

# EUR-Organic Master Thesis Guide

Double Degree MSc Programme  
Organic Agriculture and Food Systems



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FOR LIFE SCIENCES

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Edited by the coordination team of the MSc Programme “Organic Agriculture and Food Systems”

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Some parts of this guide are copied and modified from the enveuro-guide (<http://enveuro.eu/downloads/>)

University of Hohenheim

Sabine Zikeli, Gabriele Klumpp & Kerstin Hoffbauer

University of Natural Resources and Life Sciences, Vienna

Bernhard Freyer, Jürgen K. Friedel, Phillip Dietrich & Ulrike Piringer

Aarhus University

Jakob Sehested & Mette Glerup Thomsen

Warsaw University of Life Sciences

Ewa Rembialkowska, Jan Golba & Małgorzata Kowalczyk

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## 1. About this Guide

This guide has been created in order to help you in successfully accomplishing your master thesis within the EUR-Organic Master programme. In the following you will find important information on the structure of a master thesis, followed by an overview of the detailed administrative procedures at each of the partner universities.

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

An electronic version of this guide can be downloaded at <http://www.eur-organic.eu/info.html>.

## 2. EUR-Organic Contact Information

In the tables below you 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. You can contact them if there are further questions on administrative issues and the master thesis itself.

### 2.1. EUR-Organic Advisory Board

Contact the members of the EUR-Organic Advisory Board for all questions in relation to admission, programme development, partner universities, programme contents, programme evaluation, etc., exclusive questions on administration.

Tab. 1: Contact details of the EUR-Organic Advisory Board members

AU	Prof. Jakob Sehested Department of Animal Science - Animal Nutrition and Environmental Impact	Phone: +45 8715 7893 Mobile: +45 25159050 E-mail: <a href="mailto:jakob.sehested@agrsci.dk">jakob.sehested@agrsci.dk</a>
BOKU	Univ. Prof. Dr. agr. biol. Bernhard Freyer Department of Sustainable Agricultural Systems Division of Organic Farming  Ao.Univ.Prof. Dipl.-Ing. Dr. Jürgen K. Friedel EUR-Organic Program Coordinator at BOKU	Phone +43 1 47654 3751 Fax: +43 1 47654 3792 E-Mail: <a href="mailto:bernhard.freyer@boku.ac.at">bernhard.freyer@boku.ac.at</a>  Phone +43 1 47654 3748; 3757 Fax: +43 1 47654 3792 E-Mail: <a href="mailto:juergen.friedel@boku.ac.at">juergen.friedel@boku.ac.at</a>
UHOH	Prof. Dr. Torsten Mueller Department of Plant Nutrition (330)  Dr. Sabine Zikeli Co-ordination for Organic Farming and Consumer Protection (340d)	Phone: +49 711 459-22345 Fax: +49 711 459-23295 E-mail: <a href="mailto:torsten.mueller@uni-hohenheim.de">torsten.mueller@uni-hohenheim.de</a>  Phone.: +49 711 459 23248 Fax: +49 711 459 23869 E-mail: <a href="mailto:sabine.zikeli@uni-hohenheim.de">sabine.zikeli@uni-hohenheim.de</a>

WULS- SGGW	Prof. Ewa Rembialkowska Head of Department of Functional and Organic Food and Commodities Faculty of Human Nutrition and Consumer Sciences	Phone: +48 22 59 37 0 38 Fax: +48 22 59 37 0 36 E-mail: <a href="mailto:ewa_rembialkowska@sggw.pl">ewa_rembialkowska@sggw.pl</a>
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## 2.2. EUR-Organic Administrative Coordinators

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

Tab. 2: Contact details of the EUR-Organic Administrative Coordinators

AU	Mette Glerup Thomsen Team Coordinator	Phone: +45 87151197 E-mail: <a href="mailto:mgt@au.dk">mgt@au.dk</a>
BOKU	Ulrike Piringer Center for International Relations  Phillipp Dietrich EUR-Organic Coordination Office	Phone +43 1 47654 2621 Fax +43 1 47654 2606 E-mail: <a href="mailto:ulrike.piringer@boku.ac.at">ulrike.piringer@boku.ac.at</a>  Phone +43 1 47654 3758 Fax: +43 1 47654 3792 e-Mail: <a href="mailto:eur-organic@boku.ac.at">eur-organic@boku.ac.at</a>
UHOH	Kerstin Hoffbauer Programme coordinator	Phone +49 711 459 23328 Fax:+49 0711 459 23315 E-mail: <a href="mailto:khoffbau@uni-hohenheim.de">khoffbau@uni-hohenheim.de</a>
WULS- SGGW	Małgorzata Kowalczyk International Relations Office	Phone: +48 22 59 31 0 52 Fax: +48 22 59 31 0 48 E-mail: <a href="mailto:malgorzata_kowalczyk@sggw.pl">malgorzata_kowalczyk@sggw.pl</a> and <a href="mailto:incoming@sggw.pl">incoming@sggw.pl</a>

### **3. About Your Thesis**

When you start thinking about your thesis you should consider what profile as a master 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-Credits.

The master thesis is assigned to the host university and rules of this university are to apply for the whole master thesis project and the defence. You will find specific information in Table 3, Chapter 5 about what applies for the different universities.

#### **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.

##### **3.1.1. 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 in order 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.).

##### **3.1.2. 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. It is important that your co-supervisor does not simply duplicate the field in which the main supervisor covers, as the point is to have a variety of expertise. If there are a variety of backgrounds contributing to your thesis, you and your supervisors will be able to have a good opportunity to gain more knowledge on the topic you have chosen. Throughout your project, it is your responsibility, alongside with your main supervisor, to ensure that the co-supervisor is involved in your project. In the final assessment of your thesis, your co-supervisor is able to 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.

##### **3.1.3. Third party supervision**

In case you are conducting your master thesis in collaboration with a third party institution (Companies, Research institutions, (N)GOs, etc.) it might be, that someone from this institution will co-supervise you, which must be coordinated with your main and co-supervisor. Nevertheless the main supervisor has to be from your host university and your co-supervisor from your home university.

#### **3.2. Structure of your Thesis**

There is no specific required format for your master thesis; however, at all of the four 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 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 supervisor:

### **3.2.1. 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. It 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 supervisor to make sure that you follow the local requirements for thesis structure.

### **3.2.2. 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 try 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.

### **3.2.3. Methods**

In this section you should clearly summarize and explain, in your own words, how you carried out your study. 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?

### **3.2.4. 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.

### **3.2.5. 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. So 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.

### **3.2.6. Conclusions**

This chapter is assigned to the conclusions you reach after the discussion and then you suggest how the results may be applied, how the experiment or study could be modified, what questions still remain after the project, and perhaps which direction the research could go after conducting this project.

### **3.2.7. 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 some universities (e.g. at the University of Hohenheim your thesis text will be electronically checked for plagiarism.

#### **4. Graduation and Graduation 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 a 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.

The Graduation Guide can be found on the EUR-Organic homepage (<http://www.eur-organic.eu/info.html>).



## 5. Specific University Information

Tab 3: Overview on the Specific University Information

	 <b>University of Natural Resources and Life Sciences, Vienna, Austria (BOKU)</b>	 <b>Warsaw University of Life Science, Warsaw, Poland (WULS)</b>	 <b>Aarhus University, Aarhus, Denmark (AU)</b>	 <b>University of Hohenheim, Stuttgart, Germany (UHOH)</b>
<b>What is the purpose of the master thesis?</b>	You should learn to work on a scientific question, do individual work and be able to defend your results.	The aim of the master thesis is to learn how the research work should be conducted, how to collect the results, how to elaborate them and how to discuss. Finally a student should be able to present own results and conclusions in a convincing way and to defend the master thesis.	The objective of the thesis is to give students the possibility of colouring their own study programme within a particular area and to enable them to independently uncover, delimit and study a relevant scientific problem.  The thesis is based on literature studies and analyses of collected or issued data sets.	The master thesis shall show that you are able to work independently on a problem in the field of your subject, using scientific methods and within a fixed period of time.
<b>When should I begin writing my thesis?</b>	The master thesis shall be done in the fourth semester of the EUR-Organic. Generally it is recommended to look out for your supervisor straight after you started the EUR-Organic at BOKU and latest be found and the topic of the master thesis be fixed by the end of the third semester or in the break between winter and summer term (i.e. between third and fourth semester).	A student should start to look for a relevant topic even before coming to WULS via contacting the EUR-Organic Advisory Board member from WULS (prof. Ewa Rembiałkowska). A topic should be selected not later than one year before a defence, so in June after the first year of MSC study.	The master thesis shall be done in the fourth semester of the EUR-Organic. It is recommended to look out for your supervisor straight after you start the EUR-Organic at AU.  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 by the end of the third semester or in the break between winter and summer term (i.e. between third and fourth semester).	The master thesis shall be done in the fourth semester. It is recommended to search for a topic already in your third semester. Students have to officially register their Master topic in filling a form and handing to the examination office. You should register the master thesis preferably at the beginning of your fourth semester. If you have not registered for the master thesis by the beginning of the seventh semester, it is considered a "fail" (F; 0 grade points), unless you cannot be held responsible for the failure to comply with the deadline examination board shall fix.

<p><b>Are there any forms/ contracts I need to submit before writing my thesis?</b></p>	<p>See: <a href="http://www.boku.ac.at/int-master-ells-eo-graduation.html">http://www.boku.ac.at/int-master-ells-eo-graduation.html</a></p> <p>Required documents for the registration of your thesis before writing it:</p> <p>(i) E-mail of the programme coordinator, Prof. Friedel, that he agrees with supervisor and co-supervisor</p> <p>(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 rules of the home university.</p> <p>(iii) Once you have determined your thesis topic and who your supervisor and co-supervisor are, you must register your master thesis at the examination office. In order to register to write and defend your master thesis at BOKU you will need the form: "Master's thesis registration (for courses of study with a presentation or defensio)" available at <a href="http://www.boku.ac.at/en/lehre/studabt/themen/infos-studienabschluss/abschlussarbeiten/masterarbeiten/">http://www.boku.ac.at/en/lehre/studabt/themen/infos-studienabschluss/abschlussarbeiten/masterarbeiten/</a></p> <p>This form has to be signed by your supervisor at BOKU, co-supervisor and the head of the institute of the BOKU supervisor.</p> <p>Note: There is no formal time period between registering and submitting the thesis.</p>	<p>There is no special form and no special contract for the foreign students, however some supervisors may ask to fill in the form similar to the one offered to Polish students, see link: <a href="http://wnzck.sggw.pl/wp-content/uploads/Formularz_wyboru_pracymgr_ZCZiOZ.pdf">http://wnzck.sggw.pl/wp-content/uploads/Formularz_wyboru_pracymgr_ZCZiOZ.pdf</a></p> <p>A supervisor will provide an English version of this form in every case.</p> <p>A topic of the MSc thesis should be approved by a supervisor and by a study Dean. In case of the foreign students the procedure is elastic.</p>	<p><b>A thesis contract</b> between supervisors and the student must be drawn up and approved before commencement of the thesis work. The contract form is available at the relevant online subject portal at AU.</p> <p>The thesis contract must include information about:</p> <ul style="list-style-type: none"> <li>• The extent of the thesis (30 ECTS credits)</li> <li>• Formulation and delimitation of the subject</li> <li>• Supervision plan</li> <li>• Thesis language (Danish or English)</li> <li>• Starting date and deadline of handing in</li> </ul> <p><b>A Master's contract</b> 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.</p> <p>The Master's contract must be signed by the degree 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>You are required to submit a "contract" with the exam office. This contract is done by a form that contains the working title of the thesis, the supervisors and the start date of the thesis work. You and your main supervisor must sign this contract. The exam office is part of the "central student office" which acts as a service center for you</p>
<p><b>How much time do I have to write my thesis?</b></p>	<p>At BOKU are no legal due dates to start and finalize your master thesis.</p>	<p>A student generally has time to write a thesis since the final decision on the MSc topic (normally June) till 31st May next year. The manuscript should be transferred to the supervisor who should check a thesis till the end of June. In the justified cases this time can be prolonged till end of September or even till end of December, but not any longer. See:</p>	<p>Students have 5 months including exam for the thesis.</p> <p>Deadline for starting the master thesis is 1 February and it must be evaluated by 30 June the latest.</p> <p>Once the thesis contract has been approved and the</p>	<p>Once you have submitted your contract to the exam office you have six months to write your thesis.</p> <p>You may refuse/change the topic once and this is only possible within the first two months after registration. In exceptional and justified circumstances, the period of time may be</p>

		<a href="http://www.sggw.pl/image/data/SGGW/teksty_pdf/regulations_wspolpraca/study-regulation-Zalacznik-do-uchwaly-nr-57_EN_27.06.2013.pdf">http://www.sggw.pl/image/data/SGGW/teksty_pdf/regulations_wspolpraca/study-regulation-Zalacznik-do-uchwaly-nr-57_EN_27.06.2013.pdf</a>	deadline for submitting the thesis has been determined, the student cannot withdraw from the exam.	extended by a maximum of three months The extension needs to be officially requested by the student and confirmed by the supervisor.
<b>If there is a time limit, what happens if the time span is exceeded?</b>	<p>At BOKU there is no formal time limit to complete the master thesis.</p> <p>Note: As long as you have not received your final grade you will need to stay registered in the university system, and thus you are responsible for paying all student fees which apply to you.</p> <p>Note: After fulfilling the requirements of your curriculum you have to submit the required documents for graduating at the Registration Office (graduation unit) (=Studienabteilung) at least 3 weeks before your defence.</p>	<p>At WULS a master thesis should be completed and transferred to a Dean office no later than on 30th June (end of the summer semester). If a thesis is not completed, there is a possibility to apply to a Dean of Didactics to prolong this period till 30th September. If there are serious reasons (illness, other) there is also a possibility to prolong till 30th December. After this deadline a student is deleted from the list of students; the reactivation is possible in justified cases but only Rector for Didactics can give the agreement.</p>	<p>If the thesis is not submitted by the determined deadline, it will be considered as an 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.</p> <p>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>You can exceed the contracted 6 months in the case of disease, pregnancy, etc. However, this must be proven to the exam office with a medical certificate. It is also possible to exceed the 6 months for reasons of delay not due to your responsibility (i.e. breakdown of instruments etc.). However, this also has to be proven by the supervisor. If the deadline for submission is not met without reasons, the thesis will be marked as failed and then you will have to write another thesis. This new thesis topic must be registered within 6 weeks after the announcement of the result "fail".</p> <p>It is possible to extend the thesis by up to 3 months by submitting an application to the board and through approval of your supervisor.</p> <p>Note: As long as you are working on your thesis, you will be responsible for paying semester fees at UHOH.</p>
<b>How do I find a Supervisor? Who is allowed to be my supervisor?</b>	<p>You are responsible for choosing your thesis topic and supervisor. However, you can ask your local EUR-Organic coordinator or teachers of the courses you are attending to help with suitable suggestions. At BOKU university lecturers with high teaching credentials (Prof., Ao Prof, Priv.DoZ – „habilitiert“) are allowed to act as your thesis supervisor or co-supervisor. Infos: <a href="http://www.boku.ac.at/en/lehre/studabt/theme_n/infos-studienabschluss/abschlussarbeiten/masterarbeiten/">http://www.boku.ac.at/en/lehre/studabt/theme_n/infos-studienabschluss/abschlussarbeiten/masterarbeiten/</a></p>	<p>A student is responsible to find a relevant supervisor with the help of an EUR-Organic Advisory Board member from WULS. If a topic is already selected there is no problem to find a supervisor.</p> <p>At WULS assistant professors working at least 2 years as academic teachers, associated professors and full professors can be supervisors of the master thesis.</p>	<p>Your main supervisor is formally assigned by your host university (the academic coordinator) and has to be affiliated to the Faculty of Science and Technology. However, you are expected to find and suggest a potential supervisor and project on your own, e.g. by:</p> <ul style="list-style-type: none"> <li>• contacting teachers you already now,</li> <li>• searching the inspiration catalogue of master thesis projects issued at the departmental web-pages (<a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/project-catalogue/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/project-catalogue/</a>)</li> <li>• searching other parts of the departmental web-pages</li> </ul>	<p>It is expected that you find your supervisor yourself. Your main supervisor is formally assigned by your host university. However, you can ask your local administrative and EUR-coordinator and the local study advisor to help with suitable suggestions. The master thesis can be supervised by professors, university lecturers, outside lecturers, academic assistants and assistants with authority to hold examinations.</p>

			<ul style="list-style-type: none"> <li>• searching possibilities at third party universities, companies, NGOs etc.</li> <li>• contact the coordinator or a potential supervisor with your own ideas or to ask for further possibilities.</li> </ul> <p>During your thesis work you will be associated to a research group. Please note that the Department of Animal Science is situated at AU Foulum about one hour's drive from Campus Aarhus. There are student housing possibilities at AU Foulum and in Viborg which is close by and with regular bus connections. Campus Flakkebjerg is situated a Sealand and Campus Aarslev at Funen, both with student housing facilities. You can find maps at:</p> <p><a href="http://www.au.dk/en/about/organisation/find-au/buildingmap/">http://www.au.dk/en/about/organisation/find-au/buildingmap/</a> Find more information at:</p> <p><a href="http://www.au.dk/en/exchange/welcome/">http://www.au.dk/en/exchange/welcome/</a> and</p> <p><a href="http://www.au.dk/en/internationalcentre/students/">http://www.au.dk/en/internationalcentre/students/</a></p>	
<p><b>Am I expected to create my own idea for the thesis topic?</b></p>	<p>You should think of your own ideas for the thesis topic, but collaboration with a supervisor to find a suitable topic is encouraged. For example, it is sufficient to present an idea to your supervisor (personal communication, oral or written) or you can even select a topic that is being offered by a supervisor (look out on the pin boards and the homepages of the Institutes/Divisions and Working Groups). The more proactive you are the better.</p>	<p>It is appreciated if a student has his/her own idea of the master thesis, but it is not necessary. The potential supervisor indicated by EUR-Organic Advisory Board member from WULS will help to create a topic.</p>	<p>You are expected to find and suggest a potential supervisor and project on your own, e.g. by:</p> <ul style="list-style-type: none"> <li>• contacting teachers you already now,</li> <li>• searching the inspiration catalogue of master thesis projects issued at the departmental web-pages (<a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/project-catalogue/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/project-catalogue/</a>)</li> <li>• searching other parts of the departmental web-pages</li> <li>• searching possibilities at third party universities, companies, NGOs etc.</li> <li>• contact the coordinator or a potential supervisor with your own ideas or to ask for further possibilities.</li> </ul>	<p>You may choose a topic of a subject field from the specialisation(s) you have completed. This can either be a topic suggested by one of the institutes, or it can be a topic which you suggest to your potential supervisor. : If you have an own topic in mind, please create a proposal on your topic and discuss with a suitable first supervisor. The topic of your thesis has to be related to at least one of the modules you have been taking. Moreover, the topic has to be set up in way that it is feasible for you to write the thesis within a period of six months after the issue date of the topic. In case you asked several professors and still don't find a supervisor and a thesis topic the chairman of the examination board ("Leiter des Studiengangs", currently Professor Müller) is responsible that the candidate receives a topic within a month upon application.</p>

<p><b>Am I expected to elaborate the idea in cooperation with the supervisor?</b></p>	<p>If you need help you can go to your supervisors, as well as members of institute, etc. who can collaborate as needed.</p>	<p>Yes, the best way is to elaborate the idea together with the supervisor. Such cooperation is always fruitful.</p>	<p>Yes, you are expected to elaborate the idea in cooperation with the supervisor.</p>	<p>Depending on the initial negotiations between you and supervisor, you might be expected to help elaborate on the topic. This is handled individually by the individual supervisors.</p>
<p><b>Must I deliver a specific text/synopsis (e.g. a form) before the supervisor can approve the project?</b></p>	<p>You must take part in a Master's Thesis Seminar (your supervisor will tell which Master's Thesis Seminar you have to attend), which includes: 1) participation at presentations of other students 2) presentation of own work (minimum twice), concept note at the beginning of thesis work. The aim is to get feedback from supervisor and audience on methodology, test, analyses etc. presentation of results. Aim is to reflect the findings before binding the thesis, so comments and improvements are still possible. Also it is training for the final defence.</p>	<p>A student will receive a form to fill in and a pattern + instructions how to prepare the form. Moreover a short draft should be prepared in cooperation with the supervisor; such draft will help the student to operate during the whole master thesis process.</p> <p>It is necessary to present the mater thesis project at diploma seminar for MSc students 3 times: a) preliminary phase 2) middle phase 3) final phase.</p>	<p><b>A thesis contract</b> between supervisors and the student must be drawn up and approved before commencement of the thesis work. The contract form is available at the relevant online subject portal at AU.</p> <p>The thesis contract must include information about:</p> <ul style="list-style-type: none"> <li>• The extent of the thesis (30 ECTS credits)</li> <li>• Formulation and delimitation of the subject</li> <li>• Supervision plan</li> <li>• Thesis language (Danish or English)</li> <li>• Starting date and deadline of handing in</li> </ul>	<p>It is not required that text/synopsis is delivered before the project is approved.</p>
<p><b>How proactive must I be throughout the project?</b></p>	<p>It is expected that you are proactive throughout the whole thesis project, and the student is regarded as the project leader.</p>	<p>A student should be proactive during the whole process. More self-sustainable is the student, better final result can be expected.</p>	<p>It is expected that you are proactive throughout the whole thesis project.</p>	<p>Your "proactivity" depends on your supervisor. Although it is not formally required, it is helpful to hand in an outline and ideas about problems and goals. Usually, you and your supervisor should establish a time table of your proposed work including milestones so that you are sure that you will keep your schedule.</p>
<p><b>How big a part of the thesis must have been available to the supervisor before submission?</b></p>	<p>You should submit your final thesis work to your supervisor before final submission. The supervisor reads the thesis and will make suggestions for improvements.</p> <p>Note: Before you can register for the final defence, where you have to present your thesis, the thesis has to be completed and marked. Please use the form "Assessment form for Master's thesis"/ "Beurteilung der Masterarbeit" <a href="http://www.boku.ac.at/en/lehre/studabt/theme_n/infos-studienabschluss/studienabschluss-von-">http://www.boku.ac.at/en/lehre/studabt/theme_n/infos-studienabschluss/studienabschluss-von-</a></p>	<p>It depends on the supervisor. There are no general rules. Some supervisors prefer to read the whole thesis at once before the submission; other supervisors prefer to read step by step – literature review, next results, next discussion,...</p>	<p>It depends on the supervisor. There are no general rules.</p>	<p>It depends on the supervisor. There are no general rules. Some supervisors prefer to read the whole thesis at once before the submission; other supervisors prefer to read step by step – literature review, next results, next discussion,...</p>

	<a href="#">masterstudien/studienabschluss-von-internationalen-masterstudien/</a>			
<b>Is there a specific structure?</b>	<p>The thesis should have a structure of a scientific report. Depending on the specific case and the supervisor, some modifications can be done. Your supervisor has the final say.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Abstract</li> <li>2. Introduction and objectives (definitions)</li> <li>3. Literature review</li> <li>4. Methods</li> <li>5. Results</li> <li>6. Discussion</li> <li>7. Conclusions</li> <li>8. Perspectives</li> <li>9. References</li> <li>10. Appendixes</li> </ol>	<p>Yes, there are general recommendations at WULS. For an experimental MSc thesis as follows:</p> <ol style="list-style-type: none"> <li>1. Abstract</li> <li>2. Introduction</li> <li>3. Aims, scope and working hypothesis</li> <li>4. Literature review (3-4 subchapters)</li> <li>5. Methods and materials</li> <li>6. Results</li> <li>7. Discussion</li> <li>8. Statements and conclusions</li> <li>9. References.</li> <li>10. Annex.</li> </ol>	<p>The thesis should have a structure of a scientific report. Depending on the specific case, some modifications can be done.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Summary/Abstract</li> <li>2. Introduction and objectives</li> <li>3. Literature review</li> <li>4. Materials and Methods</li> <li>5. Results</li> <li>6. Discussion</li> <li>7. Conclusions</li> <li>8. References</li> <li>9. Appendixes</li> </ol>	<p>The thesis should have a structure of a scientific report. Depending on the specific case, some modifications can be done.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Summary/Abstract</li> <li>2. Introduction and objectives</li> <li>3. Literature review</li> <li>4. Materials and Methods</li> <li>5. Results</li> <li>6. Discussion</li> <li>7. Conclusions</li> <li>8. References</li> <li>9. Appendixes</li> </ol>
<b>Are there a required number of pages?</b>	<p>There are no formal requirements; the maximum number of pages is approx. 100. The decision lies with the supervisor.</p>	<p>There is an indication that MSc thesis shouldn't be longer than 100 pages, the lowest number of pages is 60.</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>The dissertation must be submitted to the Studies administration in 4 printed copies.</p>	<p>Not specified, but generally the normal range is between 40-80 pages.</p>
<b>Is it possible to integrate an internship into my thesis project?</b>	<p>Yes, as long as the main and the co-supervisor agree. This could be either with a company, municipality or other university.</p> <p>Note: Someone from the internship <u>cannot</u> be your main or co-supervisor. They could only act as third supervisor</p>	<p>This solution is very uncommon at WULS. However, everything depends on the common agreement between student and supervisor. If the internship period has resulted in very interesting findings, they can be included into MSc thesis. Every case has to be solved separately.</p>	<p>It is possible for students to perform their thesis work at a third party institution.</p> <p>The main supervisor is formally assigned by the host university and has to be affiliated to the faculty responsible for the education. The main supervisor takes on the responsibility that regulations for doing a Master thesis are kept. In cooperation with co- and project supervisors he/she approves the thesis statement, disposal, demarcation and timetable, as well as contributes with professional and methodological supervision. The supervisor decides</p>	<p>It is possible for students to perform their work outside of the university and this can also be done in the framework of an internship. Work can be performed e.g. in a company that has contacts to the supervisor. The supervisor takes on the responsibility that regulations for doing a Master thesis are kept.</p>

			<p>the master thesis' methodological approach as well as the formal framing (structure of the thesis, rules for citation, etc.). The main supervisor will also act as examiner.</p> <p>A co-supervisor from the third party institution will be assigned to ensure that the project can be performed as planned and to support the daily work of the student.</p>	
<p><b>What do I submit when my thesis project is completed? (see also graduation guide)</b></p>	<p>See: <a href="http://www.boku.ac.at/int-master-ells-eo-graduation.html">http://www.boku.ac.at/int-master-ells-eo-graduation.html</a></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 (no general rules for the first page - please ask your supervisor).</p> <p>You submit your thesis at the Registration Office (graduation unit) (=Studienabteilung), when you register for the defence. 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":  <a href="http://www.boku.ac.at/en/lehre/studabt/theme/n/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/">http://www.boku.ac.at/en/lehre/studabt/theme/n/infos-studienabschluss/studienabschluss-von-masterstudien/studienabschluss-von-internationalen-masterstudien/</a></p> <ul style="list-style-type: none"> <li>• Application for a defensio (<a href="http://www.boku.ac.at/fileadmin/data/H05000/H11000/H11030/TEMP/Formulare/Anmeldung_Defensio_Version_01_2015.doc">http://www.boku.ac.at/fileadmin/data/H05000/H11000/H11030/TEMP/Formulare/Anmeldung_Defensio_Version_01_2015.doc</a>) with the pre-arranged date of the defensio (date, time, location) and proposals for the habilitated chairperson and the two participating habilitated university instructors</li> <li>• Admission notification or BOKU Bachelor's examination transcript</li> </ul>	<p>The manuscript has to be submitted to a supervisor in electronic way but also in printed version.</p> <p>After the supervisor will give his/ her remarks, the students should improve a thesis according to these remarks.</p> <p>If the supervisor is finally happy with the improvement, a thesis should be printed bilaterally in 3 copies, in that 2 hardback, and 1 softback. Next all copies should be provided to a Study Dean office which will inform the student about all further steps and will give all necessary forms to be filled in.</p> <p>All thesis submitted at WULS are subjected to a check for plagiarism by a specific software. In case plagiarism is detected, the student has to improve a thesis radically.</p> <p>A thesis will be evaluated by a reviewer – a professor from the same Faculty. A grade will be given by a reviewer and by a supervisor. Both grades are taken into account during a defence.</p>	<p>The dissertation must be submitted to the Studies administration in 4 printed copies.</p>	<p>Two bound copies and one digital copy of the master thesis shall be handed in to the examination office within the agreed time limit. You have to include a statement confirming that you wrote the thesis on your own without the use of sources and aids other than mentioned in the thesis. This statement form can be found at <a href="https://www.uni-hohenheim.de/fileadmin/einrichtungen/agrar/Studium/Plagiate/Erklaerung_Arbeit_englisch.pdf">https://www.uni-hohenheim.de/fileadmin/einrichtungen/agrar/Studium/Plagiate/Erklaerung_Arbeit_englisch.pdf</a></p> <p>All parts of the thesis, which are cited literally or in a rough summary from publication or other secondary material, must be recognizable. Moreover, you should confirm that the thesis was not written for another course as part of an examination. All theses submitted at the University of Hohenheim will be subjected to a check for plagiarism by a specific software. In case plagiarism is detected, the student will fail in the theses.</p>

	<ul style="list-style-type: none"> <li>• Assessment of the thesis by the supervisor/co-supervisor: Evaluation form for a Master's thesis (<a href="http://www.boku.ac.at/fileadmin/_/studdek/TEMP/HPneu/Bewertungsbogen_Master_Thesis_072011.docx">http://www.boku.ac.at/fileadmin/_/studdek/TEMP/HPneu/Bewertungsbogen_Master_Thesis_072011.docx</a>)</li> <li>• a hard-bound thesis with first and last name on the spine</li> <li>• Copy of the cover of the Master's thesis</li> <li>• if required an application to suspend the Master's thesis (<a href="http://www.boku.ac.at/fileadmin/da/ta/H05000/H11000/H11030/TEMP/Formulare/Sperre_einer_wissenschaftlichen_Arbeit.doc">http://www.boku.ac.at/fileadmin/da/ta/H05000/H11000/H11030/TEMP/Formulare/Sperre_einer_wissenschaftlichen_Arbeit.doc</a>) with detailed reasons (incl. signature of the institute committee of directors)</li> <li>• Abstracts printout after online entry in Abstracts application (<a href="http://www.boku.ac.at/zid-abstracts.html">http://www.boku.ac.at/zid-abstracts.html</a>) and release of the abstracts by the supervisor</li> <li>• 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)</li> <li>• Most recent record of studies, with stamp of approval from university library</li> <li>• Recognition notification</li> <li>• Original certificates of other recognised post-secondary educational institutions for free electives (please do not forget previous certificate submission on BOKU-Online)</li> </ul> <p>Note: Please be aware that you have to submit the signed Individual Course Plan and the transcript of records of your home university (with signature and stamp, including ALL exam dates) already a semester in advance!</p>			
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<p><b>Is an oral defence mandatory?</b></p>	<p>Yes, an oral defence of your master's thesis is required. The defence (45 minutes) consists of a presentation (20 minutes) and a scientific discussion.</p> <p>Official Graduation Guidelines Defensio:  <a href="http://www.boku.ac.at/fileadmin/data/H05000/H11000/H11030/TEMP/HPneu/Guidelines_de_fensio.pdf">http://www.boku.ac.at/fileadmin/data/H05000/H11000/H11030/TEMP/HPneu/Guidelines_de_fensio.pdf</a></p>	<p>Yes, an oral defence of the MSc thesis is necessary. The student has to present and defend the results of his/her master's thesis in front of a Committee consisting of the chair of the defence (normally a Study Dean), supervisor and reviewer.</p> <p>Moreover some additional questions related to a topic of MSc thesis are very possible during a defence.</p>	<p>Yes. At the oral exam the student will have 30 minutes in which to present the project. The examiner 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>Yes. You are required to defend the thesis in a colloquium. You have to prepare an oral presentation of 20-30 minutes which will be followed by questions of the supervisor for at maximum another 15-30 minutes. . Your main supervisor and the EUR-Organic co-supervisor will be present, the supervisor from your home university may participate via video conference. . See next paragraph for details.</p>
<p><b>How to organise the defence</b></p>	<p>The composition 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 (Univ.Prof., Ao.Univ.Prof, Priv.DoZ – „habilitiert“). Some departments offer fixed joint defence dates – please ask your supervisor in advance. The thesis supervisor is usually part of the committee, but must 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's thesis.</p> <p>The attendance of the Co-Supervisor is possible (Physical presence, Skype etc.), but NOT compulsory! The BOKU administrative coordinator can help you with organising the video conference.</p>		<p>The defence has to take place no later than 30 June.</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 defence latest has to take place 3 month after the grade for the written part has been published. The student has a right to receive an appointment for defence within the first 3 weeks after the written grade has been published. The appointment for the defence will be fixed by the two supervisors, usually in agreement with the student</p>
<p><b>How will I be graded on my thesis?</b></p>	<p>The thesis is immediately assessed after submission of the written work to the supervisors. The main and the co-supervisor must agree that the thesis is acceptable for submission and he must assess it before applying for the defence.</p> <p>Grading for the written thesis and oral defence is similar to any other lecture using the 1-5 scale.</p>	<p>A thesis will be evaluated by the supervisor and by a reviewer in a scale 2-5 where 2 is fail and 5 is very good. The grade from the diploma thesis is arithmetic mean of the grades given by the promoter and the reviewer, both of which grades have to be positive.</p> <p>There will be also a grade from a co-supervisor from the home University, and the final grade for the master thesis has to be agreed between the</p>	<p>The thesis dissertation and the oral exam will be assessed jointly, using the Danish 7-point grading scale. The examiner and the external examiner subsequently prepare a written assessment.</p> <p>In the assessment of the thesis dissertation importance will mainly be attached to its scientific content, but the student's spelling and formulating capacity will also form part of the assessment,</p>	<p>Your grade is comprised of the result of the written thesis and that of the oral defense. The written thesis will be assessed by your main supervisor and co-supervisor, and the final grade of your written thesis will be the average of those two grades. For the oral defense the two supervisors will agree on the grade right after the meeting.</p>

	<p>Main emphasis is on the subject content and clarity of presentation of results (graphs, tables). The communication skills are part of the oral examination.</p> <p>The final grading of the study is: pass with distinction, pass or fail.</p> <p>The mark of the thesis and title will be included in your diploma.</p>	<p>main supervisor, reviewer and co-supervisor. Additional evaluation will take place at a defence (evaluation of a thesis oral presentation and 2 related questions). The final grade written into diploma will also comprise the average grade from MSc study, based on the records' transcripts received from the home Univ.</p>	<p>irrespective of the language of the thesis.</p> <p>The assessment of the thesis work will be based on the students ability to:</p> <ul style="list-style-type: none"> <li>Independently uncover and delimit a problem within the chosen area</li> <li>Arrange a relevant project design for analysis of the delimited question</li> <li>Seek and prioritise relevant literature and be critical of different theoretical views and possibly conflicting results</li> <li>Include, discuss and select relevant theories in relation to problems</li> <li>Discuss and be critical of the relevance and quality of the applied literature, the applied theories/models, methods of analysis and possible data, including trial design and statistical methods</li> <li>Carry out an independent and coherent analysis of the chosen problem and summarise the conclusions of the study</li> </ul> <p>Communicate in writing and orally the analyses and conclusions of the project, including the problem, choice of method, analysis, discussion, conclusion and putting into perspective, in a clear and relevant way in relation to a defined target group</p>	<p>The time for assessment of your thesis shall not exceed four weeks after you have handed in the copies to the exam office.</p> <p>Your written thesis has to be graded with at least a "pass" (4.0 grade points) in order that you are offered to do the oral defense. In the oral defense, you are required to defend the essential arguments, results and methods of the thesis. The oral defense will last at least 30 minutes and approx. 45 minutes at most. You and the supervisors will try to fix a date for the oral defense. It is your duty as a student to request the date for oral presentation at your supervisor's. If this does not work, the examination board will fix the date with the agreement of your supervisors.</p> <p>The overall grade of the master thesis is determined by the average of the grades of the thesis and the oral defense. The grade of the written thesis is worth three times the amount of the grade of the oral defense. The master thesis will be considered 'passed' if both the written thesis and the justification are graded "pass" (D; 4.0 grade points).</p> <p>It is not required that a written thesis evaluation by the supervisor will be provided to you.</p>
<b>Important resources</b>	<p>Thesis</p> <p><a href="http://www.boku.ac.at/int-master-ells-eo-thesis.html">http://www.boku.ac.at/int-master-ells-eo-thesis.html</a></p> <p><a href="http://www.boku.ac.at/int-master-ells-eo-graduation.html">http://www.boku.ac.at/int-master-ells-eo-graduation.html</a></p> <p>Graduation</p> <p><a href="http://www.boku.ac.at/int-master-ells-eo-">http://www.boku.ac.at/int-master-ells-eo-</a></p>	<p>All regulations</p> <p><a href="http://www.sggw.pl/en/international-cooperation/_university-regulations">http://www.sggw.pl/en/international-cooperation/_university-regulations</a></p> <p>In that: admission procedures</p> <p><a href="http://www.sggw.pl/image/data/SGGW/teksty_pdf/INSTRUKCJA%20dla%20cudzoziemc%C3%B3w%20EN.pdf">http://www.sggw.pl/image/data/SGGW/teksty_pdf/INSTRUKCJA%20dla%20cudzoziemc%C3%B3w%20EN.pdf</a></p>	<p>Approval of master degree programme:</p> <p><a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/approval-of-masters-programme/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/approval-of-masters-programme/</a></p> <p>Approval of master thesis:</p> <p><a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/masters-">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/masters-</a></p>	<p>Examination Regulations:</p> <p><a href="https://www.uni-hohenheim.de/uploads/media/FAK_A_engl_Master_Lesefassung_englisch_01.pdf">https://www.uni-hohenheim.de/uploads/media/FAK_A_engl. Master_Lesefassung_englisch_01.pdf</a> and/or</p> <p><a href="https://www.uni-hohenheim.de/79612?id=79612&amp;L=1">https://www.uni-hohenheim.de/79612?id=79612&amp;L=1</a> and</p> <p><a href="https://www.uni-hohenheim.de/78320?&amp;L=1">https://www.uni-hohenheim.de/78320?&amp;L=1</a></p>

	<a href="#">graduation.html</a>  EUR-Organic Curriculum  <a href="http://www.boku.ac.at/lehre/studabt/studien/master-en/h066500/studienplan/">http://www.boku.ac.at/lehre/studabt/studien/master-en/h066500/studienplan/</a>	Study Regulations:  <a href="http://www.sggw.pl/image/data/SGGW/teksty_pdf/regulations_wspolpraca/study-regulation-Zalacznik-do-uchwaly-nr-57_EN_27.06.2013.pdf">http://www.sggw.pl/image/data/SGGW/teksty_pdf/regulations_wspolpraca/study-regulation-Zalacznik-do-uchwaly-nr-57_EN_27.06.2013.pdf</a>	<a href="#">thesis-and-open-projects/</a>  Project Catalogue:  <a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/project-catalogue/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/project-catalogue/</a>	
<b>Are there special requirements for submitting my master thesis at my home university when I have completed my work?</b>	<p>If BOKU was your home university, you do not have to register your thesis at BOKU. However, once you have completed your thesis at your host university, you must send a copy to the BOKU library for their records.</p> <p>Please be aware that you have to submit various documents to get your BOKU degree (after having finished EUR-Organic at the HOST University, where you wrote your thesis).</p> <p>You find a list of documents to hand in at BOKU in your EUR-Organic Graduation Guide and at <a href="http://www.boku.ac.at/int-master-ells-eo-graduation.html">http://www.boku.ac.at/int-master-ells-eo-graduation.html</a></p>	<p>WULS study Dean has to receive the full transcript of records of the student from the home University <b>two</b> weeks before a defence! WULS will send a copy of the MSc thesis to the home University.</p>	<p>If AU is your home university, you do not have to register your thesis at AU.</p> <p>Once you have received your grade for your thesis at your host university, you must send your transcript of records to the EUR-Organic Administrative coordinator 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>If HOH is your home university, you do not have to register your thesis at UHOH.</p> <p>Once you have received your credits for your modules and the thesis at your host university, you have to send your transcript of records to the EUR-Organic Administrative coordinator at HOH</p>
<b>Further Information</b>	<a href="http://www.boku.ac.at/en/lehre/studabt/theme_n/infos-studienabschluss/abschlussarbeiten/masterarbeiten/">http://www.boku.ac.at/en/lehre/studabt/theme_n/infos-studienabschluss/abschlussarbeiten/masterarbeiten/</a>  and  <a href="http://www.boku.ac.at/en/international/englischeinternationale-masterprogramme/euroleague-for-life-sciences-ells/eur-organic/">http://www.boku.ac.at/en/international/englischeinternationale-masterprogramme/euroleague-for-life-sciences-ells/eur-organic/</a>		<a href="http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/">http://studerende.au.dk/en/studies/subject-portals/agroecology-food-and-environment/special-information-for-masters-degree-students/</a>	<a href="http://www.eur-organic.eu/80197">http://www.eur-organic.eu/80197</a>