

EUR-Organic Graduation Guide

Double Degree MSc Programme Organic Agriculture and Food Systems



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Euroleague

FOR LIFE SCIENCES

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Edited by the coordination team of the MSc Programme “Organic Agriculture and Food Systems”
www.eur-organic.eu
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1. About this guide

Graduation is the action of receiving or conferring your academic degrees from both, your home and your host university. The process of applying for graduation requires some paperwork. For this reason, we have compiled the EUR-Organic Graduation Guide to assist you as you progress through the programme and move from your home university to your host university. Collecting documents in time will save you applying for them or needing signatures at inconvenient times (such as vacation periods) and possibly delaying your final graduation day. Therefore, it is important that you adhere to the procedure as described by each University.





Keep in mind some things do change, and you should contact the direct source of information when it comes to specific issues, such as applications, deadlines and important requirements.

An electronic version of the EUR-Organic Graduation Guide can be downloaded at <http://www.eur-organic.eu/info.html>

2. Relevant offices for your graduation

 <p>University of Natural Resources and Life Sciences, Vienna, Austria (BOKU)</p>	 <p>Warsaw University of Life Science, Warsaw, Poland (WULS)</p>	 <p>Aarhus University, Aarhus, Denmark (AU)</p>	 <p>University of Hohenheim, Stuttgart, Germany (UHOH)</p>
<p>Studienabteilung/Registration Office (graduation unit) Gregor Mendel Straße 33 A-1180 Wien Currently located at: "Alte WU" Augasse 2-6 A-1090 Wien Tel: +43-1-47654-1083 Fax +43-1-47654/1044 E-Mail: studabt@boku.ac.at Homepage: http://www.boku.ac.at/studabt/</p> <p>Zentrum für Internationale Beziehungen (ZIB)/ Center for International Relations Peter Jordan Str. 82a A-1190 Wien Tel: +43-1-47654-2600 Fax +43-1-47654/2606 E-Mail: international@boku.ac.at Homepage: http://www.boku.ac.at/international</p>	<p>International Relations Office 166 Nowoursynowska str., 02-787 Warsaw building 8</p> <p>Małgorzata Kowalczyk Tel: + 48-22-59- 310-52 E-Mail: ceepus@sggw.pl; incoming@sggw.pl Erasmus Programme (incomings), CEEPUS Programme Homepage: http://www.sggw.pl/en/international-cooperation/contact/office-of-international-cooperation</p> <p>Katarzyna Kowalska Vice Rector's Office for International Cooperation Coordinator: Euroleague for Life Sciences, CASEE Tel.: +48 22 59 32 400 Fax: +48 22 593 10 03 e-mail: katarzyna_kowalska@sggw.pl</p>	<p>Studieservice Science and Technology/Study Service Science and Technology</p> <p>Ny Munkegade 120 Building 1530, room 129 (Ambulatory at the Department of Mathematics)</p> <p>The office is open every day from 10.00 to 12.30.</p> <p>E-mail: studiekontor@science.au.dk</p>	<p>Abteilung für Studienangelegenheiten /office of student affairs Prüfungsamt Agrar- und Naturwissenschaften /examination office for Agriculture and natural Sciences</p> <p>70593 Stuttgart Tel: +49-711-459-22016 / 22017 / 22472 / 24317 Fax +49-711- 459-24211 E-Mail: pa-an@verwaltung.uni-hohenheim.de</p>

3. Degree Awarding Procedures at EUR-Organic partner universities

	 University of Natural Resources and Life Sciences, Vienna, Austria (BOKU)	 Warsaw University of Life Science, Warsaw, Poland (WULS)	 Aarhus University, Aarhus, Denmark (AU)	 University of Hohenheim, Stuttgart, Germany (UHOH)
Registration of Master thesis at HOST university Please note: as a general rule, the master thesis should be started latest by the fourth semester	Deadlines: You need to register when you begin to work on your thesis. There is no specific deadline for the submission of the Master thesis, but you need to submit the graded master thesis together with other documents at latest three weeks before the defence.	Deadlines: You should select your MSc topic not later than during the third semester of MSc study, so first semester at WULS as the host Univ. You need to fill in a short form A4 describing your MSc topic with the help of your supervisor from WULS. There is no specific deadline for the submission of the Master thesis, but you need to bring the final printed version of the master to a Dean Office at latest two weeks before the defence.	Deadlines: Deadline for starting the master thesis is 1 February and it must be evaluated by 30 June the latest. The topic of the master thesis should be fixed and the contract signed by the end of the third semester or in the break between winter and summer term (i.e. between third and fourth semester). Once the thesis contract has been approved and the deadline for submitting the thesis has been determined, you cannot withdraw from the exam.	Deadlines: The master thesis is recommended to get registered at the beginning of the fourth semester, at the latest at the beginning of the 7 th semester. From registration date onwards a student has a period of 6 month until submission of the Master thesis. The registration and submission of the master thesis has to be done at the examination office (address and contact see above)
	Documents needed: Required documents for the registration of your thesis before writing it: (i) E-mail of the programme coordinator, Prof. Friedel, that he agrees with supervisor and co-supervisor (ii) E-mail or confirmation issued by the administrative coordinator at BOKU that co-supervisor of the home university is allowed to supervise the thesis according to the university	Documents needed: Required documents for the registration of your thesis before writing it: (i) E-mail of the programme coordinator, Prof. Rembiałkowska, that she agrees with supervisor and co-supervisor (ii) E-mail or confirmation issued by the administrative coordinator at WULS that co-supervisor of the home university is allowed to supervise the thesis according to the university	Documents needed: Required documents for the registration of your thesis before writing it: (i) A Master's contract must be drawn up when you start your studies at AU. You prepare a Master's contract in consultation with the degree programme coordinator. You put together a programme consisting of compulsory courses, if applicable, and electives so as to give your Master's degree the direction and profile you want, and to make sense from a career point of view. The Master's contract must be signed by the degree	Documents needed: The filled registration form https://www.uni-hohenheim.de/fileadmin/uni_hohenheim/PA/formulare/AN/Agrar/master/Anmeldeformular_Mas ter-Thesis_Agrar.pdf needs to be submitted to the examination office. Student and first supervisor have to sign the form. The concrete title of the Master thesis needs to be indicated on the form.

	<p>rules of the home university.</p> <p>(iii) "Master's thesis registration (for courses of study with a presentation or defensio)" (http://www.boku.ac.at/en/lehre/studabt/themen/infos-studienabschluss/abschlussarbeiten/masterarbeiten/)</p> <p>For detailed information of the registration, please look at the EUR-Organic Master Thesis Guide.</p> <p>A semester before graduating: When you register the master thesis, you must also complete the following steps:</p> <ol style="list-style-type: none"> 1. Enter all courses done at the partner university (not BOKU) in your BOKUonline account (one data sheet per course) (info-guide accreditation/recognition to be downloaded at: http://www.boku.ac.at/int-master-ells-eo-graduation.html). 2. Have your Individual Course Plan and your Transcript of Records from the host university (with signature and stamp, including ALL exam dates) checked at ZIB (administrative coordinator) and submit both documents at the Registration Office (graduation unit) (=Studienabteilung, new address: Augasse 2-6, 1090 Vienna). 	<p>rules of the home university.</p> <p>Before a defence you must complete the following steps:</p> <ol style="list-style-type: none"> 1. Complete all courses provided for the whole academic year at the host Univ. (WULS) and pass all exams; all grades should be in the electronic base http://ehms.sggw.waw.pl/ 2. Have your Transcript of Records from the first year of MSc study from the home university (with signature and stamp, including ALL exam dates) and submit this document to the programme coordinator, Prof. Rembialkowska as a printed document and as a scan ewa_rembialkowska@sggw.pl and to a vice Dean for Didactics at our Faculty, prof. Irena Ozimek irena_ozimek@sggw.pl as a printed version and as a scan. 	<p>programme coordinator and submitted to AU Studies Science and Technology</p> <p>The Master's contract can be amended on an ongoing basis subject to agreement with the degree programme coordinator.</p> <p>http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/approval-of-masters-programme/</p> <p>(ii) A thesis contract between supervisors and the student must be drawn up and approved before commencement of the thesis work. Deadline 1 February the latest.</p> <p>http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/masters-thesis-and-open-projects/</p>	
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<p>Registration of master thesis at HOME university</p>	<p>No requirement to register master thesis at BOKU.</p> <p>Note: You have to have a co-supervisor from BOKU, but there are no formal requirements to fulfil (see EUR-Organic Master Thesis Guide). University lecturers with <i>venia docendi</i> (= "habilitiert) - that means professors, associated professors and Priv.Do. (but NOT assistant professors) - are allowed to act as your thesis supervisor or co-supervisor at BOKU.</p>	<p>You have to have a co-supervisor from your home university. (BOKU, UHOH or AU), but there are no formal requirements to fulfil (see EUR-Organic Master Thesis Guide).</p>	<p>No requirement to register thesis at AU.</p> <p>You have to sign a master's contract both if AU is your home institution and if AU is your host institution. This contract will be signed during your first months at AU, but it can be amended on an ongoing basis subject to agreement with the degree programme coordinator.</p> <p>You have to have a co-supervisor from AU, but there are no formal requirements to fulfil (see EUR-Organic Master Thesis Guide).</p>	<p>No requirement to register master thesis at Hohenheim.</p> <p>Note: You have to have a second supervisor from Hohenheim, but there are no formal requirements to fulfil (see EUR-Organic Master Thesis Guide).</p>
<p>Submission of master thesis at HOST university</p>	<p>The thesis can only be officially submitted, when all course exams have been taken.</p> <p>After finishing the master thesis, 1 hard copy (hard back book - your name has to be printed at the back of the book) has to be provided to the examination office. There are no general rules for the first page of the hard back book - please refer to your supervisor for the formal requirements.</p> <p>You submit your thesis at the Registration Office (graduation unit) (Studienabteilung – location see above), when you register for the defence.</p> <p>The following forms are needed to register for the defence – see: paragraph "3. For a defensio" on the website "Graduation from international Master's degree programmes" http://www.boku.ac.at/en/lehre/studabt/theme_n/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/</p> <ul style="list-style-type: none"> Application for a defensio (http://www.boku.ac.at/fileadmin/data/H05000/H11000/H11030/TEMP/Formulare/Anmeldung_Defensio_Version_01_2015.doc) with the pre-arranged date of the defensio (date, 	<p>The thesis can only be officially submitted, when all course exams have been taken and all exams passed (see above).</p> <p>After finishing the master thesis, 2 hard copies and 1 soft copy (comb binded) has to be provided to a Dean Office. Most of the relevant regulations you can find under: http://www.sggw.pl/en/international-cooperation/_university-regulations</p> <p>There are general rules for a design of the MSc study (zarządzenie nr 15 Rektora), but in Polish: http://www.sggw.pl/dla-studentow/informacje-formalno-prawne/dokumenty-do-pobrania</p> <p>There are also anti-plagiarism rules, see above (załącznik nr 1), in Polish.</p> <p>Your Polish supervisor and program coordinator, prof. Rembiałkowska, will help you to set a proper design of the MSc thesis according to WULS rules.</p> <p>The defence can be earliest two weeks after submitting your thesis to a Dean Office, if all needed documents are completed (see above).</p>	<p>The thesis needs to be submitted and evaluated by 30 June the latest.</p> <p>Once the thesis contract has been approved and the deadline for submitting the thesis has been determined, the student cannot withdraw from the exam.</p> <p>If the thesis is not submitted by the determined deadline, it will be considered as a spent examination attempt. The Board of Studies then approves a changed project formulation within the same subject area and at the same time determines a new deadline of three months. If the thesis is not submitted by this deadline, the student may have a third examination attempt in accordance with the same regulations that apply to the second examination attempt.</p> <p>The dissertation can only be submitted when you have passed all 90 ECTS courses, and they have been registered by the examination office.</p> <p>The administrative EUR-Organic coordinator at AU will request transcript of records from home universities and send transcript of records from AU to host universities.</p> <p>Requirements to format, number of copies etc.: The dissertation must be submitted to the Studies Administration building 1532 room 321 in 4 printed</p>	<p>The thesis needs to be submitted latest six month after the official registration date to the examination office</p> <p>Requirements to format, number of copies etc.:</p> <p>The Master thesis has to be submitted as digital version and as two bound and glued hard copies to the examination office. A statement that the thesis is done only by the author without using other sources than the mentioned ones has to be included into each printed version. Furthermore it has to be confirmed that the digital version is the same than the printed versions and that the author is aware that the digital version will be checked on plagiarism</p> <p>Relevant office:</p> <p>The appointment for the defence should be arranged among the supervisors and the student. The appointment for defence is recommended to terminate within the first 3 weeks after having received a grade for the written part. The defence has to take place latest within the period of three month after having received the grade for the written part.</p>

	<p>time, location) and proposals for the habilitated chairperson and the two participating habilitated university instructors</p> <ul style="list-style-type: none"> • Admission notification or BOKU Bachelor's examination transcript • Assessment of the thesis by the supervisor/co-supervisor: Evaluation form for a Master's thesis (http://www.boku.ac.at/fileadmin//studdek/TEMP/HPneu/Bewertungsbogen_Master_Thesis_072011.docx) • a hard-bound thesis with first and last name on the spine • Copy of the cover of the Master's thesis • if required an application to suspend the Master's thesis (http://www.boku.ac.at/fileadmin//studdek/TEMP/HPneu/Bewertungsbogen_Master_Thesis_072011.docx) with detailed reasons (incl. signature of the institute committee of directors) • Abstracts printout after online entry in Abstracts application (http://www.boku.ac.at/zid-abstracts.html) and release of the abstracts by the supervisor • a CD with the Master's thesis in PDF format or an unbound / loose copy (when the full text of the thesis is to be published on the Internet) • Most recent record of studies, with stamp of approval from university library • Recognition notification • Original certificates of other recognised post-secondary educational institutions for free electives (please do not forget previous certificate submission on BOKUonline) <p>The defence can be earliest three weeks after</p>		<p>copies.</p> <p>In addition, an electronic copy must be sent to your supervisor. Please contact the Studies Administration and make an appointment for the handing in of the thesis.</p> <p>The thesis can be maximum 100 normal pages, written in Danish or English with a summary in English. A normal page is 2400 characters. To calculate normal pages, text is included, but not the front page, table of contents, bibliography, appendix, figures and models.</p> <p>Relevant office: Studies Administration building 1532 room 321.</p>	
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	<p>submitting your thesis, abstracts, and all the forms listed above. After your defence, the two examiners will collaborate on your final mark. Your main supervisor from BOKU will then submit your final scores of your master thesis and the defence to the examination office, and you will be informed about your graduation.</p> <p>Documents should be checked one month in advance of submission first by the Zentrum für Internationale Beziehungen (ZIB)/ Center for International Relations.</p>			
<p>Master thesis defence at HOST university</p>	<p>The master thesis defence for EUR-Organic students at BOKU is a presentation and defence of your master thesis.</p> <p>Official Graduation Guidelines Defensio: http://www.boku.ac.at/fileadmin/data/H05000/H11000/H11030/_TEMP_/HPneu/Guidelines_defensio.pdf</p> <p>The constitution of the defence committee as well as the arrangement of the date, time and location of the defence is the student's responsibility. The student arranges in advance a date and time for their defence with two university lecturers with high teaching credentials (Prof., Ao Prof, Priv.DoZ – „habilitiert“). Some departments offer fixed joint defence dates – please ask your supervisor in advance. The supervisor of the thesis is usually part of the committee, but may not chair it. The chair is appointed by the registration office. The student has the option of nominating a candidate for the chair. The candidate chair must belong to a different department from that associated with the master thesis.</p> <p>The attendance of the co-supervisor is</p>	<p>The master thesis defence for EUR-Organic students at WULS is a short PP presentation and defence of your master thesis.</p> <p>The committee for MSc defence consists of:</p> <ul style="list-style-type: none"> • A Dean for Didactics • A Supervisor from WULS (university lecturer necessary after PhD with at least 2 years of experience). • A Referee from WULS (university lecturer with high teaching credentials - prof., dr hab.) • Program Coordinator at WULS. <p>A defence is not open to everyone; the only participants are 4 persons from a Committee (see above) and the MSc student.</p> <p>You will be asked 3 questions related to your MSc thesis during a defence which lasts about 30 minutes. Next a Committee has 5 minutes to stay without you in a room and to discuss and decide about the final grade. You will be asked to come back to the room and the grade will be announced to you.</p>	<p>At the oral exam the student will have 30 minutes in which to present the project. The main supervisor and the external examiner may then ask the student questions for up to 30 minutes where upon the grade will be determined and announced.</p> <p>The oral part is public (exemptions from this cf. the Examination Executive Order, section 19, subsections 2 and 3). There has to be made an agreement with the supervisor regarding the exam date at the time of submission of the thesis, after which the Studies administration is informed about the date.</p>	<p>The oral defence will usually be arranged among the student and the two supervisors. after submission of the written part of the thesis. The second supervisor should attend the defence, at least via video conference.</p>

	<p>recommended (Physical presence, Skype etc.), but NOT compulsory! In any case you have to ask your BOKU supervisor to confirm the attendance of your co-supervisor. If your supervisor confirms the attendance of the co-supervisor at the defence, the BOKU administrative coordinator from Zentrum für Internationale Beziehungen (ZIB)/ Center for International Relations can help you with organising the video conference.</p> <p>Please note that your defence can only take place (once all your documents are handed in – see above) at the earliest three weeks after submission.</p>			
Grading of master thesis	<p>The master thesis has to be graded and latest submitted to the graduation office three weeks before the defence takes place.</p> <p>For more details, please refer to the EUR-Organic Master Thesis Guide.</p>	<p>The master thesis has to be graded not later than 3 days before the defence takes place. The Supervisor and the Referee will evaluate your thesis and will give their opinion with the grades in a written protocol.</p> <p>For more details, please refer to the EUR-Organic Master Thesis Guide and to the website http://www.sggw.pl/en/international-cooperation/university-regulations (University Regulations, Study Regulations at WULS).</p>	<p>The thesis dissertation and the oral exam will be assessed jointly, using the Danish 7-point grading scale. The supervisor, co-supervisor and the external examiner subsequently prepare a written assessment.</p> <p>Both supervisors are responsible for informing the respective examination offices at their universities about the grade.</p>	<p>The grade is usually announced right after the oral defence and is determined by the first and second supervisor together. The first supervisor is responsible to forward the agreed grade to the responsible office at the relevant university</p>
Necessary steps for graduation at HOST university	<p>To complete the EUR-Organic programme, you have to have passed all required courses and received a positive grade in the Master's thesis and defence examination.</p> <p>In order to apply for the defence, your transcript of records has to show positive grades for all the courses of your Individual Course Plan and your Master's thesis must be finished and evaluated.</p> <p>Steps towards graduation:</p> <ol style="list-style-type: none"> 1. You have to register your Master's thesis when you start working on it. 	<p>To complete the EUR-Organic programme, you have to have passed all required courses and received a positive grade in the Master's thesis and defence examination.</p> <p>In order to apply for the defence, your transcript of records has to show positive grades for all the courses of your Individual Course Plan and your Master's thesis must be finished and evaluated.</p> <p>Steps towards graduation:</p> <ol style="list-style-type: none"> 1. Complete all courses provided for the whole academic year at the host Univ. 	<p>To complete the EUR-Organic programme, you have to have passed all required courses and received a positive grade in the Master's thesis and defence examination.</p> <p>Students are required to:</p> <ul style="list-style-type: none"> • have an approved and signed master's programme contract • have an approved and signed thesis contract • have passed all 90 ECTS before they can be signed up for the thesis exam (30 ECTS) <p>The administrative EUR-Organic coordinator at AU</p>	<p>Students are responsible for checking that the examination office of the home university sends all grades of all courses taken at the home university to the examination office at UHOH. If the grades are sent by an examination officer, soft copies by email are accepted. If the students send the grades themselves, the documents must be in original with stamp and signature.</p> <p>If the student is from BOKU, he/she must additionally submit the individual course plan.</p>

	<p>2. A semester before graduating: Enter all courses done at the partner university (not BOKU) in your BOKU-Online account (one data sheet per course)(info-guide accreditation/recognition).</p> <p>3. A semester before graduating (AFTER completing step 2): Have your Individual Course Plan and your Transcript of Records from the host university (with signature and stamp, including ALL exam dates) checked at ZIB (administrative coordinator) and submit both documents at the Registration Office (graduation unit) (=Studienabteilung, new address: Augasse 2-6, 1090 Vienna).</p> <p>4. At latest 3 weeks before your defence: Submit your Master's thesis and the required documents for graduating at the Registration Office (graduation unit) (=Studienabteilung, new address: Augasse 2-6, 1090 Vienna)</p> <p style="text-align: center;">- see Submission of master thesis at HOST university</p> <p>If all procedures above have been followed your graduation documents will be issued.</p>	<p>(WULS) and pass all exams; all grades should be in the electronic base http://ehms.sggw.waw.pl/</p> <p>2. Have your Transcript of Records from the first year of MSc study from the home university (with signature and stamp, including ALL exam dates) and submit this document to the programme coordinator, Prof. Rembialkowska as a printed document and as a scan ewa_rembialkowska@sggw.pl and to a vice Dean for Didactics at our Faculty, prof. Irena Ozimek irena_ozimek@sggw.pl as a printed version and as a scan.</p> <p>If all procedures above have been followed your graduation documents will be issued.</p>	<p>will request transcript of records from home universities and send transcript of records from AU to host universities.</p> <p>The thesis contract must be submitted to AU Studies Science and Technology, which registers the contract and enrolls students in the examination with binding effect. AU Studies then checks the study programme to make sure all results will be in place prior to the thesis examination. Once this has been done, AU Studies forwards a copy of the contract by e-mail. While students work on their thesis, AU Studies will contact students to hear whether all results/credits, etc. have been obtained.</p>	<p>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. In case they are available at the end of October they can also receive the certificate in the graduation ceremony.</p>
<p>Necessary steps for graduation at HOME university</p>	<p>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.html/, your BOKU admission letter and your transcript of records from BOKU (to be picked up in the Studienabteilung/Graduation Office checked at the host university at latest 3 months before you submit the Master's thesis</p>	<p>It is specific for every home University. WULS is not a home University in EUR Organic.</p>	<p>To be able to graduate students are required to:</p> <ul style="list-style-type: none"> • have an approved and signed master's programme contract • have an approved and signed thesis contract • have passed 120 ECTS <p>The administrative EUR-Organic coordinator at AU will send transcript of records from AU to host</p>	<p>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. If the grades are sent by an examination officer, soft copies by email are accepted. If the students send the grades themselves, the documents must be in original with stamp and signature.</p>

	<p>there.</p> <p>To graduate at BOKU you have to :</p> <ol style="list-style-type: none"> 1. Enter all courses done at the partner university (not BOKU) in your BOKUonline account (one data sheet per course) (info-guide accreditation/recognition to be downloaded at: http://www.boku.ac.at/int-masters-ee-graduation.html) 2. Submit the following documents to the administrative coordinator at ZIB, who will forward them to the Registration Office (graduation unit): <ul style="list-style-type: none"> • Form "Request for issuing of graduation documents for Master's degree" http://www.boku.ac.at/fileadmin/data/H05000/H11000/H11030_TEMP/Formulare/Ansuchen_Abschlussdokumente_Version_01_2015.doc. • Admission certificate • Last version of the Individual Course Plan http://www.boku.ac.at/international/englischeinternationale-masterprogramme/euroleague-for-life-sciences-ells/enveuro/individual-course-plan/) • Graduation documents (master certificate) of the university, where the defence has taken place (important: date of the defence/final exam) • Transcript of Records Host University (with signature and stamp, including all exam dates) • Assessment of the thesis by co-supervisor (BOKU) (= official letter, signed and stamped, including a short statement about the thesis and a 		<p>universities and request transcript of records from home universities.</p>	<p>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. In case they are available at the end of October they can also receive the certificate in the graduation ceremony.</p>
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	<p>grade – copy sent by e-mail sufficient)</p> <ul style="list-style-type: none"> • Clearance of your library account (info-guide library clearance http://www.boku.ac.at/fileadmin/dat/a/H05000/H12000/Baum_2012/D-International_Master/Clearance_of_the_library_account_December2012.pdf) not necessary, if you are physically not in Vienna • Transcript of Records from all other attended universities during your master programme • UStat questionnaire (info-guide Ustat: http://www.boku.ac.at/fileadmin/dat/a/H05000/H12000/Baum_2012/D-International_Master/UStat2_December_2012.pdf resp.info-guide substitute code: http://www.boku.ac.at/fileadmin/dat/a/H05000/H12000/Baum_2012/D-International_Master/Substitute_Code_Ersatzkennzahl_for_UStat_form_December2012.pdf). <p>The documents have to be submitted as originals or certified copies.</p>			
<p>Awarding and delivery of Master certificate</p>	<p>The Registration Office (graduation unit) will send you an e-mail as soon as your graduation documents are ready (1-4 weeks after the defence). You need your BOKUcard or an official photographic ID and the confirmation of the UStat2 questionnaire to pick them up (Info-Guide UStat - Info-Guide Substitute Code – to be downloaded at http://www.boku.ac.at/international/englische-internationale-masterprogramme/euroleague-for-life-sciences-ells/eur-organic/graduation/). If you are not in Vienna, the administrative coordinator at ZIB can pick up the documents for you and send them by registered post. Please send an e-mail to the administrative coordinator</p>	<p>A Dean Office at WULS will prepare a MSc diploma plus Supplement for you in 4 weeks after a defence.</p> <p>The MSc diploma can be given only to you personally, it can't be sent by post and given to any other person. If you are unable to pick up your diploma yourself, you need to prepare a notary authorization for another person.</p> <p>In order to receive the MSc diploma you need to provide 5 photos 4,5 cm x 6, 5 cm and to pay 100 PLN = around 25 € in the Dean Office.</p>	<p>Students will receive their diploma certificate two months after all grades have been registered by the examination office.</p> <p>Students will receive the diploma certificate, a diploma supplement and a letter from the Dean by post or they can pick up the documents at the Student Service Office.</p>	<p>It usually takes the examination office two weeks after all grades are available to them to issue the diploma certificate and the transcript. 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. In case they are available at the end of October they can also receive the certificate in the graduation ceremony</p>

	<p>at ZIB with:</p> <ul style="list-style-type: none"> - your current postal address - a certificate of authority "I, FIRST NAME+ NAME , hereby authorise Ms. Ulrike Piringer to collect my EUR-Organic graduation documents under my name at BOKU since I reside in XXX and am unable to collect them personally." <p>In addition a roll of the certificate can be issued (€ 50): http://www.boku.ac.at/en/lehre/studabt/themen/sponsionen-promotionen/anmeldung/</p>			
<p>Graduation ceremony</p>	<p>See: http://www.boku.ac.at/en/lehre/studabt/themen/sponsionen-promotionen/</p> <p>The graduation ceremony is an optional feature of your EUR-Organic degree at BOKU and takes place in the university's ceremonial hall, various times per semester.</p> <p>Registration by paying the fee in the graduation office (€ 110 including DVD)</p> <p>Deadline for registration:</p> <p>3 weeks (Tuesday, 12.00) before the ceremony (AFTER defence). The dates of the ceremonies can be found at: http://www.boku.ac.at/en/lehre/studabt/themen/sponsionen-promotionen/termine/ (only in German)</p> <p>In addition, there is an informal graduation ceremony that takes place during the ELLS student conference each year and is a memorable way to commemorate your</p>	<p>There is no special ceremony of graduation at WULS.</p>	<p>There is no graduation ceremony at the Faculty of Science and Technology, Aarhus University.</p>	<p>Students who are present at UHOH in October can participate in the graduation ceremony of the Faculty of Agriculture, regardless whether they were home- or host-students at UHOH.</p> <p>In addition, there is an informal graduation ceremony that takes place during the ELLS student conference each year and is a memorable way to commemorate your achievement.</p>

	achievement.			
Further relevant information	http://www.boku.ac.at/int-master-ells-eo-graduation.html http://www.boku.ac.at/en/themen-fuer-studierende/studienabschluss/	http://www.sggw.pl/en/international_cooperation	http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/	Useful website: https://agrar.uni-hohenheim.de/during_studies https://www.uni-hohenheim.de/pruefungsordnung-eur-organic?&L=1