Polish, certifying that there are no counter indications to undertaking the studies at the chosen faculty.
- Evidence of insurance:
 Foreigners from the UE member states or EFTA member states are obliged to present The European Health Insurance Card, issued in the country of origin.
 Foreigners from countries other than EU member states or EFTA member states are obliged to have an insurance policy against sickness and accidents or sign an agreement on voluntary health insurance in Narodowy Fundusz Zdrowia (the Polish National Health Fund) immediately after starting the studies. If you are considered to be of Polish descent according to regulations on repatriation, the fees are paid by the university or the organisation unit conducting the doctoral studies.

Housing

- The housing application form is available at <http://www.iro.sggw.pl/category/incoming-students/erasmus/?lang=en#documents>. You have to submit the completed form together with your ERASMUS application.
- Further information for incoming students is available at <http://www.iro.sggw.pl/category/incoming-students/erasmus/?lang=en>

2.6.4 Procedures at ISARA

Visa application

If you are planning to pursue an academic project at ISARA- for a period longer than 3 months, you **MUST** apply for a student visa. The student visa is **MANDATORY for non-European students** who come to study in France. You **WILL NOT** be able to ask for your visa once in France.

⚠ Depending on the country you live in, you may need to complete the **Campus France online application process** BEFORE you start your visa application.

You must schedule an in-person appointment at the closest French consulate via its official website. We encourage you to **book your appointment at least 6 to 8 weeks prior to departure**. Your visa appointment at a French consulate must take place no more than 90 days before, and at least 2 weeks prior, your departure to France.

Go to the consulate for a visa interview. You are required to attend in person. The main documents to supply are:

- Your passport (the validity of the passport must correspond to the duration of the visa requested).
- ISARA proof of enrolment.
- Proof of income.

Depending on the country, other documents can be required.

Once you are in France you may need to register with the local immigration office (Office Français de l'Immigration et de l'Intégration - OFII). Please check your local consulate's website to see if you must

do so. If so, make sure you validate your student visa at the local immigration office within a few weeks after your arrival.

For more information, please check the [ISARA International Student Guide](#). You can also obtain more information directly [here](#) (ISARA is part of the IPL consortium and a person will help you with your VISA questions)

Registration at the university

Please check paragraph 2.4.5. Course and exam registration at ISARA

Housing

Please check our International Student Guide, the ISARA website and the [IPL website](#).

3. How to Write Your Thesis

When you start thinking about your thesis, you should consider what profile you would like to have, based on your learning experiences during the EUR-Organic programme, your chosen specialisation, and other areas of interest. The thesis is a chance to acquire expertise in a specific field of research in respect of the EUR-Organic programme.

In the EUR-Organic programme, your thesis will be worth 30 ECTS. The master thesis work has to be assigned to the host university and rules of this university are to apply for the whole master thesis project and the defence.

3.1 Supervision of Your Master Thesis

One of the most unique aspects of a EUR-Organic master's thesis project is to be jointly supervised by a main supervisor from your host university and a co-supervisor from your home university. Having two supervisors, offers you the opportunity to have input and expertise from two scientific experts with different backgrounds, specialisations and with various experiences, which can add to the outcome of your thesis project.

Role of your main supervisor (Host University)

Your main supervisor is assigned by your host university and will contribute specific knowledge to your thesis topic from his/her field of expertise to enhance and help your thesis work. The supervisor decides the master's thesis' methodological approach as well as the formal framing (structure of the thesis, rules for citation, etc.).

Role of your co-supervisor (Home University)

The co-supervisor is assigned by your home university, and his/her role can be defined as an additional contributor to your thesis work. Throughout your project, it is your responsibility, to ensure that the co-supervisor is involved in your project. In the final assessment of your thesis, your co-supervisor can influence the overall grade. Additionally, at some universities there is an external examiner, who will be included in the assessment of your thesis. However, if the supervisors do not agree on the grade, the main supervisor (or in some cases the external examiner) has the final say.

Third party supervision

In case you are conducting your master thesis in collaboration with a third-party institution (Companies, Research institutions, (N)GOs, etc.) there need also to be a project supervisor/tutor from this institution, who is responsible for daily guidance and is the contact person at site of the student. The project supervisor/tutor must assure correct workplace and equipment as well as working guidance. Nevertheless, this working commitment must be discussed, agreed, and coordinated with your main- and co-supervisor from home and host university, as they are the official supervisors for your academic research.

3.2 Structure of Your Master Thesis

There is no specific required format for your master thesis; however, at all the five universities, it is recommended that you follow the general scientific publication headings. This should be discussed in greater detail with your supervisor. The structure of the thesis is very important for the final success, therefore make sure that you have discussed it with the supervisor and that you came to a proper understanding! It is recommended to follow the general format, but you have to confirm this in any case with your main supervisor:

Abstract/Summary

The abstract is a concise, short summary (one paragraph) of your thesis project. Its purpose is to give readers a quick idea about the basic content of the thesis, with the primary emphasis on results and conclusions. The abstract should be able to "stand on its own" and be a self-contained document. There should be no need to look elsewhere in the thesis for an understanding of what is said in the abstract. At some partner universities, e.g., UHOH, you are requested to write a more extensive summary in the beginning of your thesis. You always have to contact your main supervisor to make sure that you follow the host university requirements for thesis structure.

Introduction

The introduction should be brief, but it should inform the reader of the purpose of the experiments/project performed, while also presenting the background leading to the research questions you intend to answer in your thesis. The reader should receive enough information to assess the relevance of the work and why it is appropriate to ask the question that you have addressed in your project. You have to refer to the work of others when you give the background information, so make sure that you did a thorough analysis of the existing literature on your topic. Always state the hypothesis and/or objectives in your introduction, including a brief description of your reasoning and approach and, whenever possible, the possible outcomes your study can reveal.

Background/Theoretical Framework

This section provides a focused review of the theoretical and empirical literature which forms the basis of your work. The section substantiates the research questions/hypotheses of your work. The theoretical framework may be completed by a conceptual module, in which the relations of the relevant concepts of the applied theories are presented. Note that this framework may also be part of the introduction instead of being presented as a separate chapter.

Methods

In this section, you should clearly summarize and explain how you carried out your study and which methodology used. Here is where the reader should understand precisely how you conducted your study. Your aim in this section is to give the reader all the important information that he can repeat your experiment/trials/study himself. You should also answer detailed questions such as: Which organism did you study? How was it cared for? Where exactly did you do your study? How was the experiment or study structured? How was the experiment or study conducted? How was the data/information handled?

Results

In this section, you present your key results in a logical and concise way, without interpretation. Here you can use illustrations, such as tables and graphs combined with text to present your information. Your results should highlight the answers to the questions/hypotheses you investigated and should also include important negative results.

Discussion

Your discussion is a very important part of the written thesis. The discussion is meant to interpret your results about the subject of the investigation in correlation to what is already known about the topic. Here you also should explain your new understanding of the problem after taking your results/findings into consideration. The core issue in the discussion is the relation of your work to the work of others. Whenever you build up arguments, you have to refer to the findings of others which may back up your findings or which are contradictory to your results.

Conclusions

The conclusion must state the answer your work provided to the research questions and/or hypothesis you posed.

Implications or Perspectives

This last part should put your research and findings in a broader perspective, e.g.: a.) need future research on this topic (theoretical framework and methods); and b.) Practical application of the results (consequences in management and policy).

References/ Literature Cited

The literature cited section gives an alphabetical listing (by first author's last name) of the references that you cited in your thesis. It is extremely important to make sure that you have properly cited your sources, and that you have given credit to all the sources you have used. Please be aware that at most universities your thesis text will be electronically checked for plagiarism.

The style for the different types of publications (articles in journals, books, chapters in books etc.) should be consistent, e.g. according to the Harvard style, see also the Harvard online referencing tutorial. When you refer to information on the Internet you should give the complete web-address, as well as the date on which the information has last been accessed, e.g.:

- Ministry of LNV (2002): Forestry on paper. Public brochure, downloadable at <http://www.minlnv.nl/morepaper.pdf>. Information derived on June 15, 2002.
- Royall, C.P., B.L.Thiel, and A. Donald. 2001. Radiation damage of water in environmental scanning electron microscopy. *Journal of microscopy* [online]. 204(3), [Accessed 17 March 2009], pp.185-195. Available from: <http://0-www3.interscience.wiley.com.wam.leeds.ac.uk/>

3.2.1 Master Thesis at UHOH

- The Master's thesis is usually written during the fourth semester. There might be cases, depending on the chosen modules, for which the third semester is more appropriate. We recommend to quickly start searching for a suitable Thesis topic and supervision.
- Students have to register for the master thesis at the exam office:
- The written part of the master thesis has to be completed within a period of six months.
- The master thesis must be written in English or German.

- The topic of the Master's thesis must be chosen from a subjects covered in the master program.
- Forms for registration are available online via the Examination Office: https://www.uni-hohenheim.de/fileadmin/uni_hohenheim/PA/formulare/AN/Agrar/master/Anmeldeformular_Master-Arbeit_Agrar.pdf
- The exam consists of a written (thesis) and an oral (defence) part. The candidate has to defend the essential arguments, results and methods of the thesis in a colloquium of 30-45 minutes.
- More details are available at https://www.uni-hohenheim.de/en/euroganic-msc-pa-en#jfmulticontent_c226266-8

3.2.2 Master Thesis at BOKU

- For graduation from BOKU it matters whether the master thesis is written and defended at BOKU (main supervisor) or not. EUR-Organic students who start their studies at BOKU (BOKU is their home university) have to write and defend the thesis at their host university. EUR-Organic students who spend their second year at BOKU (BOKU is their host university) must write and defend their thesis at BOKU.
- Students who write and defend their master thesis at BOKU (2nd EUR-Organic year at BOKU), have to register their master thesis as soon as their topic and their supervisors (main supervisor and co-supervisor) have been fixed. There are no specific deadlines for the enrolment of the master thesis and for submitting the master thesis at BOKU. But you can only do the defence 3 weeks after submitting the thesis and all documents required for the graduation in the study services.
- Please find all important information at: <http://www.boku.ac.at/int-master-ells-eo-thesis-en.html> and <http://www.boku.ac.at/int-master-ells-eo-graduation-en.html>

3.2.3 Master Thesis at SGGW

The regulations for writing the master thesis, as well as the formatting required for the thesis (an example for the first 7 pages and the last page is provided), can be downloaded at <http://www.eur-organic.eu/80197>

3.2.4 Master Thesis at ISARA

- For the master thesis at ISARA, students have one main supervisor (in most cases from ISARA), one co-supervisor (in most cases from their home university), and an external tutor from the organisation/institution where the master thesis is carried out. The MSc coordinator at ISARA approves a first thesis proposal for validation of the thesis topic. In a second step a full thesis proposal has to be written and approved by the supervisors. The supervisors will provide professional and methodical supervision throughout the master thesis work.
- You must draw up a [Master's thesis contract](#) before commencement of the thesis. The thesis work must be completed within a period of six months.
- At the end, the thesis will be defended using a video-conference system to connect the supervisors at their various locations.

4. Degree Awarding Procedures

Since you are studying at two EUR-Organic universities, you will receive a double degree, which means a degree from two universities. Below you will find information about the degree awarding procedures at the EUR-Organic partner universities.

4.1 Degree Awarding Procedures at UHOH

- Students are responsible for checking that the examination office of the host university sends all grades of all courses taken at the host university to the examination office at UHOH. Students can also send themselves the final documents via e-mail to the exam office of Hohenheim. Only at the stage when the final transcript of the host university will reach the exam office, the final degree and degree certificate will be issued.
- Students will receive the certificate, a transcript of records and a diploma supplement by post or they can pick up the documents in the Student Information Centre <https://www.uni-hohenheim.de/en/examinations-diploma-certificates>
- Students are also very warmly invited to participate in the graduation ceremony each year at the end of October/beginning of November.

4.2 Degree Awarding Procedures at BOKU

BOKU = host university - Master's thesis written and defended at the partner university

- You must register your Master's thesis when you start working on it.
- A semester before graduating:
 - Enter all courses done at the partner university (not BOKU) in your BOKUonline account.
 - Have your Individual Course Plan and your Transcript of Records from the partner university (with signature and stamp, including ALL exam dates) checked at BOKU-International Relations (administrative coordinator) and submit both documents at the Study services.
- At latest 3 weeks +1 day before your defensio:
Organize your defence and submit your Master's thesis and the required documents for graduating at the Study services.
- The Registration Office (graduation unit) will send your graduation documents by e-mail (1-4 weeks after the defence).

Please check the information at: <https://short.boku.ac.at/int-master-ells-eo-graduation.html>

BOKU = home university (writing and defending thesis at the partner university, main supervisor at the partner university)

- You are required to have the final version of your signed BOKU Individual Course Plan <http://www.boku.ac.at/int-master-ells-eo-icp-en.html> your BOKU admission letter and your

transcript of records from BOKU (to be picked up at the student services) **checked at the host university at latest 3 months before you submit the Master's thesis there.**

- To graduate at BOKU you have to submit the documents listed at the website below to the administrative coordinator at BOKU-International Relations by e-mail (who will forward them to the study services) no later than 1 year after your defence:
<https://short.boku.ac.at/int-master-ells-eo-graduation.html>
-> scroll down to “Master’s thesis written and defended at the partner university”
- The Registration Office (graduation unit) will send your graduation documents by e-mail (1-4 weeks after the defence).

4.3 Degree Awarding Procedures at ISARA

- To graduate students are required to have passed 120 ECTS in total and have an approved and signed thesis contract.
- Students must send their transcript of records from home universities to the administrative MSc Agroecology coordinator at Isara as soon as possible.
- After validation by the jury of the master programme, students will receive their diploma certificate during the diploma hand-over event/graduation ceremony (around end of November or beginning of December). If they cannot attend physically, diplomas will be sent by post.

4.4 Degree Awarding Procedures at SGGW

- **Currently no information available**

5. Structure of the Academic Year

5.1 Academic Calendar at UHOH

The academic year is divided in a winter semester (01.10. – 31.03.) and a summer semester (01.04. – 30.09.). Each semester is composed of a lecture period and an exam period/lecture-free period.

An overview of the semester dates, blocked module times and lecture-free days can be found at: <https://www.uni-hohenheim.de/en/semester-dates>

5.2 Academic Calendar at BOKU

The academic year is divided into two semesters: October 1 until end of February (including holidays in February) and March until end of September (including holidays in July, August, and September).

Please check the academic calendar at: <https://short.boku.ac.at/int-in-boku-calendar-en.html>

Course Guide

A description of all courses is available online at <http://online.boku.ac.at> (brief information see: <http://www.boku.ac.at/int-in-boku-howtolookforcourses-en.html>)

Examination Period

There are no set examination periods. As a general rule, however, the examinations of semester courses are held at the end and beginning of the semester. There are exam-free periods during the holidays: at Christmas, at Easter and from Mid of July until end of August.

Course Certificates

For each passed exam you receive a course certificate (Zeugnis). The certificates and a transcript of records (list of all passed exams) can be picked up personally at the Registration Office. They are available in German as well as in English. You can also print a legally valid copy with an electronic signature using BOKUonline.

5.3 Academic Calendar at SGGW

The academic year is divided into two semesters. Information on the organisation of the academic year is available on the website:

<https://www.sggw.edu.pl/en/home/studies/practical-information-for-students/organisation-of-the-academic-year/>

5.4 Academic Calendar at ISARA

Beginning of the course: First (or second) full week of September

End of the course: Mid-December / End-December just before Christmas holidays

Deadline to send your administrative form: before April 30th.

Holidays and days off

<u>Holidays:</u>	
Christmas Break	Two weeks (End of December – Beginning of January)
Winter Break	One week (Mid-February)
Easter Break	Two weeks (Mid / End-April)
These academic calendar might change. Please refer to student@isara.fr to know if there is any modification.	
<u>Days off:</u>	
1st November (All Saints Day)	
11th November (Armistice World War I)	
1st May (Labour Day)	
8th May (Armistice World War II)	
Easter Monday Ascension Day	

6. Grading Systems

6.1 Grading System at UHOH

Meaning	Grade points and grades		
	Grades		Grade-points
Excellent performance	Very good	A	1.0
		A-	1.3
Performance considerably exceeding the above average standard	Good	B+	1.7
		B	2.0
		B-	2.3
Performance meeting the average standard	Medium	C+	2.7
		C	3.0
		C-	3.3
Performance meeting minimum standard	Pass	D+	3.7
		D	4.0
Performance not meeting minimum criteria	Fail	F	5.0

A typical semester at the UHOH consists of 30 credits. Depending on the workload associated with each individual module, students earn minimum 6 to maximum 12 credits (blocked modules are usually worth 7,5 credits) for each completed module. The examination result is expressed in grade points. The highest score is 1.0. A score of 4.0 is required for passing. Credits are multiplied with the grade points achieved to derive the number of credit points obtained. To calculate the grade point average, the total number of credits collected divides the total number of credit points obtained in all [modules](#). The obtained credits, grade points and averages can be found in the HohCampus segment “coursework and examinations”.

Grading System at BOKU

Meaning	Austrian grade	ECTS grade
"Sehr gut" -Excellent: Outstanding performance with only minor errors	1	A
"Gut" -Good: Generally good work with a number of notable errors	2	B
"Befriedigend" - Satisfactory: Fair but with significant errors	3	C
"Genügend" - Sufficient: Performance meets the minimum criteria	4	D/E
"Nicht genügend" Fail: Some more work required before the credit can be awarded <i>or</i> considerable further work is required.	5	F/FX

Further information: <https://short.boku.ac.at/int-in-boku-priortoarrival-ects-en>

6.3 Grading System at SGGW

Grading is based on a scale ranging from 2 to 5. The passing grade is 3. The relationship between the grading system of the Warsaw University of Life Sciences – SGGW and that of ECTS is the following:

Grade		ECTS grade	Evaluation
5,0	5 or bdb	A	Very good
4,5	4+ or db+	B	Good plus
4.0	4 or db	C	Good
3,5	3+ or dst+	D	Satisfactory
3,0	3 or dst	E	Sufficient
2,0	2 or ndst	F	Fail
0,0	0	FX	Resignation

6.4 Grading System at ISARA

Grading system*	ECTS Grade	Mark (points)
EXCELLENT - outstanding performance with only minor errors	A	16 to 20
VERY GOOD - above the average standard but with some errors	B	14 to 15,9
GOOD - generally sound work with a number of notable errors	C	12 to 13,9
SATISFACTORY - fair but with significant shortcomings	D	11 to 11,9
SUFFICIENT - performance meets the minimum criteria	E	10 to 10,9
FAIL - some more work required before the credit can be awarded	FX	8 to 9,9
FAIL - considerable further work is required	F	<8

* According to the French Commission of Engineering Titles recommendations (CTI)

Grade Meaning*	Local grade	ECTS grade
EXCELLENT - outstanding performance with only minor errors	16 to 20	A
GOOD – above the average standards but with some errors	14 to 15.9	B
GOOD – generally sound work with a number of notable errors	12 to 13.9	C
SATISFACTORY – fair but with significant shortcomings	11 to 11.9	D
SUFFICIENT– performance meets the minimum criteria	10 to 10.9	E
FAIL –work required before the credit can be awarded	8 to 9.9	F
FAIL – considerable further work is required	< 8	FX

* According to the French Commission of Engineering Titles recommendations (CTI)

7. EUR-Organic Contact Information

Listed below, you will find all the members of the EUR-Organic Advisory Board as well as all EUR-organic administrative coordinators from all partner universities within the EUR-Organic program.

7.1 EUR-Organic Advisory Board

Contact the members of the EUR-Organic Advisory Board for all questions related to admission, programme development, partner universities, programme evaluation, etc.

UHOH	Dr. Sabine Zikeli Executive Director Center for Organic Farming (309)	E-mail : sabine.zikeli@uni-hohenheim.de
SGGW	Prof. Ewa Rembalkowska Head of Department of Functional and Organic Food and Commodities Faculty of Human Nutrition and Consumer Sciences	E-mail: ewa_rembalkowska@sggw.pl
BOKU	Ao.Univ.Prof. Dipl.-Ing. Dr. Christian R. Vogel EUR-Organic Program Coordinator at BOKU	e-Mail: christian.vogl@boku.ac.at
ISARA	Prof. Alexander Wezel Research director of Isara, research unit Agroecology and Environment	E-Mail: awezel@isara.fr

7.2 EUR-Organic Administrative Coordinators

Contact the EUR-Organic administrative coordinators for all questions related to application procedures, study contents, and programme management.

UHOH	Kerstin Hoffbauer Programme coordinator	E-mail: khoffbau@uni-hohenheim.de
SGGW	Dominika Srednicka-Tober	E-mail: dominika_srednicka_tober@sggw.pl
BOKU	Ulrike Piringer (international office) Nikolaus Hruschka (Program coordinator)	E-mail: ulrike.piringer@boku.ac.at E-Mail: hruschka@boku.ac.at
ISARA	Aurélie Ferrer Ass. Professor of Agroecology and Entomology	E-Mail: aferrer@isara.fr

8. Overview of Most Important Deadlines – What to do When?

This table gives you an overview of the most important procedures and deadlines related to the double degree programme, including the change from home to host university. Please be aware that the deadlines for course registration, registration for examination, etc. at the individual partner universities are **not** included in this list.

When	What	For details see chapter
Week 37/38/39	Start-up Module.	2.1
November	Online info-session about 2 nd year host institutions.	2.4
1 st Dec to 1 st Feb	Erasmus grant application for host university. You must apply for this grant at your home university so please check deadline at your home university.	2.5 and 2.6
15 th December	Select host university and specialisation.	2.4
January	Home institution coordinators send overview of students' selected host universities to the host institutions. Coordinator of host university sends information to you about application/enrolment procedures.	2.5 and 2.6
February	Check whether you need to fill in additional documents for admission at host university. Check deadlines for submission of additional documents. Check deadlines for the Erasmus application at the host university. Check details for visa application, if you are a non-EU student.	2.5 and 2.6
March to June	Erasmus application at the host university - see individual deadlines at your host university.	2.5 and 2.6
End of 2 nd semester	Send updated transcript of records to host university	4
End of 4 th semester	Master's degree diploma will be issued. Check at both home and host university whether you need to fill in additional documents and deadlines for submission of additional documents.	4